

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, June 15, 2022

Central Susquehanna LPN Career Center
15 Lawton Lane
Milton, PA 17847

OPEN HOUSE / REFRESHMENTS – 5:30 p.m.

RIBBON CUTTING – 6 p.m.

COMMITTEE MEETINGS – 6:30 p.m.

Budget and Finance
Human Resources

BOARD MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order - 7 PM

President Augustine called the meeting to order at 7:05 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 10; Directors absent - 7

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

1.4 Announcements

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

The Board President called an executive session regarding the Annual School Safety Practices Report following the meeting.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, August 17, 2022 at the CSIU central office.

There is no July board meeting.

1.5 Recognition of Guests and Opportunity for Public Comment

Dr. Bernadette Boerckel, Chief Outreach Officer

John Brenchley, Chief Innovation Officer

Dr. Timothy Campbell, Director of the Central Susquehanna LPN Career Center Director

Rae Ann Crispell, Administrative Support Director
Kenneth Erb, Manager of Buildings and Grounds
Dr. Alan Hack, Chief Academic Officer
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Executive Director
Jared Lehman, Director of Cooperative Purchasing
Terri Locke, Director of Special Education and Alternative Placement
Dr. Shileste Overton-Morris, Chief Programs Officer
Amy Pflieger, Executive Office Manager/Board Recording Secretary
Eric Shearer, Telecommunications Technology Network Coordinator
Brian Snyder, Chief Financial and Operations Officer
Ellen Withrow, Grants Development and Research Coordinator

1.6 Approval of Minutes (Attachment)

Directors were asked to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, May 18, 2022.

Motion to approve the minutes of the meeting held on Wednesday, May 18, 2022 as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

1.7 Spotlight Segment

Dr. Timothy Campbell, Director of the Central Susquehanna LPN Career Center, provided information to directors regarding the LPN Center, which is approved by the PA State Board of Nursing and accredited by Accreditation Commission for Education in Nursing. He also provided a demonstration of the Anatomage table, a technologically advanced anatomy visualization system, used to provide students with a state-of-the-art learning support tool for anatomy and physiology courses, as well as other nursing courses throughout the curriculum.

Dr. Getachew joined the meeting virtually at 7:15 p.m.

2. BOARD GOVERNANCE

2.1 Board Reorganization

Act 102 of 1970 requires intermediate unit directors to elect officers annually by July. In May, the board's Nominations Committee reported there was a full slate of candidates for the board offices and that additional nominations would be considered at the June meeting.

The committee presented the following slate of candidates for board officers, effective July 1, 2022 through June 30, 2023:

President - Larry Augustine (Selinsgrove Area)
Vice President - Bruce Rhoads (Central Columbia)
Secretary - Slade Shreck (Shikellamy)
Treasurer - Dennis Keiser (Mifflinburg Area)

Motion to approve board officers as presented.

Motion by William Brecker, second by Bill Pasukinis.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

2.2 PSBA Voting Delegate

The CSIU is entitled to appoint a voting member to participate in the 2022 PSBA Delegate Assembly on Saturday, Nov. 5, 2022. Mr. Brecker served as the CSIU's representative from 2016 to 2020. Mr. Shreck served as the representative in 2021 and is willing to serve for the 2022 Assembly.

Motion to approve Mr. Shreck as the PSBA Delegate to attend the 2022 PSBA Delegate Assembly on Nov. 5, 2022.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

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

3.1 Monthly Financial Statements for May 2022 (Attachments)

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

- Financial Report;

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

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

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

3.2 CSIU Revised 2021-22 and Proposed 2022-23 Programs and Services Budget (PSB) (Attachment)

Directors were asked to approve revisions to the 2021-22 Programs and Services Budget of \$103.7 million and to approve the proposed 2022-23 Programs and Services Budget of \$98.4 million.

Motion to approve the revisions to the 2021-22 Programs and Services Budget and to approve the proposed 2022-23 Programs and Services Budget as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

3.3 Transfer of Funds

Administration recommended the transfer of \$1,000,000 from the fiscal year 2021-22 general fund balance to the capital reserve fund, effective June 30, 2022. The capital reserve funds will be used in accordance with the Pa. Municipal Code for projects and deferred maintenance needs.

