

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, September 18, 2019**

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

COMMITTEE MEETINGS

Buildings and Grounds Committee 5 p.m.
Budget and Finance Committee 5:30 p.m.
Human Resources Committee 5:30 p.m.
Technology/Marketplace Committee 5:30 p.m.

DINNER – 6 p.m.

WORK STUDY SESSION – 6:15 p.m.

Community College Update – Dr. John Kurelja
Assistant Executive Director/Chief Academic Officer

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7:09 p.m.

Mr. Abate arrived to the meeting at 7:11 p.m.

1.2 Pledge of Allegiance

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

Director	District	Present	Absent
Victor Abate	Midd-West	X	
Larry Augustine, President	Selinsgrove Area	X	
William Brecker	Mount Carmel Area	X	
Kathleen DeYong	Benton Area		X
Tamara Hoffman	Warrior Run	X	
Jonathan Jones	Bloomsburg Area	X	
Jeffrey Kashner	Shamokin Area		X
Dennis Keiser	Mifflinburg Area	X	
Joseph Klebon, Treasurer	Southern Columbia Area	X	
Daniel McGann, Secretary	Berwick Area	X	

Lauren Hackenburg	Line Mountain	X	
Deborah Price	Millville Area	X	
Bruce Rhoads, Vice President	Central Columbia	X	
Slade Shreck	Shikellamy		X
Mary Ann Stanton	Lewisburg Area		X
Dr. Alvin Weaver	Milton Area		X
Vacant	Danville Area		

1.4 Announcements

The next regular meeting will begin at 7 p.m. on Wednesday, Oct. 23, 2019 at the CSIU central office.

1.5 Approval of Minutes (Attachments)

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, June 19, 2019 and the minutes from the meeting held on Wednesday, Aug. 21, 2019, with the following changes in start dates:

Minutes from June 19, 2019

- **New Employee – Non-Instructional Staff**

- **Lacy M. Cole**, Head Start assistant instructor, from Aug. 6, 2019 to Aug. 7, 2019

- **Position Transfer**

- **Kimberly A. Renz**, WATCH project coordinator, from July 14, 2019 to July 1, 2019

Minutes from August 21, 2019

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

- **Lisa M. Abdil**, Early Intervention teaching assistant, from Aug. 22, 2019 to Aug. 29, 2019
- **Gabrielle Bond**, Head Start assistant instructor, from Aug. 22, 2019 to Sept. 11, 2019
- **Susan T. Doersam**, Head Start assistant instructor, from Sept. 3, 2019 to Sept. 9, 2019
- **Nicole Hill**, Early Intervention teaching assistant, from Aug. 26, 2019 to Sept. 16, 2019
- **Brianna Kunkel**, 21st Century Community Learning Centers site coordinator, from Sept. 3, 2019 to Sept. 10, 2019
- **Carol L. C. Paxton**, Center for the Promotion of Social and Emotional Learning (CPSEL) director, from Aug. 22, 2019 to Aug. 27, 2019
- **Alyssa A. Smith**, Early Intervention teaching assistant, from Aug. 22, 2019 to Sept. 9, 2019

Motion by Dennis Keiser, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan

Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

1.6 CSIU Staff and Others in Attendance

Dennis Abdul-Jihad, Special Education Teacher
Dr. Bernadette Boerckel, Director of Community Outreach
John Brenchley, Chief Innovation Officer
Kenneth Erb, Facilities Manager
Christina Herman, Career Ready Specialist/PDE Liaison
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Assistant Executive Director/Chief Academic Officer
Amy Pfleeger, Executive Office Manager/Board Recording Secretary
Dr. Kevin Singer, Executive Director
Brian Snyder, Chief Financial and Operations Officer
Jennifer Williams, Director of Special Education

1.7 Spotlight Segment

CSIU staff member **Christina Herman**, Career Ready Specialist and PDE Liaison, highlighted the CSIU's Educator in the Workplace program. Through a Department of Labor and Industry grant awarded to the CSIU, participants include 33 educators (K-12), representing 12 school districts and 43 business locations spanning seven counties. Educator in the Workplace is a partnership between the CSIU, Central Pennsylvania Workforce Development Corporation and PA CareerLink®.

