

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS**  
**MINUTES OF THE REGULAR MONTHLY MEETING**  
**Wednesday, January 19, 2022**

CSIU Central Office  
90 Lawton Lane  
Milton, PA 17847

**DINNER – 5:45 p.m.**

**COMMITTEE MEETINGS – 6:30 p.m.**

Budget and Finance Committee  
Human Resources Committee

**BOARD MEETING – 7 p.m.**

**1. INTRODUCTION**

**1.1 Call to Order**

President Augustine called the meeting to order at 7:04 p.m.

**1.2 Pledge of Allegiance**

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

<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	
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 joining the meeting virtually were asked to state their name when making a motion or second during the meeting, allowing for the motion to be recorded accurately.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, Feb. 16, 2022 at the CSIU central office.

## 1.5 Recognition of Guests and Opportunity for Public Comment

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  
Jessica Harry, Special Education and Off-Site Facilities Support Program Supervisor  
Pamela Karnes, Education Association Representative  
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  
Eric Shearer, Telecommunications Technology Network Coordinator  
Brian Snyder, Chief Financial and Operations Officer  
Robert Welch, Building Trades Teacher  
Work Foundations+ students and family members

## 1.6 Approval of Minutes (Attachment)

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

### **Full-Time Personnel**

#### **New Employee – Instructional Staff**

- **Brittney T. Lahr**, speech therapist, from Jan. 4, 2022 to Jan. 3, 2022

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

Motion by William Brecker, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## 1.7 Spotlight Segment – Board Recognition

Directors were presented with samples of work produced by students at Work Foundations+ as gifts in recognition of their service on the CSIU Board. **Jessica Harry**, special education and off-site facilities support program supervisor, **Robert Welch**, building trades teacher, and students from Work Foundations+ provided directors with information regarding the process used to create their gifts.

## 2. BOARD GOVERNANCE

### 2.1 Director Appointment

Directors were asked to approve Mr. Bill Pasukinis, Benton Area School District, as its CSIU Board representative, contingent upon approval by his home district school board. If approved, Mr. Pasukinis will fill the position vacated by the resignation of Ms. Kathleen DeYong from her home district school board. This replacement position will be effective Jan. 19, 2022 through June 30, 2022.

Ms. DeYong resigned from the CSIU Board of Directors in March 2021 after five years of service.

Motion to approve a director appointment as presented.

Motion by Susy Wiegand, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, 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 December 2021 (Attachments)**

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

Motion by William Brecker, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

#### **3.2 CSIU Revised 2021-22 and Proposed 2022-23 General Operating Budget (GOB) (Attachment)**

Administration recommended approval of the Revised 2021-22 General Operating Budget (GOB) totaling \$665,596, and the Proposed 2022-23 GOB of \$694,145, as presented.

Pending initial approval by the CSIU Board, the Proposed GOB will be released to member-district boards of directors for their consideration Feb. 1 through April 7. Upon approval by a majority of member-district boards of directors, the GOB will be presented to CSIU directors for final adoption prior to the April deadline.

Motion to approve the CSIU Revised 2021-22 and Proposed 2022-23 General Operating Budgets as presented.

Motion by Lauren Hackenburg, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

##### **4.1 Keystone Purchasing Network (KPN) Contract Extensions (Attachment)**

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

- AEPA and KPN Contract Extensions through Feb. 28, 2023

Motion to approve KPN contract extensions as presented.

Motion by Bruce Rhoads, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

##### **4.2 Purchase of Servers (Attachment)**

Due to the expansion of technology services at the CSIU central office, as well as the consolidation of the KPN/PEPPM/CSC/KEI systems, administration recommended the purchase of two additional computer servers from Winslow Technology Group, Waltham, Mass., a PEPPM vendor, at a cost not to exceed \$45,000. Funds for this purchase are available in the capital reserve budget.

In addition to increased efficiencies by eliminating information silos, this will also allow the CSIU to replicate these entities to our offsite location, further protecting and enhancing our capabilities. Additional random accessory memory (RAM) was also required due to the increased reliance on virtual machines throughout the CSIU.

Motion to approve the purchase of two servers as presented

Motion by Bruce Rhoads, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

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

###### **New Employees – Non-Instructional Staff**

- **Miriam R. Krause**, York, received a master's degree from Towson University, Towson, Md. She has been employed as an Early Childhood STEM manager with Whitaker Center for Science and the Arts, Harrisburg. Ms. Krause is recommended as an **Out-of-School-Time professional learning and instruction coordinator**, at an annual salary of \$55,000, effective Feb. 7, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the OST/21st CCLC budgets.
- **Alexa M. Randall**, Watsontown, received a bachelor's degree from Bloomsburg University. She has been employed as an in-school youth workforce specialist with Central Susquehanna Opportunities, Williamsport. Ms. Randall is recommended as a **Head Start family and health coordinator**, at an hourly rate of \$16 (\$24,840 annually), effective Jan. 24, 2022 (contingent upon receipt of required clearances).

