CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS MINUTES OF THE REGULAR MONTHLY MEETING Wednesday, September 16, 2020

Virtual Meeting

COMMITTEE MEETINGS - 6:30 p.m.

Budget and Finance Committee Human Resources Committee

BUSINESS MEETING - 7 p.m.

1. INTRODUCTION

1.1 Call to Order

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

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 9; Directors absent - 8

Director	District	Present	Absent
Victor Abate	Midd-West		Χ
Larry Augustine, President	Selinsgrove Area	Χ	
William Brecker	Mount Carmel Area		Χ
Kathleen DeYong	Benton Area	Χ	
Dr. Yohannes Getachew	Danville Area	X	
Lauren Hackenburg	Line Mountain		Χ
Tamara Hoffman	Warrior Run	X	
Jonathan Jones	Bloomsburg Area		Χ
Jeffrey Kashner	Shamokin Area		Χ
Gregory Klebon	Southern Columbia Area		Χ
Dennis Keiser, Treasurer	Mifflinburg Area	Χ	
Deborah Price	Millville Area	Χ	
Bruce Rhoads, Vice President	Central Columbia	Χ	
Slade Shreck, Secretary	Shikellamy	Χ	
Mary Ann Stanton	Lewisburg Area		Χ
Dr. Alvin Weaver	Milton Area		X
Susy Wiegand	Berwick Area	Χ	

1.4 Announcements

President Augustine asked directors to state their name when making a motion or second during the meeting, allowing for the motion to be recorded accurately.

President Augustine provided directors with an update on the executive director performance evaluation.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, Oct. 21, 2020 and will be held virtually.

Mr. Brecker joined the meeting at 7:05 p.m.

1.5 Opportunity for Public Comment

The public was instructed on how to submit comments/questions to the CSIU Board by sending an email to AsktheBoard@CSIU.org prior to the start of the meeting. The meeting moderator was responsible for collecting all emails and will share with the Board at this time. There were no public comments.

Mr. Abate joined the meeting at 7:08 p.m.

1.6 Approval of Minutes (Attachment)

Motion to approve the minutes of the meeting held on Wednesday, Aug. 19, 2020 as presented.

Motion by Kathleen DeYong, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

1.7 CSIU Staff and Others in Attendance

Dr. Bernadette Boerckel, Chief Outreach Officer

Kenneth Erb, Manager of Buildings and Grounds

Kevin Kilgus, Director of Financial Services

Dr. John Kurelja, Assistant Executive Director

Dr. Molly Nied, Chief Academic Officer

Dr. Shileste Overton-Morris, Chief Programs Officer

Amy Pfleegor, Executive Office Manager/Board Recording Secretary

Thomas Robel, Grants, Development and Special Projects Manager

Eric Shearer, Telecommunications Technology Network Coordinator

Dr. Kevin Singer, Executive Director

Brian Snyder, Chief Financial and Operations Officer

John Wargo, Manager of Computer Services

Jennifer Williams, Director of Special Education and Early Childhood Services

2. BOARD GOVERNANCE

2.1 Election of PSBA Officers 2021 (Attachment)

In accordance with PSBA bylaws, member entities cast one vote per office during annual elections. To cast votes for the 2021 officers, a vote must be taken by CSIU directors by the Oct. 11 deadline. Officers are President-Elect, Vice President, Treasurer, Western At-Large, Sectional Advisors, PSBA Insurance Trust Trustees and School Board Secretaries Forum Steering Committee. A copy of the voting receipt will be attached to the permanent record.

Directors are asked to approve candidates for the 2021 PSBA Officers as presented.

Motion by Susy Wiegand, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

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

3.1 Monthly Financial Statements for August 2020 (Attachments)

Directors are asked to approve the following August 2020 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 2020 as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

3.2 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 \$30,761.23 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 2019-20.

Motion to approve a PA OPEB Trust resolution as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

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

No report.