Mr. Klebon left the meeting at 7:13 p.m. and returned at 7:18 p.m.

2. EXECUTIVE COMMITTEE – Larry Augustine, Bruce Rhoads, Daniel McGann and Joseph Klebon, Board Officers

2.1 Ratification of July 2019 Payment Authorization (June) (Attachments)

As authorized by the CSIU Board Policy 005, board officers reviewed and approved payment of the following obligations, which are now presented to the board as a whole for its acceptance. Funds for payment are available in program budgets.

- General Fund (6/30/19) \$2,102,370.03

Motion to affirm the action of the Board Officers, acting as an executive committee, for the July 2019 payment authorization as presented.

Motion by Joseph Klebon, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

2.2 Ratification of July 2019 Human Resources Personnel Recommendations

As authorized by the CSIU Board Policy 005, board officers reviewed and approved full-time and part-time personnel recommendations, which are now presented to the board as a whole for its acceptance.

Full-Time Personnel

New Employees - Instructional Staff

- **Jennifer M. Jones**, Drums, received a master's degree from Bloomsburg University. She has been employed as a resource teacher with The Scranton School for Deaf and Hard of Hearing Children. Ms. Jones is recommended as a **teacher of deaf/hearing impaired** at the master's +30 step 6 classification, effective Aug. 6, 2019 at an annual salary of \$59,490, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this new position are available in the special education district contract budget.

New Employees - Non-Instructional Staff

- **Dana M. Graupensperger**, Marysville, received a bachelor's degree from Shippensburg University. She has been employed as an office manager with Pinnacle Health, Harrisburg. Ms. Graupensperger is recommended as a **Center for Schools and Communities administrative support manager and human resources liaison**, at an annual salary of \$58,000, effective Aug. 12, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the CSC budget.
- **Amy G. Gronlund**, Lewisburg, received a master's degree from the University of Mary Washington, Fredericksburg, Va. She has been employed as a guest teacher at the CSIU. Ms. Gronlund is recommended as an **Early Intervention teaching assistant**, at an hourly rate of \$7.25 (\$10,059.38 annually), effective Aug. 6, 2019. Funds for this replacement position are available in the Early Intervention budget.
- **Vickie M. Norman**, Beavertown, received a diploma from West Snyder High School, Beavertown. She has been employed as an Human Resources Information Systems Specialist at Susquehanna University, Selinsgrove. Ms. Norman is recommended as a **PIMS client support specialist**, at an hourly rate of \$21.28 (\$41,500 annually), effective July 18, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the PIMS grant budget.
- **Shalini Vishwakarma**, Lewisburg, received a bachelor's degree from Lucknow University, India. She has been employed as a front desk associate at Weis Markets, Lewisburg, and was formerly an assistant teacher with Uttar Pradesh State Government School, Lucknow, India. Ms. Vishwakarma is recommended as a **Head Start assistant instructor**, at an hourly rate of \$10.85 (\$17,967.60 annually), effective Aug. 6, 2019 (contingent upon receipt of required clearances). Funds for this new position are available in the Head Start budget.

Position Reclassifications

- **Leah J. Borow**, CARES program support coordinator, from non-exempt to exempt, due to review of job description and analysis of the duties test for the Fair Labor Standards Act (FLSA), effective July 1, 2019.

Part-Time Personnel

New Employees – Instructional Staff

- **Kimberly J. Kepner**, licensed school social worker, at an hourly rate of \$34.49, effective Aug. 19, 2019 (contingent upon receipt of required

clearances and PA approval of Social Worker license)

New Employees - Non-Instructional Staff

- **Linda W. Walker**, healthcare education coordinator, at an hourly rate of \$28.00, effective June 26, 2019

New Employees - Summer Work

- **Julianna M. Gutierrez**, Migrant Education summer instructional assistant, at an hourly rate of \$9, effective July 1, 2019 (contingent upon receipt of required clearances)

Motion to approve the action of the Board Officers, acting as an executive committee, for the July 2019 human resources personnel recommendations as presented.

