

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, October 20, 2021

Virtual Meeting

COMMITTEE MEETINGS – 6:30 p.m.

Budget and Finance
Buildings and Grounds
Human Resources

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7:03 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 9; Directors absent - 7; 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 next regular monthly meeting will begin at 7 p.m. on Wednesday, Nov. 17, 2021 and will be held at the CSIU.

Ms. Wiegand joined the meeting at 7:06 p.m.

1.5 Opportunity for Public Comment

The public was instructed on how to submit comments/questions to the CSIU Board by sending an email to AsktheBoard@CSIU.org prior to the start of the meeting. The meeting moderator was responsible for collecting all emails and will share with the Board at this time. There were no public comments.

1.6 Approval of Minutes (Attachment)

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Sept. 15, 2021 with the following changes in start date:

Full-Time Personnel

New Employees – Non-Instructional Staff

- **Amanda N. Glenny**, practical nursing program instructor, from Sept. 28, 2021 to Sept. 27, 2021
- **Shawn A. Roslevich**, technical support specialist, from Oct. 4, 2021 to Oct. 11, 2021
- **Rita K. Steele**, client support specialist I, from Sept. 27, 2021 to Oct. 4, 2021

Part-Time Personnel

New Employees – Non-Instructional Staff

- **Tara Gardner**, digital literacy specialist, from Sept. 13, 2021 to Sept. 20, 2021

Motion to approve the minutes of the meeting held on Wednesday, Sept. 15, 2021 as presented.

Motion by Slade Shreck, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

1.7 CSIU Staff and Others in Attendance

Jamie Bartlett, Head Start Programs Manager
Dr. Bernadette Boerckel, Chief Outreach Officer
John Brenchley, Chief Innovation Officer
Rae Ann Crispell, Administrative Support Director
Kenneth Erb, Manager of Buildings and Grounds
Kaitlyn Hall, Director of Early Childhood Education
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Executive Director
Terri Locke, Director of Special Education and Alternative Placement
Dr. Shileste Overton-Morris, Chief Programs Officer
Amy Pfleegor, Executive Office Manager/Board Recording Secretary
Lori Potutschnig, Site Manager for Migrant Education
Eric Shearer, Telecommunications Technology Network Coordinator
Brian Snyder, Chief Financial and Operations Officer

1.8 Spotlight Segment – Migrant Education Program

CSIU staff member **Lori Potutschnig**, Site Manager for Migrant Education, shared a video with directors highlighting the CSIU’s Migrant Education Program. The video showcased how the program supports seasonal and temporary migrant workers in 27 counties in Pennsylvania. Services provided to students ages three to 21 include student advocacy, supplemental instruction, summer programs, home visits and afterschool programs.

2. BOARD GOVERNANCE

2.1 PSBA Policy Maintenance Program Participation Agreement 2021-22 (Attachment)

The CSIU subscribes to the Pennsylvania School Boards Association’s (PSBA) Policy Maintenance and Administrative Regulations Programs for new and updated guides that reflect changes in legal mandates and other parameters due to new legislation, regulations, court decisions or non-regulatory guidance pronouncements of state and federal agencies. Guides are accessed through a Web-Based Policy Management System that is also used to manage, process, maintain and publish adopted policies to the general public. Costs totaling \$2,149 remain the same as 2020-21.

Motion to approve the PSBA Policy Maintenance Program Participation Agreement 2021-22 as presented.

Motion by Dennis Keiser, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

2.2 Susquehanna Education Foundation – CSIU Board Representatives

The Susquehanna Education Foundation by-laws state that two members of the CSIU Board of Directors serve on the Susquehanna Education Foundation Board.

In accordance with Article II of the by-laws:

- The Central Susquehanna Intermediate Unit Board of Directors elects one (1) member, Deborah Price, for an initial term ending on June 30, 2022 and thereafter for a term of three (3) years.
- The Central Susquehanna Intermediate Unit Board of Directors elects one (1) member, Slade Shreck, for an initial term ending on June 30, 2024 and thereafter for a term of three (3) years.

Motion to elect two CSIU Board of Directors to the Susquehanna Education Foundation Board as presented.