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

5.1 Full-Time Personnel

New Employees – Non-Instructional Staff

- Sandra Billman, Watsontown, received a diploma from Cholla High School, Tucson Ariz. She has been employed as a pre-school teacher with River Valley Regional YMCA, Williamsport. Ms. Billman is recommended as a **Head Start assistant** instructor at an hourly rate of \$11.07 (\$18,331.92 annually), effective Sept. 29, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- Jennifer E. Martina, Sunbury, received an associate degree from McCann School

- of Business and Technology, Sunbury. She was most recently employed as an office assistant with the CSIU. Ms. Martina is recommended as a **practical nursing administrative assistant** at an hourly rate of \$16 (\$31,200 annually), effective Sept. 21, 2020 (contingent upon receipt of required clearances). Funds for this new position are available in the Central Susquehanna LPN Career Center budget.
- **Heather Nye**, Coal Township, received a bachelor's degree from Bloomsburg University. She has been employed as an assistant director at Kid's Corner Learning Center, Sunbury. Ms. Nye is recommended as a **Head Start instructor** at an hourly rate of \$21.19 (\$31,149.30 annually), effective Oct. 19, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- Raquel Roman-Rosario, Hazleton, received a bachelor's degree from University of Puerto Rico, Aguadilla. She has been employed as a bilingual liaison with Wilkes University, Wilkes-Barre. Ms. Roman-Rosario is recommended as a **Migrant Education recruiter** at an hourly rate of \$18.98 (\$37,011 annually), effective Sept. 23, 2020 (contingent upon receipt of required clearances). Fund for this replacement position are available in the Migrant Education budget.
- Jennifer R. Sisk, Lewisburg, received an associate degree from Johnson and Wales University, Providence, R.I. She has been employed as a LEP technical team processor with TMG Health, Jessup. Ms. Sisk is recommended as a data management administrative assistant at an hourly rate of \$16.25 (\$31,687.50 annually), effective Sept. 17, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the special education support services budget.

Title Changes

- Winifred A. Black, from special projects coordinator to Pennsylvania Statewide Afterschool/Youth Development Network (PSAYDN) STEM coordinator, effective Sept. 17, 2020
- Karen L. Bobeck, from Early Head Start LPN/health monitor to Early Head Start nurse/health monitor, effective Sept. 17, 2020

Position Transfer

• Alison E. Horne, from Early Head Start family partner/home visitor at a current hourly rate of \$17.79 (\$34,690.50 annually) to **Head Start family and health** coordinator at an hourly rate of \$16.32 (\$25,336.80 annually) effective Sept. 28, 2020

Resignations

- Ashlie J. Fritz, practical nursing program instructor, effective Sept. 21, 2020
- Jenna E. Glynn, Pre-K Counts teacher, effective Sept. 11, 2020
- **Gregory L. Hayes**, digital media and communications specialist, effective Sept. 18, 2020
- **Gretchen A. Hoff**, alternative education–special education teacher, effective Aug. 24, 2020
- Debora A. Peters, retiring as senior systems analyst III, effective Jan. 29, 2021
- **Jennifer C. Williams**, retiring as director of Special Education and Early Childhood services, effective March 23, 2021

Rescinded Acceptance of Job Offers

- **April C. Buck** rescinded her acceptance of the client support specialist (financial information system) approved at the Aug. 19, 2020 board meeting.
- **Linda L. Davis** rescinded her acceptance of the practical nursing program instructor position approved at the Aug. 19, 2020 board meeting.

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.2 Part-Time Personnel

New Employee - Non-Instructional Staff

• **Kellie Eichenlaub**, data entry and driver education assistant, at an hourly rate of \$13.20, effective Oct. 1, 2020 (contingent upon receipt of required clearances)

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.3 Substitute Personnel

Directors are asked to approve substitute personnel to work in CSIU classrooms and programs for the 2020-21 school year.

Substitute Teachers

Christine Miller Alexis Reid

Substitute Aides

Alexis S. Reid Maxine J. Williams

Motion to approve the 2020-21 substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.4 Salary Adjustments (Attachment)

Directors are asked to approve salary equity adjustments for Early Head Start family partners/home visitors, Early Head Start LPN health monitors, Head Start instructor, and Head Start assistant instructors as presented to align with current new hires and 2020-21 Head Start federal COLA increases. The adjustments will be retroactive to each employee's start date, and are funded through COLA grant awards and existing grant funding. Names of the employees who are being recommended for salary equity adjustments are attached.

Motion to approve Head Start/Early Head Start COLA increases as presented.

Motion by Dennis Keiser, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.5 2020 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 2020 as presented.