Motion by Joseph Klebon, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

2.3 Ratification of Transportation Contracts Request

As authorized by the CSIU Board Policy 005, board officers reviewed and approved transportation contracts, which are now presented to the board as a whole for its acceptance.

In accordance with 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:

- Administration recommends approval of transportation contracts with Rohrer Bus Services and Fishing Creek Transportation as presented. Funds for both contracts are available in the Head Start budget.
 - Rohrer Bus Services, Duncannon, Pa., at a rate of \$225 per vehicle, effective August 19, 2019 to June 30, 2022. Rohrer Bus Services will provide drivers and will lease CSIU vehicles for \$1 per vehicle/per year. Rohrer Bus Services is responsible for all fuel and maintenance of the vehicles. The daily rate of \$250 per vehicle is reduced to \$225 for this contract due to leasing CSIU vehicles.
 - Fishing Creek Transportation, Orangeville, Pa., at a cost not to exceed \$260 per day for a 30-passenger vehicle and \$285 per day for a 72-passenger vehicle, effective August 19, 2019 to June 30, 2022. Fishing Creek Transportation will provide drivers and vehicles.

Motion to approve the action of the Board Officers, acting as an executive committee, for the transportation contracts request as presented.

Motion by Joseph Klebon, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads,

2.4 Ratification of August 21, 2019 Board Agenda Action Items (Attachment)

As authorized by the CSIU Board Policy 005, board officers reviewed and approved the following action items contained in the original August 21, 2019 agenda, which are now presented to the board as a whole for its acceptance. The executive committee also reviewed and approved a motion from the floor from the Buildings and Grounds Committee as presented below. A quorum was not present for the regular monthly meeting.

- Budget and Finance Committee
 - Monthly Financial Statements July 2019
 - Program Transfers 2018-19
 - PA OPEB Trust Resolution
- Human Resources Committee
 - Full-Time Personnel
 - Part-Time Personnel
 - Substitute Personnel
 - 2018-19 Mentor Recommendation
 - Salary Correction
- Building and Grounds Committee
 - Carpet Replacement Contract
 - Fire Alarm System Change Order
 - Lease Agreement Revision
 - Lease Agreement Renewals
 - Purchase of Vehicles
- Policy Committee
 - Board Policy Revisions/New Policy – First Reading
- Educational Program Matters
 - Northumberland Area Head Start and Early Head Start
 - Educational Instruction and Supervision Agreement
 - Early Intervention Training Contract Extension
 - Education Service Agreements
 - In-School Nursing Services Contract
 - IO Insights Software License
- Motion From the Floor – Buildings and Grounds Committee
 - Directors are asked to approve the purchase and installation of one replacement HVAC unit for the CSIU annex building from Dixon AC&R, Williamsport, at a cost not to exceed \$10,500. The current unit is over 20 years old and is not functioning properly. Funds for this replacement unit are available in the capital reserve budget.

Motion to approve the action of the Board Officers, acting as an executive committee, for action items contained in the original August 21, 2019 agenda as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

3. BOARD GOVERNANCE

3.1 Election of PSBA Officers 2020 (Attachment)

In accordance with PSBA bylaws, member entities cast one vote per office during annual elections. To cast votes for the 2020 officers, a vote must be taken by CSIU directors by the Oct. 11 deadline. Officers are President-Elect, Vice President, Central At-Large, Sectional Advisors, PSBA Insurance Trust Trustees and School Board Secretaries Forum Steering Committee. A copy of the Voting Receipt will be attached as part of the official minutes.

Directors are asked to approve candidates for the 2020 PSBA Officers as presented.

