

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
Wednesday, August 21, 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.

DINNER – 6 p.m.

WORK STUDY SESSION – 6:15 p.m.

CSIU 2019 Staff Recognition
*Kelly Walker, Ambassador of the Year
*Kim Zoch, Passion for Excellence Award
*Nancy Jacobs, Kudos Award Recipient

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order - 7 PM

Vice President Rhoads called the meeting to order at 7:06 p.m. A quorum is not present for the meeting.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 8; Directors absent - 8; 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

A quorum is not available for this meeting; therefore, no board action will be taken. The executive committee will be presented with action items for approval and ratification of those items will take place at the next regular meeting.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, Sept. 18, 2019 at the CSIU central office.

1.5 Approval of Minutes (Attachment)

Minutes from the June 19, 2019 meeting will be considered for approval at the Sept. 18, 2019 Board of Directors meeting due to a quorum not being present.

1.6 CSIU Staff and Others in Attendance

Bernadette Boerke, Guest
Lynn Cromley, Assistant Executive Director/Chief Administrative Officer
Kenneth Erb, Manager of Buildings and Grounds
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Assistant Executive Director/Chief Academic Officer
Terri Locke, Supervisor of Early Childhood Services and Head Start /Pre-K Counts Programs
Amy Pfleeger, Executive Office Manager/Board Recording Secretary
Dr. Kevin Singer, Executive Director
Brian Snyder, Chief Financial and Operations Officer
Heather Taggart, Public Relations Technical Specialist

1.7 Spotlight Segment – 2019 Professional Leadership Day

The presentation is postponed until the Sept. 18, 2019 meeting.

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

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

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.

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.

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.

Ratification of the Executive Committee matters will be considered for approval at the Sept. 18, 2019 Board of Directors meeting due to a quorum not being present

at the meeting.

3. BOARD GOVERNANCE

No report.

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 July 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 July 2019 as presented.

4.2 Program Transfers 2018-19 (Attachment)

As a result of internal reviews and the CSIU budget close-out process, transfers from several program budgets must be made to and from the administrative budget to close out expired programs. As in previous years, board action is recommended to close prior years' programs at the fiscal year-end.

Motion to approve 2018-19 Program Transfers as presented.

4.3 PA OPEB Trust Resolution (Attachment)

Directors are asked to approve the resolution to authorize Brian Snyder, Chief Financial and Operations Officer, as the CSIU's liaison to the Pennsylvania OPEB Trust.

Motion to approve a PA OPEB Trust resolution as presented.

Board officers, acting as an executive committee, took action on all Budget and Finance Committee matters due to a quorum not being present. Ratification of the Budget and Finance Committee matters will be considered for approval at the Sept. 18, 2019 Board of Directors meeting.

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

No report.

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

6.1 Full-Time Personnel

New Employees – Non-Instructional Staff

- **Lisa M. Abdill**, Elysburg, received a diploma from Southern Columbia Area High School, Catawissa. She has been employed as a paraprofessional with Southern Columbia Area School District, Catawissa. Ms. Abdill is

recommended as an **Early Intervention teaching assistant**, at an hourly rate of \$7.25 (\$10,059.38 annually), effective Aug. 29, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Intervention/preschool budget.

- **Kellie A. Bingaman**, Sunbury, received a diploma from Shikellamy High School, Sunbury. She has been employed as a medical records clerk with Geisinger Health System, Danville, and was formerly a director of children's ministry with Brookside Ministries Church, Shamokin Dam. Ms. Bingaman is recommended as a **Head Start assistant instructor**, at an hourly rate of \$10.74 (\$17,785.44 annually), effective Aug. 8, 2019. Funds for this new position are available in the Head Start budget.
- **Bernadette U. Boerckel**, Muncy, received a doctorate degree from Immaculata University, Malvern. She has been employed as a secondary curriculum and K-12 arts supervisor with the Williamsport Area School District. Ms. Boerckel is recommended as a **director of community outreach**, at an annual salary of \$120,199.97, effective Sept. 16, 2019 (contingent upon receipt of required clearances). Pending a satisfactory evaluation and a recommendation from the executive director, Ms. Boerckel will be offered a Senior Leader Employment Agreement effective July 1, 2020. Funds for this new position are available in the community relations, grants and development and LPN budgets.
- **Gabrielle Bond**, Sunbury, received a bachelor's degree from University of Valley Forge, Phoenixville. She has been employed as a preschool teacher with Primrose School of Royersford. Ms. Bond is recommended as a **Head Start assistant instructor**, at an hourly rate of \$10.43 (\$17,272.08 annually), effective Sept. 11, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- **Christina M. Buck**, McEwensville, received an associate degree from Pennsylvania College of Technology, Williamsport. She has been employed as a lead teacher with Summit Early Learning, Mifflinburg. Ms. Buck is recommended as a **Head Start instructor**, at an hourly rate of \$13.85 (\$22,935.70 annually), effective Aug. 6, 2019. Funds for this replacement position are available in the Head Start budget.
- **Susan T. Doersam**, Lewisburg, received a bachelor's degree from Susquehanna University. She has been employed as a kitchen worker at Reba and Panchos, Lewisburg, and was formerly an assistant group supervisor with Otterbein Christian Preschool and Daycare, Sunbury. Ms. Doersam is recommended as a **Head Start assistant instructor**, at an hourly rate of \$10.53 (\$17,437.68 annually), effective Sept. 9, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- **Heather Goshert**, Bloomsburg, received a master's degree from American Sentinel University, Aurora, Colo. She has been employed as a registered nurse with Geisinger Medical Center, Danville. Ms. Goshert is recommended as a **nursing assistant educator instructor/practical nursing instructor**, at an annual salary of \$62,000, effective Sept. 3, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Geisinger nursing assistant residency program