Motion by Mary Ann Stanton, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

2.3 Conference Request

Directors were asked to approve conference registration and travel for CSIU Director Jonathan Jones (Bloomsburg Area) to attend the Consumer Electronics Show on Jan. 5-8, 2022, in Las Vegas, Nev., as part of his responsibilities on the Technology/Marketplace

Committee.

Motion to approve a conference registration as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

3.1 Monthly Financial Statements for September 2021 (Attachments)

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

Motion by Tamara Hoffman, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, 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

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

- **Christine L. Miller**, Turbotville, received a bachelor's degree from Arcadia University, Glenside. She has been employed as a substitute teacher with the CSIU. Ms. Miller is recommended as a **Pre-K Counts teacher** at the bachelor's step 1 classification, effective Oct. 21, 2021 at an annual salary of \$48,898, according to the terms of the current Collective Bargaining Agreement. Funds for this replacement position are available in the Pre-K Counts budget.

New Employees – Non-Instructional Staff

- **Ruth Grybos**, Coal Township, received a bachelor's degree from Elizabethtown College. She has been employed as a therapeutic support staff with Safety Net Counseling, Atlas. Ms. Grybos is recommended as a **Head Start assistant instructor**, at an hourly rate of \$10.98 (\$18,182.88 annually), effective Oct. 21, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- **Amy D. Haun**, Dunmore, received a bachelor's degree from Pennsylvania State University, Dunmore. She has been employed as an HR coordinator/accounts payable and receivable with Mid-Valley School District, Throop. Ms. Haun is

recommended as a **client support specialist I**, at an annual salary of \$47,000, effective Nov. 1, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.

- **Julia Mallory**, Harrisburg, received a master's degree from Eastern University, St. Davids. She has been employed as a director with Perry Media Group, Hummelstown. Ms. Mallory is recommended as a **family support project specialist**, at an annual salary of \$54,000, effective Nov. 1, 2021 (contingent upon receipt of required clearances). Funds for this new position are available in the CSC budget.
- **Joseph W. Melvin II**, Georgetown, Del., received a master's degree from Liberty University, Lynchburg, Va. He has been employed as a detective/school resource officer with Georgetown Police Department, Georgetown, Del. Mr. Melvin is recommended as a **Center for Safe Schools director**, at an annual salary of \$80,000, effective Oct. 21, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the CSC/Safe Schools budget.

Position Transfers

- **Jennifer A. Bower**, from Early Head Start family partner/home visitor at a current hourly rate of \$19.98 (\$38,961 annually) to **Early Head Start senior family partner/home visitor** at an hourly rate of \$20.88 (\$40,716 annually) effective Oct. 21, 2021
- **Heather A. Cuff**, from Early Head Start family partner/home visitor at a current hourly rate of \$18.57 (\$36,211.50 annually) to **Early Head Start senior family partner/home visitor** at an hourly rate of \$19.22 (\$37,479 annually) effective Oct. 21, 2021
- **Justine R. Drumheller**, from Early Head Start family partner/home visitor at a current hourly rate of \$18.59 (\$36,250.50 annually) to **Early Head Start senior family partner/home visitor** at an hourly rate of \$19.43 (\$37,888.50 annually) effective Oct. 21, 2021
- **Kaitlyn M. Hock**, from speech therapist at a current annual salary of \$56,734 to **educational consultant** also at an annual salary of \$56,734, effective Dec. 20, 2021
- **Casey A. Klinger**, from Early Head Start family partner/home visitor at a current hourly rate of \$19.74 (\$38,493 annually) to **Early Head Start senior family partner/home visitor** at an hourly rate of \$20.63 (\$40,228.50 annually) effective Oct. 21, 2021
- **Alison M. Kreitzer**, from Center for Schools and Communities project specialist at an annual salary of \$54,105.90, to **statewide multilingual education professional learning project lead** at an annual salary of \$65,000, effective Oct. 21, 2021
- **Melinda L. Lamprinos**, from Early Head Start family partner/home visitor at a current hourly rate of \$19.44 (\$37,908 annually) to **Early Head Start senior family partner/home visitor** at an hourly rate of \$20.31 (\$39,604.50 annually) effective Oct. 21, 2021
- **Michele L. Manning**, from Head Start assistant instructor at a current hourly rate of \$10.98 (\$18,182.88 annually) to **Head Start senior instructor** at an hourly rate of \$18.52 (\$30,669.12 annually), effective Oct. 21, 2021
- **Pamela K. Miller**, from Early Head Start family partner/home visitor at a current hourly rate of \$19.98 (\$38,961 annually) to **Early Head Start senior family partner/home visitor** at an hourly rate of \$20.88 (\$40,716 annually) effective Oct. 21, 2021
- **Tessa L. Moyer**, from grant and budget analyst technical specialist at a current hourly rate of \$28.26 (\$55,107 annually) to **senior grant and budget analyst**

technical specialist at an hourly rate of \$30.83 (\$60,118.50 annually), effective Oct. 21, 2021