Funds for this replacement position are available in the Head Start budget.

#### **Position Transfers**

- **Jared D. Lehman**, from director of cooperative purchasing, at a current annual salary of \$117,333.55, to **chief innovation officer (CIO)**, at an annual salary of \$140,000, effective July 1, 2022. The executive director recommends approval of a Senior Leader Employment Agreement for Mr. Lehman, effective July 1, 2022. The employment agreement outlines the responsibilities, conditions of employment, salary and benefits.
- **K. William Mahaffey**, from Head Start assistant instructor at an hourly rate of \$12.20 (\$20,203.20 annually) to **classroom associate**, at an hourly rate of \$12.70 (\$17,621.25 annually), effective Feb. 1, 2022
- **Carolyn D. Reitz**, from Early Intervention teacher at an annual salary of \$56,734 to **special education teacher**, also at an annual salary of \$56,734, effective Jan. 31, 2022

#### **Title Change**

- **Rachel Velez**, from Early Intervention teaching assistant to Early Intervention instructional assistant, effective Jan. 20, 2022

#### **Suspension Without Pay**

- Employee #621 will be suspended without pay on Feb. 10, 2022 and Feb. 11, 2022 per Administrative Regulation 317-AR-2 Disciplinary Procedures.

#### **Resignations**

- **Betsy J. Persing**, classroom assistant, effective Dec. 23, 2021
- **M. Ellen Withrow**, retiring as grants and development and research coordinator, effective July 1, 2022
- **Jonathan A. Sell**, Migrant Education student support coordinator, effective Jan. 14, 2022

\*Please note that effective date listed above is the last paid working day.

Motion to approve full-time personnel recommendations as presented.

Motion by Mary Ann Stanton, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **5.2 Part-Time Personnel**

#### **New Employees – Non-Instructional Staff**

- **Heather A. Haynos**, English as a Second Language instructor, at an hourly rate of \$18, effective Jan. 20, 2022
- **Creasy O. Lopez Soto**, Migrant Education student support specialist, at an hourly rate of \$18.98, effective Jan. 20, 2022

#### **Position Transfer**

- **Kedar N. Kafley**, from English as a Second Language and diploma project coordinator at an hourly rate of \$20.51 to English as a Second Language/diploma project student support specialist also at an hourly rate of \$20.51, effective Jan. 20, 2022

#### **Resignations**

- **Luke T. Duceman**, Migrant Education recruiter, effective Jan. 15, 2022
- **Katherine Noss**, family support coordinator, effective Dec. 31, 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 Mary Ann Stanton, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

### **5.3 Substitute Personnel**

#### **New Employee – Long-Term Substitute**

- **Patricia Lawton**, Bloomsburg, received a master's degree from Bloomsburg University. Ms. Lawton is recommended as a **speech therapist - long term substitute**, effective Jan. 31, 2022 at a per diem rate of \$115 per day. This position is to fill the leave of absence of a current full-time employee for approximately 60 days and will end upon the return of the employee, on or around June 30, 2022. Funds for this position are available in the Early Intervention budget.

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

#### **Substitute Teachers**

Tanya Dyroff

Veronica Helfrich

Joseph Mowad

Motion to approve substitute personnel recommendations as presented.

Motion by Mary Ann Stanton, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

### **5.4 Substitute Aide and Teacher Rate (Attachment)**

Directors were asked to approve the attached revised substitute aide and teacher rate increase sheet due to a compensation re-evaluation, effective Jan. 20, 2022.

Motion to approve a revised substitute aide and teacher rate increase sheet as presented.

Motion by Mary Ann Stanton, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

No report.

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

## **7.1 Board Policy Revisions – Second Reading/Adoption (Attachments)**

Policies listed below were 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:**

- 800.1 Electronic Signatures/Records
- 810.1 School Bus Drivers and School Commercial Motor Vehicle Drivers
- 810.3 School Vehicle Drivers

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

Motion by Bruce Rhoads, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **7.2 Board Policy Revision – First Reading (Attachment)**

The policy listed below was presented for first reading. It has been reviewed and approved by the Board Policy Committee, executive director, senior leaders and legal counsel.

### **Policy Revision:**

- 343 Paid Holidays

Motion to accept at first reading the proposed policy revision as presented.

Motion by Bruce Rhoads, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, 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 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 was presented for approval:

- Head Start/Early Head Start Monthly Report for November 2021.