Motion by Dennis Keiser, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

4. BUDGET AND FINANCE COMMITTEE - Daniel McGann, Chair; William Brecker, Tamara Hoffman and Joseph Klebon, Committee Members

4.1 Monthly Financial Statements (Attachments)

Directors are asked to approve the following August 2019 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 August 2019 as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

4.2 PA OPEB Trust Resolution

Administration recommends approval of a resolution authorizing the CSIU to make contributions to the PA OPEB Trust in the amount of \$29,618 to cover the cost of future other post-employment benefits (OPEB) costs and to reduce the CSIU's OPEB liability. These funds will be used to cover 2018-19.

Motion to approve a PA OPEB Trust resolution as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan

Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

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

5.1 PEPPM 2019 Managed Print Solutions Bid Awards (Attachment)

Directors are asked to approve the list of recommended bid awards for the PEPPM 2019 managed print solutions contracts. These contracts will have an effective date of October 1, 2019 and will be valid through September 30, 2022.

Motion to approve the list of recommended bid awards for the PEPPM 2019 managed print solutions contracts.

Motion by Bruce Rhoads, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

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

6.1 Full-Time Personnel

New Employees – Instructional Staff

- **Kaitlin R. Brown**, Northumberland, received a bachelor's degree from Bloomsburg University. She has been employed as a preschool co-teacher with SUMMIT Early Learning, Lewisburg. Ms. Brown is recommended as a **Pre-K Counts teacher** at the bachelor's step 1 classification, effective Sept. 23, 2019 at an annual salary of \$48,087, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this new position are available in the Pre-K Counts budget.

New Employees – Non-Instructional Staff

- **Tessa Carter**, Danville, received a diploma from SusQ Cyber Charter School, Montandon. She has been employed as a CNA with Select Specialty Hospital, Danville. Ms. Carter is recommended as a **Pre-K Counts assistant instructor** at an hourly rate of \$7.25 (\$10,059.38 annually), effective Sept. 23, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Pre-K Counts budget.
- **Megan L. Fleetwood**, Bloomsburg, received a bachelor's degree from Kaplan University, Davenport, Iowa. She has been employed as a RN supervisor with Dedicated Nursing Associates, Lewisburg. Ms. Fleetwood is recommended as a **practical nursing program instructor** at an annual salary of \$58,500, effective Oct. 7, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Central Susquehanna LPN budget.
- **Melissa W. Hampton**, Hughesville, received a bachelor's degree from Bloomsburg University. She has been employed as a teacher with East Lycoming School District, Hughesville. Ms. Hampton is recommended as a

client support specialist at an annual salary of \$40,000, effective Oct. 1, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.

- **Tara L. Kehler**, Turbotville, received a diploma from Shamokin Area High School. She has been employed as an assistant group supervisor with Danville Child Development Center. Ms. Kehler is recommended as a **Head Start assistant instructor**, at an hourly rate of \$10.85 (\$17,967.50 annually), effective Sept. 30, 2019 (contingent upon receipt of required clearances). Funds for this new position are available in the Head Start budget.
- **Deana Kovilaritch**, Milton, received a diploma from Mar Vista High School, Imperial Beach, Calif. She has been employed as a secretary with the Milton Area School District. Ms. Kovilaritch is recommended as a **client support specialist**, at an annual salary of \$40,000, effective Oct. 3, 2019 (contingent upon receipt of required clearances). Funds for this new position are available in the computer services budget.
- **Alexandria E. Lindsey**, Shamokin Dam, received a master's degree from Marywood University, Scranton. She has been employed as an office assistant with Marywood University Office of Disability Services, Scranton. Ms. Lindsey is recommended as an **Early Head Start family and social services assistant** at an hourly rate of \$13.50 (\$26,325 annually), effective Sept. 19, 2019 (contingent upon receipt of required clearances). Funds for this new position are available in the Early Head Start budget.
- **Elizabeth A. Martinez**, Berwick, received a diploma from Bloomsburg Area School District. She has been employed as a substitute aide with the CSIU. Ms. Martinez is recommended as a **Pre-K Counts assistant instructor**, at an hourly rate of \$7.25 (\$10,059.38 annually), effective Sept. 19, 2019 (contingent upon receipt of required clearances). Funds for this new position are available in the Pre-K Counts budget.
- **Molly C. Nied**, Danville, received a doctorate degree from Union University, Jackson, Tenn. She has been employed as a director of education with the Memphis Teacher Residency. Ms. Nied is recommended as a **director of academic programs**, at an annual salary of \$120,199.97, effective Jan. 1, 2020 (contingent upon receipt of required clearances). Pending a satisfactory evaluation and a recommendation from the executive director, Ms. Nied will be offered a Senior Leader Employment Agreement effective July 1, 2020. Funds for this new position are available in the curriculum services, staff development and executive budgets.
- **Jami Vankirk**, Sunbury, received a diploma from Shamokin Area High School. She has been employed as a direct care worker with Helpmates, Inc., Sunbury. Ms. Vankirk is recommended as an **aide** at an hourly rate of \$7.25 (\$10,059.38 annually), effective Sept. 25, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the special education budget.