Title Changes

- **Shirley A. Bastian**, from special education/early childhood executive assistant to **special education executive assistant**, effective Oct. 21, 2021
- **Ashley N. Miccio**, from Early Head Start family partner/home visitor to **Early Head Start senior family partner/home visitor**, effective Oct. 21, 2021

Resignations

- **Hannah J. Burge**, career counselor specialist, effective Sept. 24, 2021
- **Kathy A. Gessner**, retiring as regional team supervisor, effective Nov. 3, 2021
- **Sara C. Heimbach**, Head Start assistant instructor, effective Sept. 24, 2021
- **Annette H. Hutt**, CARES data entry/office assistant, effective Sept. 16, 2021
- **Creasy O. Lopez Soto**, Migrant Education recruiter, effective Sept. 23, 2021
- **Ashley M. Meyer**, Head Start senior instructor, effective Sept. 30, 2021
- **Katherine Noss**, family support coordinator, effective Oct. 6, 2021
- **Carol L. Paxton**, Center for Schools and Communities Center for the Promotion of Social and Emotional Learning director, effective Oct. 15, 2021
- **Earl B. Pursel**, retiring as Corrections Education - health and physical education teacher, effective Nov. 2, 2021
- **Lisa M. Vetovich**, Head Start assistant instructor, effective Oct. 5, 2021

Change in Resignation Date

- **Katelynn Walls**, Pre-K Counts teacher, from Oct. 3, 2021 to Sept. 29, 2021

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.2 Part-Time Personnel

New Employee – Non-Instructional Staff

- **Stacey L. Kilgus-Creswell**, nutrition aide/custodian at an hourly rate of \$9.50, effective Oct. 21, 2021

Change to Salary Adjustment Effective Date

- **Donald W. Gallo**, nutrition aide/custodian, from a current hourly rate of \$8.99 to hourly rate of \$11, due to reevaluation of salary range, effective Sept. 16, 2021

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.3 Substitute Personnel

Directors were asked to approve substitute personnel to work in CSIU classrooms and programs for the 2021-22 school year.

Substitute Teacher

Amy Ward

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.4 Sabbatical Leave

The executive director recommended a sabbatical leave for the restoration of health for Paul R. Gola, occupational therapist, effective Oct. 16, 2021 through Oct 15, 2022.

Motion to approve the sabbatical leave request as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.5 Human Resources Annual Report (Attachment)

Chief Financial and Operations Officer **Brian Snyder** presented the Human Resources Annual Report for 2020-21.

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

6.1 CSIU Auction

The CSIU periodically holds an auction to dispose of unused/unneeded vehicles, furniture, equipment and supplies. The last auction was held at the Annex on Oct. 22, 2016. Enough items have been accumulated since that time to warrant another auction.

Directors were asked to approve a contract with Marquette's Auction Marketing, Hughesville, to conduct an auction at the CSIU Annex on Saturday, Nov. 13, 2021.

Mr. Marquette has agreed to provide the service at the same cost as the last auction in 2016, which was 13.5 percent of gross sales.

Motion to approve a contract with Marquette's Auction Marketing as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

6.2 Purchase of Window Shades

Administration recommended approval for the purchase and installation of 36 window shades for Five Star, Sunbury, at a cost of \$10,800, from The Decorating Center, Mifflinburg. Funds for this purchase are available in the capital reserve budget.

Motion to approve the purchase of window shades as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

6.3 Carpet Replacement – Contract Change Order

Administration recommended approval of a contract change order with Shaw Industries, Inc., Dalton, Ga., through the KPN contract, for the repair of severe floor cracks and epoxy coating for approximately 16,388 square feet at Beck Elementary, Sunbury, at a cost of \$12,720.43. Repairs are needed in order to install the new VCT flooring. Funds for this change order are available in the capital reserve budget.

