

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, November 16, 2022

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

COMMITTEE MEETINGS – 6:30 p.m.

Budget and Finance Committee
Human Resources Committee
Technology/Marketplace Committee

DINNER – 5:45 p.m.

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order – 7 PM

President Rhoads called the meeting to order at 7:01 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 12; Directors absent - 4; Vacancy - 1

Director	District	Present	Absent
Victor Abate	Midd-West	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	
Bill Pasukinis	Benton 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	Selinsgrove Area		

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, Dec. 21, 2022 at the CSIU central office.

1.5 Recognition of Guests and Opportunity for Public Comment

Dr. Bernadette Boerckel, Chief Outreach Officer
Rae Ann Crispell, Administrative Support Director
Kenneth Duke, Financial Application Support Manager
Kenneth Erb, Manager of Buildings and Grounds
Dr. Alan Hack, Chief Academic Officer
Kaitlyn Hall, Director of Early Childhood Education
Lyndi Hertzler, Client Solutions Manager
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Executive Director
Jared Lehman, Chief Innovation Officer
Terri Locke, Director of Special Education and Alternative Placement
Dr. Shileste Overton-Morris, Chief Programs Officer
Amy Pfleegor, Executive Office Manager/Board Recording Secretary
Todd Roney, Director of Computer Services
Eric Shearer, Telecommunications Technology Network Coordinator
Brian Snyder, Chief Financial and Operations Officer
Brenda Sterner, Software Development Manager
Renee Tate, EA Representative
Katherine Vastine, CARES Team Leadership Coordinator

1.6 Approval of Minutes (Attachment)

Directors were asked to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Oct. 19, 2022.

Motion to approve the minutes of the meeting held on Wednesday, Oct. 19, 2022 as presented.

Motion by Victor Abate, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

1.7 Spotlight Segment – YES to the Future

CSIU staff member **Katherine Vastine**, CARES Team Leadership Coordinator, shared a video with directors highlighting the CSIU's Yes to the Future program and the variety of work experiences available to participants. In the video, Noah Whitesell shared information about his personal trainer paid internship opportunity. Gabriel Heddings shared information about his on-the-job training experience to become a tax accounting specialist.

2. BOARD GOVERNANCE

2.1 Officer Position

Directors were asked to nominate and elect a CSIU Board Vice President to fill the position

vacated by Bruce Rhoads who assumed the role of CSIU Board President due to Larry Augustine's resignation. This replacement position will be effective Nov. 16, 2022 through June 30, 2023.

Motion to approve CSIU Board of Directors nomination for Board Vice President as presented.

Motion by William Brecker, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

2.2 Mail Ballot for 2023 CSIU Director Elections and Budget Approval

Directors were asked to approve the notification to member districts for the 2023 election of CSIU directors and approval of the CSIU's 2023-24 General Operating Budget be conducted by mail ballot; and to advise member districts that, according to state law, they may petition the CSIU Board to hold a convention for such purposes, but a majority of districts (nine) must do so before Feb. 1, 2023.

Director Elections: Five current terms on the CSIU Board of Directors end June 30, 2023. Those district boards will be eligible in the spring to nominate a director to a three-year term on the CSIU Board from July 1, 2023 through June 30, 2026.

- Berwick Area
- Bloomsburg Area
- Central Columbia
- Midd-West
- Shikellamy

Budget Approval: The chief financial and operations officer has recommended the following timeline for completion of current-year budget revisions and development of the proposed 2023-24 General Operating Budget (GOB).

November–December 2022: Current-year 2022-23 budget projections are revised, and 2023-24 budget requests are developed by program and business office staff.

Dec. 21, 2022: Proposed GOB is reviewed with Board Finance Committee.

Jan. 18, 2023: Proposed GOB is reviewed with CSIU directors and presented for consideration of initial approval and release to districts.

Feb. 1–April 7, 2023: Upon approval by CSIU directors, proposed GOB is considered by member district boards of directors.

April 19, 2023: Upon approval by a majority of member district boards of directors, proposed GOB is presented for final adoption by CSIU board.

April 30, 2023: Given all of the above, GOB is submitted to PA Department of Education, as required by law.

Motion to approve the mail ballot for 2023 CSIU director elections and budget development approval as presented.