Position Transfers

- **Sara J. Boucher**, from Pre-K Counts assistant instructor at a current hourly rate of \$7.25 (\$10,059.38 annually) to **Pre-K Counts senior instructor**, at an hourly rate of \$10.73 (\$14,887.88 annually), effective Sept. 19, 2019
- **Reanna L. Buehler**, from speech therapist (part-time) at a current hourly

rate of \$42.17 to **speech therapist** (full-time), at an annual salary of \$61,320, effective Sept. 19, 2019

Job Title Correction

- **Brianna Kunkel**, from 21st Century Community Learning Centers site coordinator to **21st Century Community Learning Centers operations and data coordinator**

Resignations

- **Melissa A. Amato**, career counselor specialist, effective Sept. 27, 2019
- **Ashley A. Booth**, Migrant Education student support coordinator, effective Sept. 27, 2019
- **Patricia G. Edwards**, retiring as Head Start programs manager, effective Feb. 19, 2020
- **Karen E. Johns**, human resources administrative assistant, effective Sept. 13, 2019

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

6.2 Part-Time Personnel

New Employees – Non-Instructional Staff

- **Edward J. Carney**, 21st Century Community Learning Centers site coordinator, at an hourly rate of \$23, effective Sept. 16, 2019
- **Alissa Deitterick**, 21st Century Community Learning Centers site coordinator, at an hourly rate of \$23, effective Sept. 30, 2019 (contingent upon receipt of required clearances)
- **Faith A. Jones**, 21st Century Community Learning Centers site coordinator, at an hourly rate of \$23, effective Sept. 23, 2019 (contingent upon receipt of required clearances)
- **Rebecca Perruquet**, 21st Century Community Learning Centers site coordinator, at an hourly rate of \$25, effective Sept. 23, 2019 (contingent upon receipt of required clearances)
- **Melissa A. Stout**, 21st Century Community Learning Centers site coordinator, at an hourly rate of \$23, effective Sept. 16, 2019

Resignations

- **Danielle C. Berninger**, teacher of deaf/hearing impaired, effective June 17, 2019
- **Coleen K. Kline**, student transportation office assistant, effective Sept. 6, 2019

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

Motion to approve part-time personnel as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

6.3 Substitute Personnel

Directors are asked to approve substitute personnel to work in CSIU classrooms and programs for the 2019-20 school year.

Substitute Teacher

Barry F. Feudale
Haley Gayoski
Christine L. Miller
Ashley Rucker
Marty R. Wise
Timothy C. Wright

Motion to approve the 2019-20 substitute personnel recommendation as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

6.4 2019 Tenured Employee List (Attachment)

Annually in September, directors are asked to accept a cumulative list of employees who have attained tenure in their CSIU employment (as defined by Public School Code, Section 1101). Names of staff who received tenure during the past school year are in bold print and underlined.