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

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

7.1 Board Policy Revisions (Attachments)

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

Policy Revisions:

- 006 Meetings
- 006.1 Attendance at Board Meetings Via Electronic Communications
- 903 Public Participation in Board Meetings

Motion to accept at first reading the proposed policies as presented.

Motion by Bruce Rhoads, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. EDUCATIONAL PROGRAM MATTERS

10.1 Head Start Program Governance (Attachment)

Jamie Bartlett, Head Start programs manager, shared information with directors regarding training specific to the shared governance responsibilities of the Head Start programs.

10.2 Northumberland Area Head Start and Early Head Start (Attachments)

According to federal regulations, the CSIU Board of Directors is the governing body of the

CSIU's Head Start programs; therefore, the following items are presented for approval:

- Head Start/Early Head Start Monthly Reports for July and August 2021

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

Motion by William Brecker, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

10.3 Purchase of Classroom Furniture

Directors were asked to approve the purchase of classroom furniture for the Central Susquehanna LPN Career Center's new location at the CSIU Annex building, at a cost not to exceed \$48,546.90, from Hertz Furniture, a KPN vendor. This purchase includes the following items:

- 2 chair trucks
- 6 floor protectors
- 140 adjustable flipper desks
- 140 folding chairs

This purchase is required as current furniture is outdated and does not allow for set-up with recommended COVID-19 social distancing protocols. Funds for this purchase are available in the LPN Career Center budget with funds received from the CARES Act and HEERF grants.

Motion to approve the purchase of classroom furniture as presented.

Motion by William Brecker, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

10.4 Purchase of Dell Laptops

Directors were asked to approve the purchase of 20 Dell Latitude 7520 laptops for St. Columba School, at a cost of \$33,580, from Winslow Technology Group, a PEPPM vendor. Funds for this purchase are available from an Emergency Assistance to Non-public Schools (EANS) grant awarded to St. Columba School and managed by the CSIU.

Motion to approve the purchase of Dell laptops as presented.

Motion by William Brecker, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

10.5 Purchase of Nursing Lab Furniture and Equipment

Directors were asked to approve the purchase, installation and set-up of nursing lab furniture and equipment for the Central Susquehanna LPN Career Center's new location at the CSIU Annex building, at a cost not to exceed \$45,000, from Pocket Nurse[®] Enterprises, Inc., Monaca, Pa. This is the only vendor that has both types of beds available, which are currently used in area hospitals. This purchase includes:

- 1 transport stretcher

- 3 hospital beds
- 3 over bed tables
- 4 charting carts
- 5 mock headwall consoles

Funds for this purchase are available in the LPN Career Center budget with funds received from the CARES Act and HEERF grants.

Motion to approve the purchase of nursing lab furniture and equipment as presented.

Motion by William Brecker, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

10.6 Purchase of Technology Equipment

Directors were asked to approve the purchase of the following technology equipment for Northumberland Christian School, at a cost not to exceed \$30,683.34, from CDWG, a PEPPM vendor. Funds for this purchase are available from an Emergency Assistance to Non-public Schools (EANS) grant awarded to Northumberland Christian School and managed by the CSIU.

- 6 web cameras
- 10 desktop computers
- 10 mobile power towers
- 22 keyboards with mouse
- 36 LED monitors
- 44 cables

Motion to approve the purchase of technology equipment as presented.

Motion by William Brecker, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

10.7 Bus/Van Driver Approval (Attachment)

Directors were asked to approve school bus and van drivers for the CSIU's student transportation programs for the 2021-22 school year. The attached list includes all employed and contracted drivers.

Motion to approve school bus and van drivers for the CSIU's student transportation programs as presented.

Motion by Deborah Price, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

10.8 Classroom User Agreements

The CSIU leases classroom and office space on an as-needed and as-available basis. The following spaces are needed and available, effective Oct. 21, 2021 through June 30, 2022, for the CSIU Early Intervention program. Directors were asked to approve the following Classroom User Agreements:

- Mifflinburg Area YMCA: The YMCA will invoice the CSIU annually in the amount of \$1,600, no later than Dec. 31, 2021
- Union-Snyder Community Action Agency (CAA): The CAA will invoice the CSIU monthly in the amount of \$100

Motion to approve Classroom User Agreements as presented.