Motion to approve the transfer of funds in the amount of \$1,000,000 from the general fund balance to the capital reserve fund as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

3.4 PA Trust Consultant Contract

Administration recommended approval of an agreement with Charles Peterson Jr. of Cogan Station, Pa. to provide consulting services to CSIU for assistance in the administration of the PA Trust, effective July 1, 2022 through June 30, 2023, with the option to continue. Payment of \$5,000 quarterly shall be made for services as outlined in the agreement.

Motion to approve an agreement with Charles Peterson, Jr. for PA Trust consulting as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

3.5 Workers' Compensation

Administration recommended approving the 2022-23 Workers' Compensation Insurance Policy with Key Risk Insurance, Greensboro, N.C. through the brokerage firm of Engle-Hambright & Davis, Inc. of Wyomissing, Pa. The maximum cost of the insurance is \$225,251, based on an estimated payroll of \$33,300,000. However, this is a dividend eligible program providing an opportunity for additional savings.

Motion to approve the 2022-23 Workers' Compensation Insurance Policy with Key Risk Insurance as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

3.6 Authorization for Banking Transactions

According to board policy, directors annually must authorize staff to make banking transactions, such as depositing funds, making investment transactions, transferring funds between accounts, signing stop-payment and certified check authorizations, and initiating debits for payments to PSERS and other government agencies. Directors were asked to name the following staff as authorized agents of the Board for conducting such transactions during the 2022-23 fiscal year:

John Kurelja, Executive Director
 Brian Snyder, Chief Financial and Operations Officer
 Kevin Kilgus, Director of Financial Services
 Jennifer Gardner, Grants and Accounting Manager
 Holly Thomas, Business Office Supervisor

Ellen Wilhour, Payroll Supervisor
Vera Betz, Accounts Receivable Specialist
Tammy Boyer, Purchasing Specialist

The board president, secretary and treasurer, whose signatures appear on all checks, are responsible for disbursement of funds.

Motion to authorize staff to make bank transactions during the 2022-23 fiscal year as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

3.7 Depositories

Directors were asked to authorize the following financial institutions as CSIU depositories for the 2022-23 fiscal year:

- First National Bank
- Pennsylvania Local Government Investment Trust (PLGIT)
- Pennsylvania School District Liquid Asset Fund (PSDLAF)

Motion to approve the 2022-23 depositories as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

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

4.1 Cooperative Purchasing Customer Appreciation Rebate for Local Districts

The CSIU sponsors a customer appreciation program to reward local school districts and career and technical centers for participating in its cooperative purchasing programs. Now entering its tenth year, the program provides CSIU-region LEAs a rebate of a percentage of the fee the CSIU receives from contract sales. Administration proposed the rebate be offered again for 2022-23 at 35 percent.

Motion to approve the cooperative purchasing customer appreciation rebate for local CSIU districts as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

4.2 Purchase of Uninterrupted Power Supply (UPS) Devices and Related Equipment (Attachment)

The CSIU's current UPS devices have reached the end of their expected life span and it is necessary to replace them. These devices keep power flowing to servers and other equipment necessary to run the CSIU's internal and external customers' servers. In addition to protecting the hardware, they also prevent data glitches caused by power outages.

Directors were asked to approve the purchase of seven UPS devices and related equipment through CDWG, a PEPPM vendor, at an amount not to exceed \$28,000. Funds for this purchase are available in the technical support budget.

Motion to approve the purchase of UPS devices and related equipment as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

4.3 Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids (Attachments)

Directors were asked to approve KPN definite quantity line-item bid awards effective for the 2022-23 purchasing cycle as presented.

- Supplemental Fuel Oil/Diesel/Gasoline (July 1, 2022 to June 30, 2023 Delivery)

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

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

4.4 Keystone Purchasing Network (KPN) Contract Extensions (Attachment)

Directors were asked to approve contract extensions for KPN as presented.