Motion to approve CSIU employees who have attained tenure in 2019 as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

6.5 Executive Session

At the request of Mr. Keiser, President Augustine called an executive session to discuss a personnel issue at 7:28 p.m. The executive session ended at 7:52 p.m.

6.6 Motion From the Floor

Mr. Keiser made a motion from the floor to amend the current employment agreement for Executive Director Dr. Kevin Singer from 260 workdays per year to 230 workdays per year for the remainder of the employment agreement.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan

Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

7. BUILDINGS AND GROUNDS COMMITTEE – Daniel McGann, Chair; William Brecker, Jeffrey Kashner, Joseph Klebon and Bruce Rhoads, Committee Members

7.1 Lease Agreement Renewal

Directors are asked to approve a lease agreement renewal with Sobeck Property Management, LLC, for 2,123 sq. ft. of currently leased office space and basement storage, located at 100 West Broad Street, Suites 115 and 117, Hazeleton at a cost of \$1,575 per month. The renewal agreement is for the term Sept. 1, 2019 through Aug. 31, 2020. Funds are available in the Migrant Education budget.

Motion to approve a lease agreement renewal with Sobeck Property Management, LLC as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

7.2 Space Utilization Study Contract

Administration recommends approval of a contract with HUNT Engineers, Architects & Surveyors, Towanda, to provide a space utilization study for the main building, conference and learning center and annex at a cost not to exceed \$23,450. The study will include schematic, mechanical and electrical designs, CAD files and review building codes. Funds are available in the capital reserve budget.

Motion to approve a contract with HUNT Engineers, Architects & Surveyors as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

8. POLICY COMMITTEE - Daniel McGann, Chair; Larry Augustine and Bruce Rhoads, Committee Members

8.1 Board Policy Revisions - Second Reading/Adoption (Attachments)

Policies to Rescind:

- 3515 Facilities Use
- 3516.1 Smoking/Tobacco Use

Policies listed below are being presented for second reading and adoption. They have been reviewed and approved by the Policy Committee, executive director,

senior leaders and legal counsel.

Policy Revisions:

006	Meetings
104	Nondiscrimination/Discriminatory Harassment – Employment Practices
108	Adoption of Textbooks
204	Attendance
210.1	Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
220	Student Expression/Distribution and Posting of Materials
220	Attachment to 220 – Student Expression/Distribution and Posting of Materials
222	Tobacco/Nicotine (Pupils)
323	Tobacco/Nicotine (Employees)
619	Intermediate Unit Audit
704	Maintenance
707	Use of Intermediate Unit Facilities
806	Child Abuse
904	Public Attendance at Intermediate Unit Events
904	Attachment to 904 – Public Behavior at Intermediate Unit Events

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

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

9. EDUCATIONAL PROGRAM MATTERS

No report.

10. ADMINISTRATIVE MATTERS

10.1 Agreements for Service – Next Century, Inc. (Attachment)

Directors are asked to approve the list of agreements with Next Century, Inc., Milton, for staffing and consulting services for the 2019-20 school year. Funds for these expenditures are available in the program budgets listed.

Motion to approve agreements for service with Next Century, Inc. as presented.

Motion by Bruce Rhoads, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Bruce Rhoads, Lauren Hackenburg

11. ADMINISTRATIVE REPORTS

11.1 Executive Leadership - Dr. Kevin Singer, Executive Director

12. ADJOURNMENT

12.1 Adjourn Meeting

The meeting was adjourned by President Augustine at 8:02 p.m.