budget.

- **Nicole Hill**, Freeburg, received a diploma from Shikellamy High School, Sunbury. She has been employed as a team member with Big Lots Distribution Center, Tremont. Ms. Hill is recommended as an **Early Intervention teaching assistant**, at an hourly rate of \$7.25 (\$10,059.38 annually), effective Sept. 16, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Intervention budget.
- **Brianna Kunkel**, Danville, received a bachelor's degree from Bloomsburg University. She has been employed as a school age supervisor with Columbia Child Development Program, Bloomsburg. Ms. Kunkel is recommended as a **21st Century Community Learning Centers site coordinator**, at an annual salary of \$41,250, effective Sept. 10, 2019 (contingent upon receipt of required clearances). Funds for this new position are available in the 21st CCLC - Pathfinders budget.
- **Nicole M. Lady**, Gettysburg, received a diploma from Biglerville High School. She has been employed as a data specialist with Northwest Tri-County IU, Edinboro. Ms. Lady is recommended as a **migrant technology support specialist**, at an hourly rate of \$20.26 (\$39,507 annually), effective Aug. 26, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the migrant technology and migrant recruiter budgets.
- **Sherri L. Long**, Harrisburg, received a bachelor's degree from Central Penn College, Summerdale. She has been employed as a graphic and digital designer with JFC Temps, Camp Hill. Ms Long is recommended as a **Center for Schools and Communities (CSC) design coordinator**, at an annual salary of \$59,000, effective Aug. 22, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the CSC budget.
- **Kelly M. Loss**, Milton, received a bachelor's degree from Miller-Motte Technical College, North Charleston, N.C. She has been employed as a district marketing manager with Bath Fitter, Muncy. Ms. Loss is recommended as a **buildings and grounds support coordinator**, at an hourly rate of \$20.52 (\$40,014 annually), effective Sept. 3, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the buildings and grounds budget.
- **Crystal S. Marshalek**, Sunbury, received a diploma from Shikellamy High School, Sunbury. She has been employed as a scheduling assistant with Wholesaler Express, Hermosa Beach, Calif. Ms. Marshalek is recommended as an **aide**, at an hourly rate of \$7.25 (\$10,059.38 annually), effective Aug. 15, 2019. Funds for this new position are available in the special education budget.
- **Carol L. C. Paxton**, Florence, Mass., received a doctorate degree from University of Virginia, Charlottesville. She has been employed as an educational program manager and senior certification analyst with Evaluation Systems Group of Pearson, Hadley, Mass. Ms. Paxton is recommended as a **Center for the Promotion of Social and Emotional Learning (CPSEL) director**, at an annual salary of \$77,500, effective Aug. 27, 2019 (contingent upon receipt of required clearances). Funds for this

replacement position are available in the CPSEL budget.

- **Betsy J. Persing**, Danville, received a diploma from Shamokin Area High School. She has been employed as a substitute aide with the CSIU. Ms. Persing is recommended as a **classroom assistant**, at an hourly rate of \$9.40 (\$13,042.50 annually), effective Aug. 6, 2019. Funds for this replacement position are available in the special education budget.
- **Alyssa A. Smith**, Wapwallopen, received a diploma from Columbia-Montour Area Vocational Technical School, Bloomsburg. She has been employed in care support services with Geisinger Health System, Danville. Ms. Smith is recommended as an **Early Intervention teaching assistant**, at an hourly rate of \$7.25 (\$10,059.38 annually), effective Sept. 9, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Intervention budget.
- **Catherine Spotts**, Ranshaw, received a diploma from Our Lady of Lourdes High School, Coal Township. She has been employed as a patient access representative with Geisinger Hospital, Shamokin. Ms. Spotts is recommended as an **aide**, at an hourly rate of \$7.25 (\$10,059.38 annually), effective Sept. 3, 2019 (contingent upon receipt of required clearances). Funds for this new position are available in the alternative placement budget.
- **Grace E. Yost**, Coal Township, received a diploma from Line Mountain High School, Herndon. She has been employed as a bus driver (part-time) with the CSIU. Ms. Yost is recommended as a **Head Start assistant instructor**, at an hourly rate of \$9.79 (\$16,212.24 annually), effective Aug. 22, 2019. Funds for this new position are available in the Head Start budget.