- KPN Contract Extensions July 1, 2022 through June 30, 2023

Motion to approve KPN contract extensions as presented

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

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

5.1 Full-Time Personnel

New Employee – Instructional Staff

- **Lauren A. Byers**, Milton, received a master's degree from Millersville University. She has been employed as a preschool special education teacher with Lincoln Intermediate Unit, New Oxford. Ms. Byers is recommended as an **Early Intervention teacher** at the master's step 4 classification, effective Aug. 2, 2022 (contingent upon receipt of required clearances), at an annual salary of \$55,383, according to the terms of the current Collective Bargaining Agreement. Funds for this replacement position are available in the Early Intervention budget.

New Employees – Non-Instructional Staff

- **Sandra L. Odenwalt**, Wrightsville, received a diploma from Columbia Borough High School. She has been employed as a statistical analyst with Millersville University. Ms. Odenwalt is recommended as a **Migrant Education data analyst**, at an annual salary of \$66,000, effective June 16, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Migrant Education budget.
- **Marla J. Ramer**, Middleburg, received a diploma from Middleburg High School. She has been employed as accounts payable/human resources with Associated Oral Surgeons, Sunbury. Ms. Ramer is recommended as an **accounting and payroll specialist**, at an hourly rate of \$24.11 (\$47,014.50 annually), effective June 27, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the finance, budgeting and accounting budget.
- **Edith Rivera**, Northumberland, received an associate's degree from ASA College, Brooklyn, NY. She has been employed as a paraeducator with E.S.S., Sunbury. Ms. Rivera is recommended as a **classroom associate**, at an hourly rate of \$13 (\$18,037.50 annually), effective Aug. 2, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Special Education budget.
- **Meredith L. Rudy**, Northumberland, received a diploma from Shikellamy High School, Sunbury. She has been employed as accounts payable with Shikellamy School District, Sunbury. Ms. Rudy is recommended as an **accounts payable specialist**, at an hourly rate of \$23.08 (\$45,006 annually), effective June 16, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the finance, budgeting and accounting budget.

Position Transfers

- **Corie A. Kline**, from buildings and grounds services assistant at a current hourly rate of \$17 (\$33,150 annually) to **classroom and client support administrative assistant**, also at an hourly rate of \$17 (\$33,150 annually), effective June 16, 2022
- **Tracy Shoffler**, from office assistant at a current hourly rate of \$14.33 (\$19,882.88 annually) to **administrative assistant**, at an hourly rate of \$16.52 (\$22,921.50 annually), effective July 1, 2022
- **Stephanie A. Thorn**, from communications technical support assistant at a current annual salary of \$48,020.96 to **communications specialist**, at an annual salary of \$50,902.22, effective July 1, 2022

Title Changes

- **Debra G. Boyer**, from Early Head Start operations assistant to **Early Head Start/Head Start operations assistant**, effective June 16, 2022
- **Adrienne E. Randall**, from eToole virtual learning technology support assistant to **online learning administrative and technical support assistant**, effective July 1, 2022
- **Sherri L. Smith**, from Center for Schools and Communities design coordinator to **Center for Schools and Communities design and communications coordinator**, effective July 1, 2022

Resignations

- **Philip J. Baughman**, licensed school social worker, effective June 1, 2022
- **Meghan E. Johnson**, client support specialist I, effective June 24, 2022
- **Julie K. Klinger**, career counselor specialist, effective June 3, 2022
- **Kerri S. Kubalak**, Direct Care Worker Heroes Program manager, effective June 24, 2022
- **Patricia A. Morgan**, retiring as Early Head Start secretarial assistant, effective July 8, 2022
- **Lauren Pavone**, Early Intervention program evaluation consultant, effective July 15, 2022

- **Vicki L. Renn**, retiring as accounting and payroll technician, effective June 23, 2022
- **Jesus M. Rodriguez-Lanzot**, Migrant Education recruiter, effective June 9, 2022
- **Jodi A. Seip**, retiring as preschool speech therapist, effective Aug. 2, 2022