Motion by Jonathan Jones, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

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

3.1 Monthly Financial Statements (Attachments)

Directors were asked to approve the following October 2022 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 October 2022 as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

4. TECHNOLOGY/MARKETPLACE COMMITTEE - Bruce Rhoads, Chair; Victor Abate, Jonathan Jones and Alvin Weaver, Committee Members

4.1 Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids (Attachment)

Directors were asked to approve the list of recommended KPN definite quantity line-item bid awards for the 2023-24 purchasing cycle.

KPN Definite Quantity Line-Item Bids, Copy Paper (February 2023 Delivery) Category to:

- Staples, Inc., Bristol, Pa., total sales volume \$52,218.25
- Veritiv Operating Company, Jacksonville, Fla., total sales volume \$420,174.80

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

Motion by Jonathan Jones, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

4.2 PEPPM 2023 Product Line Bid Awards (Attachment)

Directors were asked to approve PEPPM bid awards for the product line contracts. These contracts will have an effective date of Jan. 1, 2023 and will be valid through Dec. 31, 2025.

Motion to approve the PEPPM 2023 Product Line bid awards as presented.

Motion by Jonathan Jones, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara

5. HUMAN RESOURCES COMMITTEE - Dennis Keiser, Chair; Slade Shreck and Mary Ann Stanton, Committee Members

5.1 Full-Time Personnel

New Employees – Instructional Staff

- **Melissa L. Benscoter**, Montoursville, received a master's degree from Misericordia University, Dallas. She has been employed as an occupational therapist with Maxim Healthcare Staffing, Harrisburg. Ms. Benscoter is recommended as an **occupational therapist** at the master's step 7, effective April 1, 2023 (contingent upon receipt of required clearances), at an annual salary of \$61,018, according to the terms of the current Collective Bargaining Agreement. Funds for this replacement position are available in the Early Intervention budget.
- **Marc F. Romanelli**, Catawissa, received a master's degree from Bloomsburg University. He has been employed as an adult basic education teacher with SCI Coal Township. Mr. Romanelli is recommended as a **Corrections Education teacher** at the master's step 8, effective Nov. 7, 2022 (contingent upon receipt of required clearances), at an annual salary of \$62,896, according to the terms of the current Collective Bargaining Agreement. Funds for this replacement position are available in the corrections education budget.

New Employees – Non-Instructional Staff

- **Meghan E. Dale**, New Cumberland, received a doctorate degree from University of Pittsburgh. Ms. Dale has been employed as a grant writer with Benvenuti Arts, Pittsburgh. Ms. Dale is recommended as a **statewide multilingual education professional learning project lead**, at an annual salary of \$65,000, effective Nov. 17, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the CSC - ELD budget.
- **Heather A. Haynos**, Lewisburg, received a master's degree from Stanford University. She has been employed as an adult English as a Second Language instructor with the CSIU. Ms. Haynos is recommended as a **bilingual workforce career coach**, at an hourly rate of \$19.15 (\$37,342.50 annually), effective Nov. 29, 2022. Funds for this new position are available in SYNCH budget.
- **Sara C. Heimbach**, New Columbia, received a diploma from Muncy Junior-Senior High School. Ms. Heimbach has been employed as a substitute aide and was previously a Head Start assistant instructor with the CSIU. Ms. Heimbach is recommended as an **Early Intervention instructional assistant**, at an hourly rate of \$11.20 (\$15,540 annually), effective Nov. 17, 2022. Funds for this replacement position are available in the Early Intervention budget.
- **Soraida Padilla**, received a diploma from Eastern District High School, Brooklyn N.Y. She has been employed as a scheduling coordinator with Geisinger, Northumberland. Ms. Padilla is recommended as a **Head Start assistant instructor**, at an hourly rate of \$11 (\$18,216 annually), effective Nov. 17, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- **Stephine R. Welsh**, Millville, received an associate degree from Pennsylvania College of Technology, Williamsport. She has been employed as a substitute paraprofessional with Millville Area School District. Ms. Welsh is recommended as a **Pre-K Counts associate instructor**, at an hourly rate of \$12.10 (\$16,788.75 annually), effective Nov. 21, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Pre-K Counts budget.

- **Denise A. Williams**, Sunbury, received a diploma from Shikellamy High School, Sunbury. She has been employed as a caregiver with Comfort Keepers, Selinsgrove. Ms. Williams is recommended as a **Head Start assistant instructor**, at an hourly rate of \$11.50 (\$19,044 annually), effective Nov. 29, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.