Position Transfers

- **Amy K. Acornley**, from Early Intervention program associate at an hourly rate of \$14.45 to **Pre-K Counts associate instructor**, also at an hourly rate of \$14.45, effective Aug. 6, 2019
- **Bette L. Arnold**, from Early Intervention teaching assistant at an hourly rate of \$7.98 to **Early Intervention instructional assistant**, at an hourly rate of \$9.73, effective Aug. 6, 2019
- **Mark C. Carollo**, from cooperative purchasing network and systems administrator at an annual salary of \$72,325.41 to **cooperative purchasing programs manager** at an annual salary of \$78,325.41, effective Aug. 22, 2019
- **Andrea G. Kolb**, from English language development managing coordinator at an annual salary of \$67,106.56 to **statewide multilingual education and instructional design project manager**, at an annual salary of \$78,000, effective Aug. 22, 2019
- **Jared D. Lehman**, from cooperative purchasing supervising manager at an annual salary of \$92,881.80 to **associate director of cooperative purchasing**, at an annual salary of \$102,017.80, effective Aug. 22, 2019
- **Erin N. Mills**, from Head Start assistant instructor at a current hourly rate of \$10.20 (\$16,891.20 annually) to **Pre-K Counts assistant instructor**, at an hourly rate of \$7.45 (\$10,336.88 annually), effective Aug. 29, 2019
- **Vaughn A. Murray**, from education programs information management coordinator to **education programs information technology manager**, due to review of job description and analysis of the duties, and will be added

to Appendix A of the Administrative Group Compensation plan, effective Sept. 1, 2019

- **Thomas W. Naugle**, from telecommunications technology support consultant at an annual salary of \$67,246.41 to **senior technology consultant**, at an annual salary of \$68,927.57, effective Aug. 22, 2019
- **Jessica L. Probst**, from practical nursing program instructor at an annual salary of \$67,536.89 to **nursing education managing coordinator**, at an annual salary of \$72,500, effective Aug. 22, 2019
- **Elizabeth A. Weaver-Ronk**, from senior technology training and support coordinator at an annual salary of \$72,950.45 to **senior systems and data analyst coordinator**, at an annual salary of \$78,421.73, effective Aug. 22, 2019

Resignations

- **Lynn M. Cromley**, retiring as assistant executive director/chief administrative officer, effective Mar. 9, 2020
- **Sarah R. Fisher**, Head Start instructor, effective Aug. 12, 2019
- **Leighann M. Garland**, CSC conference and professional development technical specialist, effective June 27, 2019
- **Linda C. Herr**, WATCH Project career coordinator, effective Aug. 19, 2019
- **Tegan M. Kessler**, Early Head Start family partner/home visitor, effective June 10, 2019
- **Xiyun Liu**, Pre-K Counts senior instructor, effective June 13, 2019
- **Bethann M. McCain**, curriculum director, effective Aug. 16, 2019
- **Julia M. Muse**, client support analyst I, effective Aug. 9, 2019
- **Richard C. Scarantino**, instructional support program assistant, effective June 10, 2019
- **Samantha R. Snyder**, practical nursing program instructor, effective Aug. 27, 2019
- **Sheyna S. Stankiewicz**, Early Intervention teaching assistant, effective July 8, 2019
- **Michael R. Tanney Jr.**, 21st Century Community Learning Centers site coordinator, effective Aug. 15, 2019

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

Motion to approve full-time personnel recommendations as presented.