Respectfully submitted,

**Daniel McGann
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

13. INFORMATION ONLY

13.1 Human Resources - Staff Leaves of Absence

Paid Leaves of Absence

- **Mary Kim Dieffenderfer**, family education program manager, effective Aug. 27, 2019 to Dec. 23, 2019
- **Kedar N. Kafley**, ESL and diploma project coordinator, effective Sept. 2, 2019 to Sept. 20, 2019
- **Wanda J. Stamm**, Early Intervention instructional assistant, effective Aug. 28, 2019 to Nov. 27, 2019

Paid/Unpaid Leaves of Absence

- **Erin N. Mills**, Pre-K Counts assistant instructor, effective Aug. 27, 2019 to Sept. 26, 2019
- **Laura A. Saccente**, Pennsylvania statewide afterschool/youth development network (PSAYDN) director, effective Oct. 28, 2019 to Jan. 10, 2020

13.2 Human Resources - Completion of New Employee Probationary Period

- **Justine R. Drumheller**, Early Head Start family partner/home visitor, effective Aug. 21, 2019

13.3 Human Resources – Stipend Payment

The executive director authorized a one-time stipend payment to **Heather Taggart**, public relations technical specialist, in the amount of \$2,500 for assigned duties which were above and beyond her job description and job classification.

13.4 School-Age and Early Childhood Program Contracts

Five additional days have been added to the approved contracts for services with Craven Tech, LLC and KJSmile, Inc. to provide music appreciation activities to students in CSIU school-age and early childhood programs at a rate of \$500 each per day, during the period July 1, 2019, through June 30, 2020.

13.5 Administration – Staff Travel

Shileste Overton-Morris, director of Center for Schools and Communities, and **Caroline Allen**, afterschool/youth development coordinator, will attend the **2019 Network Leads Meeting** on Sept. 22-25, 2019 in San Diego, Calif. While there, they will focus on leadership themes, hot topic issues and talk about network impact and sharing. Discussions will focus both on looking ahead at potential opportunities and focusing on doing day-to-day work more effectively. Funds for estimated expenses of \$2,171 and \$1,867, respectively, are available in the PA Statewide Afterschool Youth Development Network budget.

John Wargo, manager of computer services, will attend the **MS-ISAC Executive Board Meeting** on Sept. 25-27, 2019 in St. Louis, Mo. While there, he will attend the national board meeting for the MS-ISAC organization that provided free cybersecurity products and services to national, state, local and tribal agencies. Estimated expenses of \$150 are available in the computer services budget. All other expenses will be covered by MS-ISAC.

Lori Potutschnig, Migrant Education recruitment coordinator, **Jose Reyes-Lua**, Statewide Migrant Education recruitment coordinator, and **Jesus Rodriguez**, Migrant Education recruiter, will attend the **2019 National ID&R Forum** on Oct. 1-3, 2019 in Miami, Fla. While there, they will network and learn new recruitment strategies from other Migrant Education programs across the country to engage and support migrant families. Funds for estimated expenses of \$1,656, \$1,554 and \$1,656, respectively, are available in the Migrant Education budget.

Stephanie Colvin-Roy, training and organizational development associate, and **Carol Paxton**, director of Center for the Promotion of Social and Emotional Learning (CPSEL), will attend the **2019 Social and Emotional Learning Exchange** on Oct. 1-4, 2019 in Chicago, Ill. While there, they will advance their social and emotional learning professional development and increase networking and technical assistance capacity in social and emotional learning. Funds for estimated expenses of \$2,756 and \$2,171, respectively, are available in the ICPS and CPSEL budgets.

Alexia Brown, family support technical assistance coordinator, **Rijelle Kraft**, family support managing coordinator, **Katherine Noss**, family support technical assistance coordinator, and **Karen Shanoski**, family support and community engagement director, will attend the **Parents as Teachers (PAT) 2019 International Conference and State Leaders Meeting** on Oct. 13-17, 2019 in St. Louis, Mo. While there, they will meet with other PAT professionals from across the world to attend workshops, network and receive updates on the PAT model. Attendance at the state leader meeting is highly encouraged by the PAT National Center. Funds for estimated expenses of \$2,298, \$2,184, \$2,020 and \$100, respectively, are available in the PAT budget. Airline and lodging expenses for Ms. Shanoski will be paid by PAT.