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

Motion by Victor Abate, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **11. ADMINISTRATIVE MATTERS**

### **11.1 Instructional Days/Hours During the 2021-22 School Year (Attachments)**

The Pennsylvania Department of Education (PDE) recognizes that school leaders face many difficult decisions and challenges in planning for the start of the 2021-2022 school year and determining how to provide students with a minimum of 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level. See 24 P.S. §§ 13-1327, 15-1501; see also, 22 Pa. Code § 11.3. This correspondence addresses the minimum instructional time requirements and other issues that must be considered when making decisions related to the provision of instruction during a global pandemic. Local governing boards have the authority to enact temporary provisions as set forth in section 520.1 of the School Code during the period of the pandemic response.

Directors were asked to approve the Emergency Instructional Time Template and Temporary Provision of Instruction Resolution as presented. Upon approval, both will be submitted to the Secretary of Education (Secretary) for approval. An excerpt from the board meeting minutes demonstrating approval of the following will also be included: temporary provisions; temporary provisions adopted; proposed calendar; academic schedule; and temporary provision of instruction resolution. The information will also be submitted as an amended component of the CSIU's Health and Safety Plan for the Secretary's review to ensure board approval and that the plan accounts for at least 180 days and 990/900 hours of instruction.

Motion to approve the Emergency Instructional Time Template and Temporary Provision of Instruction Resolution as presented.

Motion by Victor Abate, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Lauren Hackenburg, Jonathan Jones, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **12. ADMINISTRATIVE REPORTS**

### **12.1 Executive Leadership – Dr. John Kurelja, Executive Director**

## **13. ADJOURNMENT**

### **13.1 Adjourn Meeting**

President Augustine adjourned the meeting at 7:40 p.m.

**Respectfully submitted,**

**Slade Shreck  
Board Secretary**

**Amy Pfleegor  
Board Recording Secretary**

## 14. INFORMATION ONLY

### 14.1 Human Resources – Stipend Payment

The executive director authorized a stipend payment to **Dr. Kevin Briggs**, Center for the Promotion of Social Emotional Learning coordinator, in the amount of \$2,000 for assuming work duties over the past nine months that were above and beyond his current full-time job duties and beyond his job classification.

### 14.2 Human Resources – Staff Leaves of Absence

#### Paid Leaves of Absence

- **Carmen L. Gonzalez-Lopez**, Statewide Adoption Network technical specialist, from Dec. 27, 2021 to Feb. 9, 2022
- **Pamela G. Reeves**, licensed clinical social worker, from Dec. 8, 2021 to March 8, 2022

#### Return from Paid Leave of Absence

- **Winifred A. Black**, PSAYDN STEM coordinator, effective Jan. 3, 2022

#### Return from Paid/Unpaid Leave of Absence

- **Shannon N. Ross**, instructional support program assistant, effective Jan. 3, 2022

#### Return from Unpaid Leave of Absence

- **Christopher A. Maust**, Head Start assistant instructor, effective Dec. 9, 2021

### 14.3 Human Resources – Completion of New Employee Probationary Period

The following staff members completed their new employee probationary period:

- **Kristen M. Ewing**, digital media and communications specialist, effective Dec. 9, 2021
- **Kelly A. Stevens**, human resources specialist, effective Dec. 21, 2021
- **Liza C. Ulceski**, Early Intervention program supervisor, effective Dec. 7, 2021

### 14.4 Administration – Staff Travel

**Dr. Shileste Morris**, chief programs officer, will attend the **AESA Women's Leadership Network Retreat** on April 27-28, 2022 in Charleston, S.C. This meeting is a requirement as a participant in the AESA Women's Leadership Network. Funds for estimated expenses of \$1,625 are available in the Center for Schools and Communities Support budget.

### 14.5 Fiscal Communications

Dec. 3, 2021, an email from WaTanya Ney (21<sup>st</sup> CCLC Program Officer – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for the 2021-22 Cohort 10 21<sup>st</sup> CCLC grant. FC #4100083494 remains in the amount of \$506,000 for the period of July 1, 2021 through June 30, 2022.

Dec. 13, 2021, an email from Brenda Kylen (Education Administration Associate – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved 5-year agreement for the 2021-2026 Migrant Education Program Childcare and Summer Services Grant. Year one of FC #4100090038 is in the amount of \$116,261 for the period of July 1, 2021 through June 30, 2022.

Dec. 15, 2021, an email from Nadine Zeigler (Director of Quality Assurance & Operational Support – Pennsylvania Department of Commerce & Economic Development) notifying CSIU of the approved award for the COVID-19 Vaccine Outreach Grant Program. Contract

#C000082064 is in the amount of \$100,000 and is to be used to fund proactive and targeted vaccine outreach through Oct. 1, 2022.