Motion by Mary Ann Stanton, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

10.9 In-School Nursing Services Contract

Directors were asked to approve a contract with Maxim Healthcare Staffing Services, Inc., 800 Corporate Circle, 1st Floor, Harrisburg, to provide basic nursing care to students in CSIU Early Intervention and school-age programs located at the Watsontown Children's Center, at a rate of \$55 per hour for LPN services, effective Oct. 21, 2021 through June 30, 2022. Funds for this contract are available in the Center's early childhood and school-age program budgets.

Motion to approve a contract with Maxim Healthcare Staffing Services, Inc. as presented.

Motion by Tamara Hoffman, second by Jeffrey Kashner.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, 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. John Kurelja, Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

President Augustine adjourned the meeting at 7:55 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Office Cubicles – Contract Change Order

At the March 17, 2021 meeting, directors approved a contract with Arnold's Office Furniture, Bridgeport, Pa., through the Costars contract, for the purchase and installation of office cubicles at the CSIU central office. Directors also approved the authorization of the executive director to approve any change orders that may occur up to a cumulative amount of \$25,000 and would provide any change orders to the board for review.

Administration is providing the following change order received from Arnold's Office Furniture:

- Prevailing wage rate of \$4,400, which was not included in the original quote

Funds for this change order are available in the capital reserve budget.

14.2 Stipend Payments

The executive director authorized the following:

- a one-time stipend payment to **Nanette Cooper**, licensed clinical social worker, in the amount of \$1,500 for clinical supervision to one CSIU staff member during the 2021-22 school year, which is above and beyond her job description
- a one-time stipend payment to **Kristen K. James**, teacher of visually impaired, in the amount of \$1,000 for support to one CSIU staff member during the 2021-22 school year, which is above and beyond her job description
- individual stipend payments in the amount of \$1,200 to the following employees who will serve as lead teachers during the 2021-22 school year. They will receive half in December and the remaining half in June.
 - **Meghan J. Deitterick**, early childhood educational consultant
 - **Thomas C. Paternostro**, alternative education teacher at Ashler Manor
 - **Teresa J. Erb**, alternative education teacher at Diversified Treatment Alternatives

14.3 Annual CSIU Program Statistics 2020-21 (Attachment)

Presented is a listing of programs and services conducted by the CSIU during 2020-21 and, where appropriate, the number of clients served.

14.4 Annual CSIU Back-to-School Report 2021-22 (Attachment)

Presented are the current CSIU operating programs, with a comparison to the figures from last school year.

14.5 Staff Leaves of Absence

Paid Leave of Absence

- **Ashleigh Williams**, career pathway technician from Oct. 3, 2021 to Nov. 16, 2021

Paid/Unpaid Leaves of Absence

- **Amiann O. Bower**, reading/resource teacher from Nov. 30, 2021 to March 4, 2022
- **Amanda L. Guzman**, Millersville University Migrant Education team leader from Nov. 14, 2021 to Feb. 7, 2021

- **Tara L. Slyman**, speech therapist from Oct. 18, 2021 to April 8, 2022

Extension of Paid Leave of Absence

- **Christina M. Buck**, Head Start instructor, from Sept. 20, 2021 to Oct. 27, 2021

14.6 Completion of New Employee Probationary Period

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

- **Angelina R. Fritz**, Migrant Education data specialist, effective Oct. 1, 2021
- **Quencey A. Hickerson**, pandemic electronic benefit transfer coordinator, effective Sept. 29, 2021
- **Cheyenne E. Snyder**, Head Start assistant instructor, effective Sept. 2, 2021
- **Joyce E. Schaeffer**, client support analyst III, effective Sept. 24, 2021

14.7 Administration – Staff Travel

John Brenchley, chief innovation officer, **Leslie Hartline**, student applications support manager, **Lyndi Hertzler**, client solutions manager, and **Todd Roney**, director of computer services, will attend the **Synergy CONNECT 2021** conference on Nov. 3-5, 2021 in Scottsdale, Ariz. While there, they will engage in learning opportunities in regard to Synergy SIS products and network with other ESA's to develop a support network for SIS support and sales. They will also receive hands-on training to assist CSIU staff in supporting the Synergy SIS products. Funds for estimated expenses of \$1,623 each are available in the SIS2 budget.