Motion by Dennis Keiser, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

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

6.1 Lease Agreement

Directors are asked to approve a lease agreement with Shikellamy School District for property located at 600 Arch Street, Sunbury. The term of this lease shall commence on July 1, 2021 through June 30, 2026 at an annual cost of \$169,500 for the following CSIU programs. Funds for this lease are available in the Preschool, Early Head Start and Five Star budgets.

Early Childhood:

- 12 classrooms
- Storage
- Office space
- Nurse suite

Five Star:

- 8 classrooms
- Cafeteria
- Office space
- Nurse suite
- Library/school store space
- Conference room

Mr. Shreck asked about plans for the lease if the construction addition at Shikellamy School District is not completed by July 1, 2021. Dr. Kurelja replied that a meeting will take place on Sept. 17, 2020 with Dr. Jason Bendle, Superintendent, and a contingency plan will be discussed should this occur.

Motion to approve a lease agreement with Shikellamy School District as presented.

Motion by Victor Abate, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck,

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

7.1 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 and senior leaders.

Policy Revisions:

222	Tobacco and Vaping Products - Students
323	Tobacco and Vaping Products - Employees
334	Sick Leave
707	Use of Intermediate Unit Facilities
810.1	School Bus Drivers and School Commercial Motor Vehicle Drivers
904	Public Attendance at Intermediate Unit Events
904	Attachment to Public Attendance at Intermediate Unit Events

New Policy:

832 Equity

Motion to accept at first reading the proposed policies as presented.

Motion by Bruce Rhoads, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. EDUCATIONAL PROGRAM MATTERS

10.1 Northumberland Area Head Start and Early Head Start (Attachments)

According to federal regulations, the CSIU Board of Directors is the governing body of the CSIU's Head Start programs; therefore, the following items are presented for approval:

- 2020 Self-Assessment Summary
- 2020-21 Strategic Plan
- Head Start/Early Head Start monthly enrollment, meal distribution, credit card expenses and monitoring data for July 2020

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

Motion by Victor Abate, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

10.2 School-Age and Early Childhood Program Contract Renewals

Directors are asked to approve renewal contracts for service 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 (not to exceed \$50,000 per year), effective July 1, 2021 through June 30, 2024. Funds for these contracts are available in the venture budget.

Motion to approve renewal contracts for service for music appreciation activities in CSIU classrooms as presented.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

10.3 Student Transportation Vehicle Leases

Directors are asked to approve vehicle leases with Sunbury Motor Company for CSIU student transportation, effective Oct. 1, 2020 through Sept. 30, 2022, at an amount not to exceed \$2,500 per month. Vehicles to be leased are two 2021 Ford Transit Connect XL's and one 2020 Ford Transit 350 XL. Funds for the leases are available in the transportation budget.

Motion to approve vehicle leases for CSIU student transportation as presented.

Motion by Tamara Hoffman, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

10.4 Painting Contract

Directors are asked to approve a contract with JCK Painting, Danville, for preparation and painting at Watsontown Children's Center at a cost not to exceed \$5,800. Funds for this contract are available in the CORE and Head Start budgets.

Motion to approve a contract with JCK Painting as presented.

Motion by Susy Wiegand, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

11. ADMINISTRATIVE MATTERS

11.1 Amended CSIU Phased Reopening Health and Safety Plan (Attachment)

Based on guidance from the Pennsylvania Department of Education (PDE), each school entity must create a Phased School Reopening Health and Safety Plan which will serve as the local guidelines for all instructional and non-instructional school reopening activities. As with all emergency plans, it should be tailored to the unique needs of each school and should be created in consultation with local health agencies. It should also incorporate flexibility to adapt to changing conditions. Upon completion, the Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly

available website prior to the reopening of school. Any revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

Administration requests approval of the amended CSIU Health and Safety Plan as presented. Amended items have been highlighted within the Plan and are referenced below. Upon approval, the amended Health and Safety Plan will be posted on the CSIU website and submitted to PDE.

- Return to Work in School Setting (page 16 of 29)
- Notifying Staff, Families and the Public (page 16 of 29)
- Use of Face Coverings (page 17 of 29)

Motion to approve the amended CSIU Phased Reopening Health and Safety Plan as presented.