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

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

5.2 Part-Time Personnel

New Employees – Non-Instructional Staff

- **Nirjal Pokhrel**, short-term Migrant Education recruiter, at an hourly rate of \$18, effective June 16, 2022 (contingent upon receipt of required clearances)
- **Joel Yoder**, short-term Migrant Education recruiter, at an hourly rate of \$18, effective June 16, 2022 (contingent upon receipt of required clearances)

Change in Start Date

- **Trent J. Donlan**, driver/safety education instructor, from June 1, 2022 to June 13, 2022

Resignation

- **Nicole M. Berta**, Migrant Education after-school instructor, effective May 10, 2022

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

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

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

6.1 Lease Agreement Renewals – Adult Education

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

- NAM Futures, LLC for 850 sq. ft. of currently leased office space located at 1000 Market Street, Suite 37, Bloomsburg, at a cost of \$735 per month. This is an increase of \$21.00 from last year. The renewal agreement is for the term July 1, 2022 through June 30, 2023.
- 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 \$410 per month. This is an increase of \$10.00 from last year. The renewal agreement is for the term July 1, 2022 through June 30, 2023.
- Central Pennsylvania Workforce Development Corporation for currently leased office space located at 225 Market Street, Room 202, Sunbury, at an annual cost of \$10,000, which is an increase of \$387 from last year. The total cost will be divided into quarterly payments. The renewal agreement is for the term July 1, 2022 through June 30, 2023.

Motion to approve adult education lease agreement renewals as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

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

7.1 Board Policy Revisions (Attachments)

The policies listed below were presented for first reading. They have been reviewed and approved by the Board Policy Committee, executive director and senior leaders.

Revised Policies:

- 218 Student Discipline
- 220 Student Expression/Dissemination of Materials
- 220 Attachment
- 227 Controlled Substances/Paraphernalia
- 237 Electronic Devices
- 334.1 Sick Leave Bank
- 611 Purchases Budgeted
- 913 Non-intermediate Unit Organizations/Groups/Individuals

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

Motion by Bruce Rhoads, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. EDUCATIONAL PROGRAM MATTERS

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

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

- Head Start/Early Head Start Monthly Report for April 2022

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

Motion by Jonathan Jones, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

10.2 Assurance for the Operation of Early Intervention Special Education Services and Programs

The CSIU is required to submit documentation annually to the Pennsylvania Department of Education assuring that all Early Intervention Special Education services and regulations/quality space operated by the CSIU are in compliance with all state and federal laws, regulations, and procedures. Directors were asked to authorize staff to submit the Assurance for the Operation of Early Intervention Special Education Services and Programs for the 2022-23 school year.

Motion to approve the Assurance for the Operation of Early Intervention Special Education Services and Programs for the 2022-23 school year as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

10.3 IDEA-B Eligibility Application

Directors were asked to approve the 2022-23 Individuals with Disabilities Education Act, Part B (IDEA-B) Funds Application, requesting an additional two percent allocation. To be eligible to apply for funds under IDEA, any local education agency must have in effect policies and procedures consistent with state and federal regulations. The CSIU special education office submits annually the Subgrantee Application under Part B of the IDEA as Amended in 2004.

Motion to approve the 2022-23 Individuals with Disabilities Education Act, Part B (IDEA-B) Funds Application as presented.

Motion by Dennis Keiser, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

10.4 Purchase of Access Control Software and Video Surveillance System

Directors were asked to approve the purchase of SiPass access control software and video intercom system for St. Joseph School, at a cost not to exceed \$23,810, from IB Abel Inc., York, Pa., a KPN vendor. The cost also includes installation.

Funds for this purchase are available from a Safe Schools Grant awarded to St. Joseph School and managed by the CSIU.

Motion to approve the purchase of access control software and video surveillance system as presented.

Motion by Slade Shreck, second by Bill Pasukinis.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

10.5 In-School Interpreter and Communication Facilitator Services Contracts

Directors were asked to approve two contracts with Interpretek, Bloomsburg, to provide educational sign language interpreter and communication facilitator services to students in CSIU school-age programs, at a rate of \$52 per hour for interpreter services, and \$48 per hour for communication facilitator services, effective Aug. 1, 2022 to June 30, 2023. Funds for these contracts are available in the special education budget.