Position Transfers

- **Matthew D. Butensky**, from youth development managing coordinator at a current annual salary of \$70,619.86 to **youth development project manager**, at annual salary of \$75,000, effective Nov. 1, 2022
- **Erin A. Hepworth**, from special education program supervisor at a current annual salary of \$95,631.75, to **data management/child accounting and itinerant services program supervisor**, also at an annual salary of \$95,631.75, effective Jan. 3, 2023
- **Ann G. Miller**, from Direct Care Workers Heroes program manager at a current annual salary of \$58,500 to **Supporting Your Needs in Community Healthcare project and data collection manager**, at an annual salary of \$62,000, effective Nov. 17, 2022

Salary Adjustment

- **Samantha Pudloski**, Office of Dispute Resolution program manager, from a current annual salary of \$78,364.25 to an annual salary of \$85,364.25 due to re-evaluation of position responsibilities and compensation, effective Nov. 1, 2022

Change in Start Date

- **Adrienne E. Randall**, cooperative purchasing services assistant, from Oct. 20, 2022 to Oct. 31, 2022

Resignations

- **Dr. Charles R. Bomboy, Jr.**, corrections education program principal, effective Dec. 1, 2022
- **Charles B. Mierwald**, career counselor specialist, effective Oct. 27, 2022
- **Amanda L. Moore**, career counselor specialist, effective Nov. 4, 2022
- **Dee A. Notarangelo**, Head Start assistant instructor, effective Oct. 26, 2022
- **Rachel L. Opala**, youth development coordinator, effective Oct. 28, 2022
- **Sheyna S. Stankiewicz**, Head Start assistant instructor, effective Jan. 3, 2023

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

Retirement

- **Maria C. Lewis**, preschool speech/language specialist, effective Jan. 6, 2023

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

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.2 Part-Time Personnel

New Employee – Non-Instructional Staff

- **Andrea G. Kolb**, English Language Development partnerships coordinator, at an hourly rate of \$44.14, effective Sept. 5, 2022

Change in Start Date

- **Jeremy Gaines**, nursing skills laboratory instructional assistant, from Oct. 20, 2022 to Oct. 28, 2022

Resignation

- **Danelle L. Reinsburrow**, incarcerated youth case manager, effective Oct. 31, 2022

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

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.3 Substitute Personnel

Directors were asked to approve substitute personnel to work in CSIU classrooms and programs for the 2022-23 school year.

Substitute Teachers

Jessep Caravella

Aspen Hall

Caleisha Havlicek

Matthew Katz

Lisa Kelly

Kassiani Kotsidou

Substitute Aides

Amanda Eisenhauer

Jamie Wagner

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

6. BUILDINGS AND GROUNDS COMMITTEE – William Brecker, Chair; Jeffrey Kashner, Bill Pasukinis and Susy Wiegand, Committee Members

No report.

7. POLICY COMMITTEE - Bruce Rhoads, Chair; Slade Shreck, Committee Member**7.1 Board Policy Revisions – Second Reading/Adoption (Attachments)**

The policies listed below are being presented for second reading and adoption. They have

been reviewed and approved by the Board Policy Committee, executive director, senior leaders and legal counsel.

Revised Policies:

- 236.1 Threat Assessment
- 311 Reduction of Staff
- 313 Evaluation of Employees
- 333 Professional Development
- 805 Emergency Preparedness and Response

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

Motion by Slade Shreck, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. EDUCATIONAL PROGRAM MATTERS

10.1 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 were presented for approval:

- Head Start/Early Head Start monthly reports for August and September 2022
- Head Start and Early Head Start Program Information Reports for 2021-22

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

Motion by Lauren Hackenburg, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

10.2 Purchase of SMART Boards

Directors were asked to approve the purchase of 10 SMART Boards for St. Columba School, at a cost of \$34,200.50, from Visual Sound, a PEPPM vendor. Funds for this purchase are available from an Emergency Assistance to Non-Public Schools 2 (EANS 2) grant awarded to St. Columba School and managed by the CSIU.

Motion to approve the purchase of SMART Boards as presented.