M. Ellen Withrow, grants, research and development coordinator, will attend the **Grant Professionals Association Annual Conference** on Nov. 3-6, 2021 in Seattle, Wash. While there, she will present on the CSIU Funding Opportunity Rubric and helping participants develop their own. GPA membership and this annual conference enables grant professionals to network, increase skills and problem solve. Funds for estimated expenses of \$2,822 are available in the grants and development budget.

Kenneth Erb, manager of buildings and grounds, and **Tony Hauger**, buildings and grounds lead technician, will attend the **National Facility Management and Technology Remix Conference and Expo** on Nov. 10-11, 2021 in Orlando, Fla. While there, they will engage with industry experts in the building and facility management arenas, attend conference sessions and hear from the nation's top-tier companies about new technologies to improve the effectiveness of the CSIU buildings and operations. Funds for estimated expenses of \$775 and \$575, respectively, are available in the BL budget.

John Brenchley, chief innovation officer, will attend the **Association of Educational Purchasing Agencies (AEPA) winter meeting** and **Association of Educational Service Agencies (AESA) 36th Annual Conference** on Nov. 29 through Dec. 3, 2021 in Houston, TX. While there, he will attend the annual meeting for the AEPA programs connected to KPN. This conference is held in conjunction with AESA, which is an opportunity to work with ESA's throughout the country. Funds for estimated expenses of \$2,950 are available in the joint purchasing budget.

John Brenchley, chief innovation officer, **Kenneth Erb**, manager of buildings and grounds, and **Jeffrey Kay**, special projects technology manager, will attend the **Consumer Electronics Show 2022** on Jan. 5-8, 2022 in Las Vegas, Nev. While there,

they will engage with industry experts, see the latest emerging trends and technologies and explore how content, creativity, technology, branding and influencers lead to changes and improvements in technology. Funds for estimated expenses of \$1,975, \$1,975 and \$1,925, respectively, are available in the joint purchasing, BL and KEI budgets.

14.8 Fiscal Communications

Sept. 1, 2021, an email from Lisa Traviline (Operations/Business Coordinator – Pennsylvania Training and Technical Network – PaTTAN) notifying CSIU of the fully executed Consultant Agreement with Montgomery County Intermediate Unit 23 for Path to Graduation (P2G) activities. P2G services are designed to build LEA’s capacity to increase graduation rates and decrease drop-out rates for students with disabilities, in particular students identified with emotional behavioral disorders in middle school years. The contract amount is \$7,000 for the period of July 1, 2021 through June 30, 2022.

Sept. 2, 2021, an email from Grant Solutions notifying CSIU of the No Cost Extension for Grant Award #90FX0033-05-02 (Work Attributes Toward Careers in Health – WATCH). This action extends the project and budget period three (3) months to meet unmet goals and objectives related to closeout activities and reporting. The revised end date is Dec. 31, 2021. The award amount remains unchanged at \$3,000,000.

Sept. 10, 2021, a letter from Tracey Campanini (Deputy Director - Departments of Education and Human Services, Office of Child Development and Early Learning) notifying CSIU of a 3.01 percent cost per slot increase to the FY 2021-22 Head Start Supplemental Assistance Program (HSSAP) grant award. The revised 2021-22 allocation is \$763,388.57, for the period of July 1, 2021 through June 30, 2022.

Sept. 16, 2021, an email from Samantha Rusho (Administrative Assistant 1 – Departments of Education and Human Services, Office of Child Development and Early Learning) notifying CSIU of American Rescue Plan (ARP) Early Intervention allocations. The IDEA 611 Component 1 allocation is \$137,169 and the IDEA 619 allocation is \$231,663, for the period of July 1, 2021 through Sept. 30, 2022.

Sept. 22, 2021, an email from Erica Mulberger (Executive Director – Advance Central PA) notifying CSIU of the fully executed Out-of-School Youth (OSY) Contract Rider for the YES to the Future Program. Rider #CSIU-01-F22-OSY is in the amount of \$1,114,910, for the period of July 1, 2021 through June 30, 2022.

Sept. 30, 2021, an email from Brenda Kylen (Education Administration Associate – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the American Rescue Plan-Homeless Children and Youth (ARP-HCY) grant award. Project #181-21-3002 is in the amount of \$990,937, for the period of July 1, 2021 through Sept. 30, 2024.