Motion to approve services contracts with Interpretek as presented.

Motion by Lauren Hackenburg, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

10.6 Classroom User Agreement

The CSIU utilizes classroom space throughout the five-county region on an as-needed and as-available basis in order to provide Early Intervention services to children and families. Directors were asked to approve a Classroom User Agreement between the CSIU and Hope Community Church, Mount Carmel. Hope Community Church will invoice the CSIU one time in the amount of \$500.00 no later than Dec. 3 of each year. Funds for these agreements are available in the Early Intervention budget.

Motion to approve a Classroom User Agreement as presented.

Motion by Bill Pasukinis, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

11. ADMINISTRATIVE MATTERS

11.1 Legal Services 2022-23 (Attachment)

Directors were asked to approve the proposed listing of legal counsel, including the scope of each firm's services and fees for 2022-23.

Motion to approve solicitor and legal counsel for 2022-23 as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

11.2 Executive Committee Action Authority

Directors were asked to authorize the Executive Committee to approve any matters prior to the Aug. 17, 2022 board meeting. Any and all matters will be affirmed by the Board at the Aug. 17, 2022 meeting.

Motion to authorize the Executive Committee to approve any matters prior to the Aug. 17, 2022 board meeting as presented.

Motion by Dennis Keiser, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Bill Pasukinis, Bruce Rhoads, Slade Shreck

12. ADMINISTRATIVE REPORTS

12.1 Executive Leadership - Dr. John Kurelja, Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

President Augustine adjourned the meeting at 7:44 p.m. with no further action required.

President Augustine called an executive session which began at 7:48 p.m. and ended at 8:02 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Board Governance – Election of Directors

Directors from Benton Area, Line Mountain, Millville Area, Mount Carmel Area, Southern Columbia Area and Warrior Run School Districts were nominated by their district boards to serve full three-year terms on the CSIU Board of Directors beginning July 1, 2022 and continuing through June 30, 2025.

Directors from the CSIU's 17 member districts were given the opportunity to vote for the slate of candidates for the CSIU Board of Directors. All candidates were approved.

14.2 Board Governance – Terms of Office

The terms of office for the CSIU Board of Directors are as follows:

(* indicates reappointment, ** indicates completing balance of unexpired term)

| District | Director | Began CSIU | Current Term Expires |
|-------------------|-------------------|---------------|----------------------|
| Benton Area | William Pasukinis | January 2022 | June 2025* |
| Berwick Area | Susy Wiegand | January 2020 | June 2023 |
| Bloomsburg Area | Jonathan Jones | December 2017 | June 2023 |
| Central Columbia | Bruce Rhoads | July 2011 | June 2023 |
| Danville Area | Yohannes Getachew | February 2020 | June 2024 |
| Lewisburg Area | Mary Ann Stanton | December 2017 | June 2024 |
| Line Mountain | Lauren Hackenburg | April 2019 | June 2025* |
| Midd-West | Victor Abate | December 2011 | June 2023 |
| Mifflinburg Area | Dennis Keiser | July 2012 | June 2024 |
| Millville Area | Deborah Price | December 2017 | June 2025* |
| Milton Area | Alvin Weaver | May 2018 | June 2024 |
| Mount Carmel Area | William Brecker | December 2013 | June 2025* |
| Selinsgrove Area | Larry Augustine | July 2012 | June 2024 |
| Shamokin Area | Jeffrey Kashner | December 2012 | June 2024 |
| Shikellamy | Slade Shreck | December 2017 | June 2023 |
| So. Columbia Area | Gregory Klebon | January 2020 | June 2025* |
| Warrior Run | Tamara Hoffman | February 2018 | June 2025* |

14.3 Human Resources – Health Insurance Savings Report

Since 1993, the CSIU has offered a monetary incentive program for employees who are eligible to receive health insurance coverage elsewhere. The monetary incentive provides payment to each employee in lieu of CSIU-provided health insurance coverage. The following table shows the savings to the CSIU over the past five years through the monetary incentive program.