Motion by Victor Abate, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, 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 Rhoads adjourned the meeting at 7:43 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Human Resources – Stipend Payments

The executive director authorized the following:

- a monthly stipend payment to **Audrey M. Jows**, curriculum assessment and regional education services administrative assistant, in the amount of \$200 per month for assuming additional work duties within the Migrant Education program, which is above and beyond her job description
- individual stipend payment to **Kaitlin Brady**, Pre-K Counts teacher, in the amount of \$1,000 who will serve as a mentor teacher during the 2022-23 school year
- individual stipend payment to **Karlen R. Light**, Pre-K Counts teacher, in the amount of \$1,000 who served as a mentor teacher during the 2021-22 school year

14.2 Human Resources – Staff Leaves of Absence

Paid Leaves of Absence

- **Karen M. Eberly**, ODR due process case manager, from Nov. 18, 2022 to Dec. 16, 2022
- **Lori L. Long**, classroom assistant, from Nov. 2, 2022 to Jan. 25, 2023

Paid/Unpaid Leave of Absence

- **Rachel Velez**, Early Intervention instructional assistant, from Nov. 30, 2022 to March 27, 2023

Unpaid Leave of Absence

- **Shannon N. Ross**, instructional support program assistant, from Oct. 31, 2022 to Nov. 15, 2022

Return from Paid Leaves of Absence

- **Sabrina J. Parker**, classroom assistant, effective Oct. 19, 2022
- **Kelly A. Walker**, teacher of deaf/hearing impaired, effective Oct. 18, 2022

14.3 Human Resources – Completion of New Employee Probationary Period

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

- **Christine Felicetti**, family support coordinator, effective Oct. 25, 2022
- **Isela G. Mendez**, recruitment specialist, effective Oct. 7, 2022
- **Sandra Odenwalt**, Migrant Education program data analyst, effective Oct. 21, 2022
- **Mallory Weymer**, grants, development and research coordinator, effective Sept. 14, 2022

14.4 Administration – Staff Travel

Kenneth Erb, manager of buildings and grounds, and **Tony Hauger**, buildings and grounds lead technician, attended the **National Facilities Management and Technology Conference and Expo** on Nov. 1-3, 2022 in Las Vegas, Nev. While there, they engaged with industry experts in the buildings and facility management arena, attending sessions and learning about new technologies and processes for improving building operations. Funds for estimated expenses of \$858.50 each were available in the buildings and grounds budget.

Ines Vega, Migrant Education parent involvement/special projects coordinator, attended

the ***New York State Teachers of English to Speakers of Other Languages 52nd Annual Conference*** on Nov. 3-5, 2022 in White Plains, N.Y. While there, she learned about shifting teaching paradigms and examining inclusive, dynamic practices. Funds for estimated expenses of \$1,539 were available in the MEP budget.

Jose Reyes-Lua, Statewide Migrant Education recruitment managing coordinator, attended the ***Identification and Recruitment Consortium*** on Nov. 15-16, 2022 in San Diego, Calif. While there, he met with other colleagues from across the country to discuss recruitment trends and needs in order to support program efforts in Pennsylvania. Funds for estimated expenses of \$1,923 were available in the MZ2 budget.

Dr. Bernadette Boerckel, chief outreach officer, **Rae Ann Crispell**, administrative support director, **Dr. John Kurelja**, executive director, **Dr. Alan Hack**, chief academic officer, **Jared Lehman**, chief innovation officer, and **Dr. Anthony Serafini**, director of professional development, will attend the ***2022 AESA Annual Conference*** on Nov. 30 to Dec. 2, 2022 in Atlanta, Ga. While there, they will take part in valuable networking and learning opportunities designed to meet learning needs as an educational leader. Funds for estimated expenses of \$1,963, \$2,737, \$1,968, \$3,336.69 and \$2,543, respectively, are available in the administration or joint purchasing budgets. Funds for estimated expenses of \$2,009 for Dr. Serafini are available in the staff development budget and will be reimbursed by PAIU.

Amber Lind, cooperative purchasing program manager, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the ***National Athletic Directors Conference and Exhibit Show*** on Dec. 10-12, 2022 in Nashville, Tenn. While there, they will exhibit and promote KPN cooperative purchasing contracts and services. Funds for estimated expenses of \$1,422 each are available in the joint purchasing/KPN budgets.

14.5 Fiscal Communications

Sept. 30, 2022, an email from the United States Department of Justice notifying CSIU of a new grant award for the STOP School Violence Program. Year one of Award #15PBJA-22-GG-04678-STOP is in the amount of \$284,985 for the period of Oct. 1, 2022 through Sept. 30, 2023.