Leah Galkowski, Safe Schools coordinator, will attend the **16th Annual International Bullying Prevention Conference** on Nov. 7-9, 2019 in Chicago, Ill. While there, she will learn strategies for positive school climate; receive information to create or enhance student engagement efforts and discuss strategies to reduce social-emotional barriers to increase student learning. Funds for estimated expenses of \$1,926 are available in the Safe Schools budget.

Jared Lehman, associate director of cooperative purchasing, will attend the **California Educational Technology Professionals Association Annual Conference** on Nov. 13-14, 2019 in Anaheim, Calif. While there, he will exhibit and promote cooperative purchasing contracts. Funds for estimated expenses of \$1,334 are available in the joint purchasing budget.

Dr. Kevin Singer, executive director, **Kenneth Erb**, buildings and grounds manager, and **Jeffrey Kay**, special projects technology manager, will attend the **Consumer Electronics Show 2020** on Jan. 7-10, 2020 in Las Vegas, Nev. While there, they will engage with industry experts to see the latest in trends and technologies with a focus on the entrepreneurial aspects of the emerging technology market. Funds for estimated expenses of approximately \$1,500 each are available in the administration, buildings and grounds and TQ budgets.

13.6 Fiscal Communications

Aug. 5, 2019, a letter from Yvonne Cook (President – Highmark Foundation) notifying CSIU of a one-year grant in the amount of \$175,000. The purpose of the grant is to build on the implementation, research, practice and impact of bullying prevention and intervention efforts championed by the Highmark Foundation throughout Pennsylvania. All correspondence related to this grant should reference Log Number 39085.

Aug. 9, 2019, a letter from Carol Clancy (Director – Pennsylvania Department of Education, Bureau of Special Education) notifying CSIU of the approved request to exceed by 2 percent the 2019-2020 IDEA-B Component 2 maximum allowable budget amount. This will enable CSIU to maintain the current level of Training and Consultation (TaC) support for the 17 school districts in the CSIU region.

Aug. 12, 2019, a letter from Delmar Hart, D.Ed. (Division Chief – Pennsylvania Department of Education, Division of Analysis and Financial Reporting) notifying CSIU of the approved budget revision for the 2018-2019 Special Education IDEA-B School Age (611) (062) grant award – Office for Dispute Resolution (ODR). There are no changes to the amount or statement of work for Project #062-19-0034.

Aug. 16, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approval for a 21st Century Community Learning Centers (21st CCLC) Cohort 7 grant. The Year 6 grant has been approved in the amount of \$458,712 for the period of Oct. 1, 2019 through Sept. 30, 2020.

Aug. 20, 2019, a letter from Andrew Hansrote (Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2018-2019 Education Leading to Employment and Career Training (ELECT) grant. There are no changes to the amount or statement of work for FC#4100081192.

Aug. 20, 2019, an email from Grantsolutions.gov (Jeffrey Arciero - ACF Grants Officer) notifying CSIU of an action for Grant #03CH010273-04-03 that reprograms unobligated Head Start (\$36,179.08) and Early Head Start (\$52,984.00) funds from Program Year 03 to Program Year 04 to complete approved program activities. These activities include purchasing equipment for both programs.

Aug. 27, 2019, an email from Carl R. Beck (Director – Pennsylvania Department of Education, Office of Child Development and Early Learning) notifying CSIU of the revised 2019-2020 Early Intervention (EI) Allocations. The State EI Allocation decreased \$16,932 (from \$4,823,286 to \$4,806,354). The Required Medical Access (MA) Contribution increased \$16,932 (from \$191,798 to \$208,730). The overall 2019-2020 Early Intervention Allocation remained \$5,897,980.

Aug. 29, 2019, a letter from Andrew Hansrote (Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2018-2019 Education Leading to Employment and Career Training (ELECT) grant. There are no changes to the amount or statement of work for FC#4100081170.

Aug. 29, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU that the 2019-2020 Refugee School Impact Grant (RSIG) has been received in substantially approvable form. FC #4100081653 is in the amount of \$57,135 for the period of Oct. 1, 2019 through Sept. 30, 2020.