6.2 Part-Time Personnel

New Employees – Instructional Staff

- **Kathryn L. Herman**, physical therapist, at an hourly rate of \$44.18, effective Aug. 19, 2019 (contingent upon receipt of required clearances)

New Employees – Non-Instructional Staff

- **Faye Fahnestock**, nutrition operations assistant, at an hourly rate of \$10.25, effective Aug. 27, 2019 (contingent upon receipt of required clearances)

Change in Start Date

- **Jaden Rice**, facilities intern, from June 17, 2019 to June 18, 2019

Position Transfers

- **Reina J. Alberto**, from Migrant Education summer instructional assistant at an hourly rate of \$9, to **Migrant Education summer instructor** at an hourly rate of \$15, effective June 24, 2019
- **Molly L. McCafferty**, from Migrant Education summer instructional assistant at an hourly rate of \$9, to **Migrant Education summer instructor** at an hourly rate of \$15, effective June 25, 2019

Resignations

- **Courtney L. Baker**, transportation assistant, effective Aug. 8, 2019
- **Claudia Aguilar Gonzalez**, Migrant Education after-school instructor, effective July 11, 2019
- **Lori Rodriguez**, Migrant Education after-school instructor, effective June 15, 2019
- **Anthony B. Rodriguez**, Migrant Education summer instructor, effective June 15, 2019

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

Furloughs

- **Mark S. Borges**, Head Start/Early Head Start school bus driver, effective Aug. 19, 2019, due to change in program needs
- **Kimberly C. Hart**, Head Start/Early Head Start school bus driver, effective Aug. 19, 2019, due to change in program needs
- **Adam C. Wolfe**, Head Start/Early Head Start school bus driver, effective Aug. 19, 2019, due to change in program needs
- **Grace E. Yost**, Head Start/Early Head Start school bus driver, effective Aug. 19, 2019, due to change in program needs

Substitute Bus Drivers

- **Mark S. Borges**, at an hourly rate of \$14.98, effective Aug. 20, 2019
- **Kimberly C. Hart**, at an hourly rate of \$14.85, effective Aug. 20, 2019
- **Grace E. Yost**, at an hourly rate of \$16.87, effective Aug. 19, 2019

Terminations

- **Kelly L. Mulligan**, Migrant Education summer instructor, effective July 10, 2019

Motion to approve part-time personnel recommendations as presented.

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 Teachers

Kathleen E. Abram
Alexandra J. Barben
Ellen L. Batdorf
Sheri J. Benick
Jessica R. Brown
Lorri A. Bruckhart

Bryana D. Loss
Nicole M. Maresca
Charles E. Marsters
Ellen A. Matragrano
Tara D. McKinney
Linda S. Meckley

Maria J. Carson
Karan G. Clarke
Jennifer L. Cughan
Sarah L. Delp
Michelle M. Diggins
Alaina M. Dirans
Annette M. Erdman
William A. Fait
Brenda G. Fischer-Dennehy
Melissa L. Fox
Colette P. Frantz
Laurie M. Frantz
Jennifer J. Frye
Brittany N. Gardner
Kenneth A. Geise
Carol M. Gentilucci
Anthony J. Gresoi
Heather F. Harter
Loretta M. Hasey
Donna L. Heath
Daniel P. Heifetz
Seth A. Herb
Robert M. Horne
Stephany L. Humenik
Esther O. Ilo
Amanda R. Jones
Beth A. Kaczmarczyk
Katlyn M. Koppen
Kelsey L. Koppen
Chelsea L. Landis
Joshua M. Larson
Ruby Leonard
Kenneth R. Lewis
Connie M. Lilley
Amber M. Liotta

Substitute Aides

Charmaine K. Caulder
Christine M. Ditzler
John J. Dougherty
Julie D. Ebersole
Barbara A. Foura
Pamela J. Fry
Kayla P. Gedney
Mary T. Hart

Brandi L. Miller
Jennifer M. Miller
Robyn M. Morales
Cara E. Morningstar
Carol K. Mullany
Brandy L. Norris
Rita M. Palasek
Frank J. Passaniti
Kathy L. Price
Alexis S. Reid
Cherity L. Rinehart
Ashley M. Rucker
Ashley R. Rumph
Launie C. Ryer
Bronwen Sanders
Erin M. Sauers-Paternostro
Kelly E. Saul Bromwell
Allan C. Schappert
Ann M. Sears
Maria A. Southerton
Jamie A. Stahl
Mary E. Striplin
Steven P. Sublett
Laura J. Swarey
Helna Vincent
Carissa A. Wagner
Madison S. Walter
Nancy B. Weigle
Maxine J. Williams
Tami A. Williams
Sheldon J. Winnick
Janelle M. Wooten
Timothy C. Wright

Colin R. Hoke
Bryant A. Johnson
Crystal L. Killmon
Neila D. Linderman (LPN)
Elizabeth A. Martinez
Catherine M. Persing

Substitute – Nursing Assistant Educator Instructor/ Practical Nursing Instructor

Theresa A. Temple

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

6.4 2018-19 Mentor Recommendation

Administration recommends the following employee as an addition to the mentor list for the 2018-19 New Teacher Induction Program approved at the Dec. 19, 2018 meeting. Mentors are paid \$1,000 in accordance with the current collective bargaining agreement.