Motion by Bruce Rhoads, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

12. ADMINISTRATIVE REPORTS

12.1 Executive Leadership - Dr. Kevin Singer, Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

President Augustine adjourned the meeting at 7:32 p.m.

Respectfully submitted,

Slade Shreck Board Secretary

Amy Pfleegor Board Recording Secretary

14. INFORMATION ONLY

14.1 Human Resources - Staff Leave of Absence

Paid Leaves of Absence

- Kelly L. Jimison-Boyer, Pre-K Counts teacher, from Sept. 4, 2020 to Sept. 28, 2020
- Vickie N. Norman, PIMS client support specialist I, from Sept. 10, 2020 to Dec. 10, 2020

Paid/Unpaid Leave of Absence

• **William B. Simpson**, education program supervisor, effective Aug. 26, 2020 to Oct. 6, 2020

Extension of Unpaid Leave of Absence

• **Kierstin A. Buss**, Head Start assistant instructor, from Aug. 20, 2020 to Oct. 31, 2020

Return from Paid Leave of Absence

• Lisa J. Springer, Early Intervention teaching assistant, effective Sept. 8, 2020

14.2 Human Resources - Completion of New Employee Probationary Period

The following staff member has completed their new employee probationary period:

• Karen L. Bobeck, Early Head Start LPN/health monitor, effective Aug. 28, 2020

14.3 Donation of Surplus Items

Over the past two years, the local National Guard has provided invaluable security testing of the CSIU's technology systems at no charge. They are currently in need of office furniture and are interested in the following items from the CSIU surplus inventory:

- 2 Tables
- 2 Cabinets
- 4 Chairs
- 1 White board
- 1 Bookcase
- 1 Refrigerator
- 1 Server rack
- 1 Desk
- 1 Metal table
- 1 Round table

In recognition of their contributions to the CSIU, these items will be donated to the local National Guard office.

14.4 Fiscal Communications

Aug. 6, 2020, an email from Jim Domen (Procurement Manager – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the revised Purchase Order #4300591185 for 2019-20 ESL services. The end date of the Purchase Order is extended from July 1, 2019 to Sept. 30, 2019. The amount of the Purchase Order is increased by \$94,223.69 to cover expenditures incurred during the three-month extension.

Aug. 10, 2020, an email from Andria B. Saia (Executive Director - Capital Area

Intermediate Unit #15) notifying CSIU of the approved award for Project: Trauma Informed Grab-and-Go Bags and Raspberry Pi Distribution. This project is a collaboration among the CSIU, WVIA and three other Intermediate Units. The award amount is \$85,000. Distribution of items purchased is scheduled to occur during September 2020.

Aug. 10, 2020, an email from Brenda Kylen (Education Administration Associate – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved award for the 2020-21 Migrant Education Program Childcare and Summer Services Grant. FC #4100081118 is in the amount of \$42,505 and is effective from July 1, 2020 through June 30, 2021.

Aug. 11, 2020, an email from Yvonne Cook (President, the Highmark Foundation) notifying CSIU of the approval for Grant #43335 to support and promote a new pilot program focused on improving school climate in Pennsylvania. This grant award is in the amount of \$225,000 and is effective from July 1, 2020 through June 30, 2021.

Aug. 17, 2020, an email from Timothy Thimis (PCCD – Pennsylvania Commission on Crime and Delinquency) notifying CSIU of award #2020-CS-01-33565 for CSIU #16 COVID-19 Response. This award is in the amount of \$90,000 and is effective from March 1, 2020 through Oct. 30, 2020.

Aug. 24, 2020, an email from Erica Mulberger (Executive Director – Central Pennsylvania Workforce Development Corporation) notifying CSIU of the Fully Executed Rider for the CSIU YES to the Future Grant. Rider #CSIU01-F21-OSY is in the amount of \$1,145,885 and is effective from July 1, 2020 through June 30, 2021.

Aug. 25, 2020, an email from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for the 2019-20 Education Leading to Employment and Career Training (ELECT) Program Grant (FC #4100081170). The award amount remains \$398,000 for the period of July 1, 2019 through June 30, 2020.

Aug. 28, 2020, an email from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for the 2019-20 Refugee School Impact Grant (RSIG) Award (FC #4100081653). The award amount remains \$57,135 for the period of July 1, 2019 through June 30, 2020.