

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, January 18, 2023

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

DINNER – 5:45 p.m.

COMMITTEE MEETINGS – 6:30 p.m.

Budget and Finance Committee
Buildings and Grounds Committee
Human Resources Committee
Technology/Marketplace Committee

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order – 7 PM

President Rhoads called the meeting to order at 7:02 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 15; Directors absent - 1; 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	
David Hess	Selinsgrove Area	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	
Bruce Rhoads, Vice President	Central Columbia	X	
Slade Shreck, Secretary	Shikellamy	X	
Mary Ann Stanton	Lewisburg Area	X	
Dr. Alvin Weaver	Milton Area	X	
Susy Wiegand	Berwick Area	X	

1.4 Announcements

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, Feb. 15, 2023 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 Erb, Manager of Buildings and Grounds
Dr. Alan Hack, Chief Academic Officer
Kaitlyn Hall, Director of Early Childhood Education
Jessica Harry, Special Education and Off-Site Facilities Support Program Supervisor
Pamela Karnes, EA Representative
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
Jeffrey Myers, Corrections Education – Science Teacher
Amy Pfleegor, Executive Office Manager/Board Recording Secretary
Eric Shearer, Telecommunications Technology Network Coordinator
Brian Snyder, Chief Financial and Operations Officer

1.6 Approval of Minutes (Attachment)

Directors were asked to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Dec. 21, 2022.

Motion to approve the minutes of the meeting held on Wednesday, Dec. 21, 2022 as presented.

Motion by Slade Shreck, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

1.7 Spotlight Segment – Board Recognition

Jessica Harry, Special Education and off-site facilities support program supervisor, shared a video of students from Work Foundations+ singing a song they wrote to thank directors for their commitment to the CSIU. Directors were also given appreciation gifts from students at North Central Secure Treatment Unit (NCSTU). **Jeffrey Myers**, corrections education – science teacher at NCSTU, shared how students in this program designed and created their gift with a 3D printer.

2. BOARD GOVERNANCE

2.1 Organizational Committee

Directors were asked to approve the appointment of a board member to serve on the CSIU Workplace Safety Committee, effective Jan. 19, 2023. In accordance with CSIU

Board Policy 705, this committee shall be composed of a minimum of five members, including one board member, two administrators and two employee representatives.

Motion to approve William Pasukinis (Benton Area) to serve on the CSIU Workplace Safety Committee as presented.

Motion by Bruce Rhoads, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

3. BUDGET AND FINANCE COMMITTEE – Tamara Hoffman, Chair; Lauren Hackenburg, Committee Member

3.1 Monthly Financial Statements for December 2022 (Attachments)

Directors were asked to approve the following December 2022 financial statements:

- Financial Report
- Program Balance Sheet; and
- General Fund Accounting Payment Summary. Funds for payments are available in program budgets.

Motion to approve monthly financial statements for December 2022 as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

3.2 CSIU Revised 2022-23 and Proposed 2023-24 General Operating Budget (GOB) (Attachment)

Administration recommended approval of the Revised 2022-23 General Operating Budget (GOB) totaling \$701,829 and the Proposed 2023-24 GOB of \$743,931.

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 2022-23 and Proposed 2023-24 General Operating Budgets as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

4.1 Keystone Purchasing Network (KPN) – AEPA Bid Awards (Attachment)

Directors were asked to approve bid awards for the Association of Educational Purchasing Agencies (AEPA) contracts as presented.

- AEPA Bid Awards through Feb. 28, 2024

Motion to approve KPN/AEPA bid awards as presented.

Motion by Jonathan Jones, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

5.1 Full-Time Personnel

New Employees – Non-Instructional Staff

- **Mackenzie R. Ade**, Orangeville, received a diploma from Loyalsock Township High School, Williamsport. Ms. Ade has been employed as a health and physical education teacher with SusQ-Cyber Charter School, Bloomsburg. Ms. Ade is recommended as a **Pre-K Counts assistant instructor - floater**, at an hourly rate of \$11.20 (\$15,540 annually), effective Jan. 19, 2023 (contingent upon receipt of required clearances). Funds for this new position are available in the Pre-K Counts budget.
- **Ivelisse Dunham**, Whitehall, received a bachelor's degree from Pontifical Catholic University of Puerto Rico. Ms. Dunham has been employed as a team leader with PA Migrant Education Program with Millersville University. Ms. Dunham is recommended as a **Millersville University Migrant Education team leader**, at an hourly rate of \$30.77 (\$60,001.50 annually), effective Feb. 1, 2023 (contingent upon receipt of required clearances). Funds for this new position are available in the Millersville Migrant Education Program budget.
- **Carmen H. Vegazo**, Reading, received an associate degree from Reading Area Community College. Ms. Vegazo has been employed as a student support specialist with the Migrant Education Program, Reading. Ms. Vegazo is recommended as a **Migrant Education student support coordinator**, at an hourly rate of \$23.50 (\$45,825 annually), effective Jan. 19, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Migrant Education budget.