- **Melissa A. Fisher**, reading/resource teacher

Motion to approve a 2018-19 mentor addition as presented.

6.5 Salary Correction

- **Sara Boucher**, Pre-K Counts assistant instructor, was listed in the June agenda with an incorrect hourly salary of \$7.50. The correct hourly salary is \$7.25. The annual salary does not change.

Motion to approve salary correction as presented.

Board officers, acting as an executive committee, took action on all Human Resources Committee matters due to a quorum not being present. Ratification of these agenda items will be considered for approval at the Sept. 18, 2019 Board of Directors meeting.

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

7.1 Carpet Replacement Contract

Administration recommends approval of a contract with Shaw Industries, Inc., Dalton, Ga. through the KPN contract for replacement of 1,829 square yards of carpeting located in the Conference and Learning Center of the central office at a cost of \$113,431.65. This contract is under the terms and conditions of KPN contract #101601-01A and includes removal of the existing carpet, purchase and installation of the new carpeting. Funds for this project are available in the capital reserve budget.

Motion to approve a contract with Shaw Industries, Inc. through the KPN contract for carpet replacement as presented.

7.2 Fire Alarm System Change Order

Administration recommends approval of a change order to the contract with Kint Fire Protection in the amount of \$3,164.97. This will increase the current contract total from \$77,422.96 to \$80,597.93. This change order is for duct detectors in the large HVAC units, as required by code. Funds for this change order are available in the capital reserve budget.

Motion to approve a change order with Kint Fire Protection as presented.

7.3 Lease Agreement Revision

Directors are asked to approve a revised lease agreement with Community Action Realty for 264 sq. ft. of office space located at 2138 Lincoln Street, Williamsport at a cost of \$500 per month. Current office space is being leased across the hall, and the square footage will increase by 27 sq. ft. with no increase in cost. This revised lease is for the term Sept. 1, 2019 through Sept. 29, 2020. Funds for this revised lease are available in WATCH budget.

Motion to approve a lease agreement revision with Community Action Realty as presented.

7.4 Lease Agreement Renewals

Directors are asked to approve the following lease agreement renewals. Funds for these leases are available in the adult education budget.

- Market Street Rentals, LLC, for 850 sq. ft. of currently leased office space located at 1000 Market Street, Suite 37, Bloomsburg, at a cost of \$714 per month, which is a \$14 a month increase from last year. The renewal agreement is for the term July 1, 2019, through June 30, 2020;
- Housing Authority of Northumberland County for 1,550 sq. ft. of currently leased office space used for adult education and English classes located at 1050 Hepburn Street Milton, at a cost of \$400 per month, which is a \$15 a month increase from last year. The renewal agreement is for the term July 1, 2019, through June 30, 2020;
- Central Pennsylvania Workforce Development Corporation for currently leased office space located at 225 Market Street, Room 202, Sunbury, at a cost of \$13,000, which is a \$843 increase from last year. Total cost will be divided as quarterly payments. The renewal agreement is for the term July 1, 2019, through June 30, 2020; and
- County of Northumberland, for 832 sq. ft. of currently leased office space located at the corner of Eighth and Arch Streets, Room 305, Shamokin, at a cost of \$832 per month with no increase from last year. The renewal agreement is for the term July 1, 2019, through June 30, 2020.

Motion to approve lease agreement renewals as presented.

7.5 Purchase of Vehicles

Directors are asked to approve the purchase of two 2019 Ford Escape vehicles from Whitmoyer Ford, Inc., Mount Joy, at a cost of \$22,851.40 each, per the COSTARS 026053 purchasing agreement. These vehicles are replacements for two older vehicles assigned to the Office of Dispute Resolution Hearing Officers. Funds for the purchase of these replacement vehicles are available in the Office for Dispute Resolution budget.

Motion to approve the purchase of two vehicles for the Office of Dispute Resolution as presented.

7.6 Motion from the Floor

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 purchase and installation of one replacement HVAC unit as presented.

Board officers, acting as an executive committee, took action on all Buildings and Grounds Committee matters due to a quorum not being present. Ratification of these agenda items will be considered for approval at the Sept. 18, 2019 Board of Directors meeting.

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

8.1 Board Policy Revisions/New Policy (Attachments)

Policies listed below are being presented for first reading. 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)
- 249 Bullying/Cyberbullying
- 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

New Policy:

- 247 Hazing

Board officers, acting as an executive committee, took action on all Policy Committee matters due to a quorum not being present. Ratification of these

agenda items will be considered for approval at the Sept. 18, 2019 Board of Directors meeting.

9. EDUCATIONAL PROGRAM MATTERS

9.1 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 are presented for approval:

- 2019-20 Head Start/Early Head Start application for Year 5 refunding
- 2019 Self Assessment Summary
- 2019-20 Strategic Plan
- Head Start/Early Head Start monthly enrollment, meal distribution, credit card expenses and monitoring data for June 2019

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

9.2 Educational Instruction and Supervision Agreement

Directors are asked to approve an Educational Instruction and Supervision agreement. At the request of local districts, the CSIU provides educational instruction and supervision to residential treatment facilities that are located in the five-county region. Services have been requested by Diversified Treatment Alternative Centers, LLC (DTAC) for the 2019-20 school year at the following locations:

- DTAC Partial Hospitalization Program (PHP), Danville, Pa.;
- DTAC Residential Treatment Facilities (RTF), Lewisburg and Danville, Pa.;
- and
- The Cottages at DTAC, Coal Township, Pa.

This agreement will remain in effect unless terminated by either party no later than April 1 of the current school year.

Motion to approve an Educational Instruction and Supervision Agreement with Diversified Treatment Alternative Centers, LLC as presented.

9.3 Early Intervention Training Contract Extension

Directors are asked to approve an extension of the contract for services with Lancaster-Lebanon Intermediate Unit to provide ACCESS training that was previously approved by the CSIU Board of Directors at their May 15, 2019 meeting.

The amended contract outlines the extension to a term beginning April 1, 2019 and ending Aug. 31, 2019.

Motion to approve an extension to a contract for training services with Lancaster-Lebanon Intermediate Unit as presented.

9.4 Education Service Agreements

Directors are asked to approve Education Service Agreements with

Mifflinburg Area, Muncy Area and Warrior Run School Districts for the 2019-20 school year. At the request of the local districts, the CSIU will provide educational services to a residential treatment facility that is located in each district's region.

The CSIU agrees to reimburse each district for services provided for oversight of special education.

This agreement will remain in effect unless terminated by either party no later than April 1 of the current school year.

Motion to approve Education Service Agreements for the 2019-20 school year as presented.

9.5 In-School Nursing Services Contract

Directors are asked to approve a contract for services with Bayada Home Health Care, Inc., Selinsgrove, to provide basic nursing and aide care to students in the CSIU Early Intervention and school-age programs at a rate of \$40 per hour for RN or LPN services, and \$27 per hour for CNA services, effective July 1, 2019 to June 30, 2020. This agreement will automatically renew for an additional one-year period.

Motion to approve a contract with Bayada Home Health Care, Inc. as presented.

9.6 IO Insights Software License

Directors are asked to approve a renewal of annual subscription software license with Illuminate Education for IO Insights Software and support services. Terms of the license are July 1, 2019 to June 30, 2020, at a cost of \$3.50 per unit for 850 units for a total of \$2,975. Funds for this subscription license are available in the special education budget.

Motion to approve renewal of annual subscription software license with Illuminate Education as presented.

Board officers, acting as an executive committee, took action on all Education Program Matters due to a quorum not being present. Ratification of these agenda items will be considered for approval at the Sept. 18, 2019 Board of Directors meeting.

10. ADMINISTRATIVE MATTERS

No report.

11. ADMINISTRATIVE REPORTS

11.1 Executive Leadership - Dr. Kevin Singer, Executive Director

12. ADJOURNMENT

12.1 Adjourn Meeting

Vice President Rhoads adjourned the meeting at 7:23 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Amy Pfleegor
Board Recording Secretary**

13. INFORMATION ONLY

13.1 Human Resources – Staff Leaves of Absences

Paid Leaves of Absence

- **Stephanie A. Ensanian**, Early Intervention instructional associate, effective Aug. 29, 2019 to Dec. 1, 2019
- **Gaye R. Jenkins**, WATCH project academic specialist, effective Aug. 6, 2019 to Sept. 20, 2019

Paid/Unpaid Leave of Absence

- **Kristy Sones**, WATCH project career coordinator, effective July 16, 2019 to Oct. 8, 2019

Return from Paid Leaves of Absence

- **Jessica B. Harry**, special education program supervisor, effective July 8, 2019
- **Rosalyn A. Mabus**, occupational therapist, effective July 8, 2019

13.2 Human Resources – Completion of New Employee Probationary Periods

The following staff have completed their new employee probationary periods:

- **Rachel E. Breneman**, CSC administrative assistant, effective June 27, 2019
- **Athena D. Herring**, CSC administrative assistant, effective July 24, 2019
- **Alison E. Horne**, Early Head Start family partner/home visitor, effective Aug. 5, 2019
- **Maureen L. Starmack**, Early Childhood administrative assistant, effective June 20, 2019

13.3 Fiscal Communications

May 30, 2019, a letter from Amanda Harrison (Division Chief – Pennsylvania Department of Education, Division of Adult Education) notifying CSIU of funding for the 2019-20 Adult Basic Education Direct Service 064 grant. The total allocation is \$600,628, which includes \$369,469 in federal funds and \$231,159 in state funds. The contracted enrollment for 2019-20 is 344 students. The amount represents the maximum amount that will be considered for the period of July 1, 2019 through June 30, 2020.