Salary Adjustments

- **Lisa J. Black**, receptionist, from a current hourly rate of \$16.72 (\$32,604 annually) to an hourly rate of \$18 (\$35,100 annually) due to re-evaluation of position responsibilities and compensation, effective Jan. 19, 2023
- **Ann G. Miller**, Supporting Your Needs in Community Healthcare project and data collection manager, from a current annual salary of \$62,000 to an annual salary of \$62,750 due to re-evaluation of position responsibilities and compensation, effective Jan. 19, 2023
- **Katherine N. Vastine**, CARES leadership coordinator, from a current annual salary of \$94,878.76 to an annual salary of \$95,628.76 due to re-evaluation of position responsibilities and compensation, effective Jan. 19, 2023

Resignations

- **Heather A. Geesaman**, business support services administrative assistant II, effective Jan. 19, 2023
- **Faith O. Haddon**, Head Start assistant instructor, effective Dec. 16, 2022
- **Shane A. Mills**, career counselor specialist, effective Jan. 20, 2023

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

Updated Resignation Date

- **Sheyna Stankiewicz**, Head Start assistant instructor, from Jan. 3, 2023 to Dec. 8, 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 Slade Shreck, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

5.2 Part-Time Personnel

New Employee – Non-Instructional Staff

- **Elizabeth H. Stence**, school bus rider, at an hourly rate of \$11, effective Feb. 1, 2023 (contingent upon receipt of required clearances)

Resignations

- **Andrea G. Kolb**, English Language Development professional learning support specialist, effective Dec. 31, 2022
- **Nirjal Pokhrel**, short-term Migrant Education recruiter, effective Dec. 31, 2022
- **Joel M. Yoder**, short-term Migrant Education recruiter, effective Dec. 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 Slade Shreck, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, 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 Aide

Christine Bredbenner

Motion to approve substitute personnel recommendations as presented.

Motion by Slade Shreck, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

6.1 Audio Visual Upgrades Contract

Directors were asked to approve a contract with Visual Sound, through the COSTARS contract, to provide audiovisual upgrades to the Commonwealth Room at the CSIU central office at a cost of \$48,978. Upgrades include: microphones, speakers, digital signal processor and installation. Funds for this contract are available in the capital reserve budget.

Motion to approve a contract with Visual Sound as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

6.2 Engineering and Architectural Services Contract

Administration recommended approval of a contract with Gordian, Greenville, S.C., through the KPN contract, to provide engineering and architectural services at a cost of \$14,213.14. Services will include permit drawing, bidding of construction and project management for the first floor studio and office reorganization to the third floor at the CSIU central office. 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 \$2,800. Funds for this contract are available in the capital reserve budget.

Motion to approve a contract with Gordian as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

6.3 Purchase of Folding and Inserting Machine

Directors were asked to approve the purchase of a Pitney Bowes Relay[®] 7000 folding and inserting machine from First Choice Business Solutions, Pittston, for the CSIU central office at a cost of \$49,259.84. Funds for this purchase are available in the capital reserve budget.

Motion to approve the purchase of a Pitney Bowes Relay 7000 folding and inserting machine as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

7. POLICY COMMITTEE – Slade Shreck, Chair; Bruce Rhoads, Committee Member

No report.

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 Report for November 2022
- Work Sampling System Assessment Outcomes Fall 2022

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

Motion by Victor Abate, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

10.2 Purchase of Lenovo ThinkBooks

Directors were asked to approve the purchase of 60 Lenovo ThinkBooks for St. Columba School, at a cost not to exceed \$67,546.20, from CDWG, 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 Lenovo ThinkBooks as presented.

Motion by Victor Abate, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, 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 – Staff Leaves of Absence

Paid Leaves of Absence

- **Anna Landis**, Head Start senior instructor, intermittent from Dec. 1, 2022 to June, 30, 2023
- **Kenneth J. Moran**, Corrections Education guidance counselor, from Jan. 4, 2023 to Jan. 15, 2023
- **Jessica L. Probst**, nursing education managing coordinator, from Jan. 13, 2023 to April 3, 2023
- **Dawn M. Reed**, client support specialist III, from Dec. 14, 2022 to Jan. 10, 2023
- **Kathy L. Spangler**, instructional support program assistant, starting Nov. 7, 2022

Unpaid Leave of Absence

- **Rebecca S. Wright**, Early Intervention instructional assistant, from Dec. 1, 2022 to Jan. 12, 2023

Return from Paid Leave of Absence

- **Lori L. Long**, classroom assistant, effective Jan. 3, 2023

14.2 Human Resources – Completion of New Employee Probationary Periods

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

- **Megan L. Aguilera**, Statewide Adoption Network technical specialist, effective Dec. 19, 2022
- **Thomas R. Caruso**, director of cooperative purchasing, effective Dec. 19, 2022
- **Tyler A. Germer**, digital media and communications specialist, effective Dec. 9, 2022
- **Laurie Henriquez**, recruitment specialist, effective Dec. 19, 2022

14.3 Administration – Staff Travel

Colleen Epler-Ruths, educational consultant, will attend the ***Chesapeake Bay Program's 2023 Environmental Literacy Forum*** on Jan. 18-19, 2023 in Shepherdstown, W. Va. While there, she will connect with teams of school districts/divisions and their partners to learn, share and strategize about how to advance systemic, equitable and sustainable environmental literacy. Funds for estimated expenses in the amount of \$430 will be covered by the Environmental Literacy and Sustainability Department at the Pennsylvania Department of Education.

Thomas Caruso, director of cooperative purchasing, and **Amber Lind**, cooperative purchasing program manager, will attend the ***National Conference on Education*** on Feb. 15-18, 2023 in San Antonio, TX. While there, they will exhibit to promote PEPPM and KPN cooperative purchasing contracts and services. Funds for estimated expenses in the amount of \$1,456 each are available in the cooperative purchasing budget.

14.4 Fiscal Communications

Dec. 30, 2022, an email from the United States Department of Health and Human Services-Substance Abuse and Mental Health Services Administration (SAMHSA) notifying CSIU of the grant award for Project AWARE – Improving Mental health Practices Across Communities Together (IMPACT). This grant awards to the CSIU \$3,568,801 through Dec. 30, 2026. The program will promote the healthy social and emotional development of school-aged youth and prevent youth violence in school settings.