June 5, 2019, an email from Maribel Martinez (Fiscal Management Specialist 1 – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the grant documents for the 21st Century Community Learning Centers Cohort 10 grant award. FC #4100083495 will provide \$600,000 to defray program costs incurred from July 1, 2019 through June 30, 2020.

June 10, 2019, letters from Patricia Hollinger (Administrative/Fiscal Officer – Pennsylvania Department of Education, Office for Safe Schools) notifying CSIU of the Office of Safe Schools' intent to renew Purchase Order #4300513306 and Purchase Order #4300518474 for the period of July 1, 2019 through June 30, 2020. There are no changes to the amounts or statements of work. Both purchases orders are state funded and are dependent upon passage of the state budget.

June 10, 2019, a letter from Delmar Hart, D. Ed. (Division Chief – Pennsylvania Department of Education, Division of Analysis and Financial Reporting) notifying CSIU of funding for the 2019-20 Office for Dispute Resolution (ODR) grant in the amount of \$2,800,000. Funds must be used to support the project's goals and activities for the 2019-2020 school year, as approved by the Pennsylvania Department of Education.

June 13, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2018-2019 21st Century Community Learning Centers Tech and Support contract. There are no changes to the amount or statement of work for FC#4000021956.

June 19, 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. There are no changes to the amount or statement of work for Project #062-19-0016.

June 19, 2019, a letter from Jim Domen (Procurement Manager – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of PDE's intent to cancel purchase order #4300518474 for AEDY Consulting Services effective June 30, 2019. The current purchase order expires on June 30, 2021. PDE will not be encumbering funds and extending the purchase order for FY19 and FY20.

June 20, 2019, an email from Carl R. Beck (Director – Pennsylvania Department of Education, Office of Child Development and Early Learning) notifying CSIU of the fiscal year 2019-2020 Preschool Early Intervention (EI) allocations (\$5,897,980) and the pass-through allocations for school districts in the CSIU catchment area (\$95,230). Total state and federal funding for 2019-2020 is \$5,897,980.

June 20, 2019, a letter from Brenda Kylen (Migrant Fiscal Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2018-2019 Migrant Education Childcare and Summer Services grant. There are no changes to the amount or statement of work for FC#4100081118.

June 26, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU that the 2019-2024 21st Century Community Learning Centers Cohort 10 applications are received in substantially approvable form. Funds for FC #4100083594 and FC #4100083595 may be obligated as of July 1, 2019.

June 27, 2019, an email from Matthew Lontz (Purchasing Agent – Pennsylvania Department of Human Services, Bureau of Procurement and Contract Management) notifying CSIU of the renewal for Purchase Order #4100073336 in the amount of \$1,215,880. The term of the purchase order is July 1, 2019 through June 30, 2020.

June 28, 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.

June 28, 2019, a letter from Patricia Hozella (Interim Director – Pennsylvania Department of Education, Bureau of Special Education) notifying CSIU of the approved Special Education Plan for 2019-2020. Approval is in accordance with 22 PA Code, Chapter 14.104. Any revisions to the Special Education Plan must be submitted for approval at least thirty (30) calendar days prior to the anticipated date of implementation.

July 8, 2019, an email from Tina M. Weaver (Non-Public/Private Schools Coordinator – Pennsylvania Department of Education, School Services Office) notifying CSIU of the 2019-2020 Act 89 final allocation amount. Funds in the amount of \$1,371,100.09 are available for the period of July 1, 2019 through June 30, 2020.

July 8, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved award amounts for the 2019-2020 federal Migrant Education Program (MEP) and the ESSA Preschool Development Grant (PDG). The MEP grant is for \$1,730,833 for the period of July 1, 2019 through September 30, 2020. The PDG grant is for \$8,357 for the period of Dec. 31, 2018 through Dec. 30, 2019. Total federal funds awarded total \$1,739,190.

July 8, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved award amount for the 2019-2020 state Migrant Education Program (MEP) Childcare and Summer Services Program. This grant is for \$143,209 for the period of July 1, 2019 through June 30, 2020.

July 8, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved award amount for the 2019-2020 federal Center for Schools and Communities Migrant program. This grant is for \$670,000 for the period of July 1, 2019 through Sept. 30, 2020.

July 9, 2019, a letter from Brenda R. Hewitt, MSW (Regional Program Manager – United States Department of Health & Human Services, Region III Office of Head Start) notifying CSIU of the 2019-2020 funding level for Grant #03CH010273. Total funding for the period of Dec. 1, 2019 through Nov. 30, 2020 is \$3,369,929. The Head Start amount is \$2,312,472 and the Early Head Start amount is \$1,057,457. The funding application is due Sept. 1, 2019.

July 18, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved award amount for the 2019-2020 federal Center for Schools and Communities Education Leading to Employment and Career Training (ELECT)

program. This grant is for \$240,000 for the period of July 1, 2019 through June 30, 2020.

July 18, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved award amount for the 2019-2020 federal Center for Schools and Communities Education for Homeless Children and Youth program. This grant is for \$300,000 for the period of July 1, 2019 through Sept. 30, 2020.

July 18, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved award amount for the 2019-2020 federal Education Leading to Employment and Career Training (ELECT) program. This grant is for \$398,000 for the period of July 1, 2019 through June 30, 2020.

July 19, 2019, a letter from Tracey Campanini (Deputy Secretary – Pennsylvania Departments of Education and Human Services, Office of Child Development and Early Learning) notifying CSIU of the approved award amount for the 2019-2020 Pennsylvania Pre-K Counts program. This grant is for \$1,417,500 for the period of July 1, 2019 through June 30, 2020. Funds are awarded to serve 144 full-day continuation slots and 18 full-day expansion slots.

July 25, 2019, an email from Timothy Thimis (PCCD-Pennsylvania Commission on Crime and Delinquency) notifying CSIU of the approved grant award titled "Safe, Secure, Strong Schools". PCCD Subgrant Award #2018-SS-01-29418 is in the amount of \$227,888 for the project period of May 1, 2019 through June 30, 2021.

13.4 Administration – Staff Travel

Joseph Spraker, application development specialist, attended the ***Filemaker Devcon '19 Conference*** on Aug. 5-8, 2019 in Orlando, Fla. While there, he received advanced filemaker training for all types and levels of developers to teach the skills needed to create, integrate and adapt any new or existing data systems with the filemaker platform. Funds for estimated expenses of \$2,098 were covered by the CSC budget.

Matthew Butensky, youth development coordinator, attended the ***Annual Foster Care Education Summit*** on Aug. 6-7, 2019 in Indianapolis, Ind. While there, he joined other state education agency foster care and state child welfare agency points of contact to problem solve, resource share, identify strategies and build a strong network for state level education and child welfare agencies. Funds for estimated expenses of \$1,059 were covered by the foster care budget.

Cassie Seabridge, cooperative purchasing services marketing specialist, will attend the ***National Institute of Government Purchasing (NIGP) Annual Meeting*** on Aug. 24-26, 2019 in Austin, Texas. While there, she will exhibit and market KPN cooperative purchasing contracts to NIGP members. Funds for estimated expenses of \$1,234 are available in the joint purchasing budget.

Kenneth Erb, manager of buildings and grounds, will attend the ***InterDrone Conference*** on Sept. 3-6, 2019 in Las Vegas, Nevada. While there, he will gain

more knowledge on how drones can be used to assist the facilities and operations department on keeping up with inspecting rooftops, landscaping, parking areas, HVAC systems and heat loss. This knowledge will also be used to assist member districts. Funds for estimated expenses of \$908 are available in the drone initiative budget.

Shileste Overton Morris, director of Center for Schools and Communities, and **Stephanie Colvin-Roy**, training and organizational development associate, will attend the **2019 Social and Emotion Learning (SEL) Exchange** on Oct. 1-4, 2019 in Chicago, Ill. While there, they will meet with attendees from 20 countries worldwide, and include educators, researchers, program providers, district and state leaders and students to obtain a snapshot of the most transformative ideas shaping the future of education. Funds for estimated expenses of \$2,750 and \$2,223, respectively, are available in the Center for Social and Emotional Learning budget.

Andrea Kolb, English language development managing coordinator, and **Thomas Robel**, grants and special projects manager, will attend the **World-class Instructional Design and Assessment (WIDA) National Conference** on Oct. 15-19, 2019 in Providence, R.I. While there, they will present the model as a promising pedagogical approach for teachers of English learners. Specifically, they will present the program model, implementation and learning outcomes for teachers. Funds for estimated expenses of \$1,703 and \$1,663, respectively, are available in the TPS and ESL budgets. The Library of Congress has committed \$2,000 to support travel and participation in this event.

13.5 Public Surplus – Online Auction

The following items will be included on the next CSIU online auction, using the Public Surplus auction service for public and educational agencies:

- 2001 Ford F350 truck
- 1976 Chevrolet mobile classroom
- 1988 Ford mobile classroom
- 1991 Ford mobile classroom