| Year | No. of Employees on Monetary Incentive | Avoided Health Coverage Costs | Total Monetary Incentive Costs | Savings |
|------------|--|-------------------------------|--------------------------------|-------------|
| 2018 (BU) | 37 | \$619,025 | \$130,536 | \$488,489 |
| 2018 (NBU) | 108 | \$1,199,837 | \$324,000 | \$875,837 |
| 2019 (BU) | 40 | \$716,400 | \$153,919 | \$562,481 |
| 2019 (NBU) | 117 | \$1,613,477 | \$409,498 | \$1,203,979 |
| 2020 (BU) | 43 | \$817,241 | \$171,998 | \$645,243 |

| | | | | |
|------------|-----|-------------|-----------|-------------|
| 2020 (NBU) | 124 | \$1,846,906 | \$495,995 | \$1,350,911 |
| 2021 (BU) | 41 | \$789,562 | \$163,999 | \$625,563 |
| 2021 (NBU) | 119 | \$1,802,422 | \$475,995 | \$1,326,427 |
| 2022 (BU) | 44 | \$863,702 | \$175,998 | \$687,704 |
| 2022 (NBU) | 111 | \$1,722,010 | \$443,996 | \$1,278,014 |

Total 5-Year Savings \$9,044,648

Bargaining unit (BU) and non-bargaining unit (NBU) staff receive an annual payment of \$4,000 paid biweekly.

14.4 Human Resources – Stipend Payments (Attachment)

The executive director authorized a monthly stipend payment to **Lori A. Potutschnig**, site manager for Migrant Education, in the amount of \$300 per month for a minimum of one year (or until all vacancies are filled and properly trained), effective June 23, 2022, for work duties over and above her current job duties and classification.

The executive director also authorized a one-time stipend payment to CSIU paraeducators identified as having performed their assigned job to the fullest and gone above and beyond to ensure the highest quality services to families and children that we serve.

The additional payment will be for the 2021-22 fiscal school year commencing July 1, 2021 and ending June 30, 2022 and payable in one installment of \$500 or \$750 based on the employee's current compensation and service in the Early Intervention and Special Education Programs.

Employees must meet the criteria outlined and approved by the executive director under the authority of Administrative Regulations 305-AR-2.

14.5 Human Resources - Staff Leaves of Absence

Paid/Unpaid Leave of Absence

- **Kaitlyn M. Hock**, educational consultant, from Aug. 29, 2022 to Nov. 21, 2022

Return from Paid Leaves of Absence

- **Kathleen M. Alexander**, school psychologist, effective May 10, 2022
- **Penny M. Graybill**, client support analyst II, effective May 19, 2022

Return from Unpaid Leave of Absence

- **Alison M. Kreitzer**, statewide multilingual education professional learning project lead, effective May 16, 2022

14.6 Public Surplus – Online Auction

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

- 2012 Ford Focus

14.7 Administration – Staff Travel

Jared Lehman, director of joint purchasing, and **Amber Lind**, cooperative purchasing program manager, will attend the **International Society for Technology in Education (ISTE) Live 22 Conference and Expo** on June 27-29, 2022 in New Orleans, La. While there, he will be an exhibitor at ISTE to promote the PEPPM program. Funds for estimated expenses of \$2,673 and \$2,698 are available in the joint purchasing budget.

Steven Williams, PA Statewide Afterschool Youth Development Network (PSAYDN) associate director, will attend the **Girls Build Solutions** conference on June 27-30, 2022 in Chicago, Ill. PSAYDN is a recipient of the Million Girls Moonshot grant, which is affiliated with this conference, and attendance is required. Expenses for travel and accommodations are covered by the STEM Next Opportunity Fund. Funds for estimated meal expenses of \$210 are available in the PSAYDN budget.

Dr. Alan Hack, chief academic officer, and **Dr. John Kurelja**, executive director, will attend the **AESA Summer Leadership Conference** on July 19-21, 2022 in Nashville, Tenn. While there, he will network with other ESA executives to discuss creating the future of education. He will also attend sessions related to new and innovative services; the future of education and where will you influence; and mental health and its impact on leadership - how ESAs can support schools, teachers and administrators, as well as students. Funds for estimated expenses of \$1,760 and \$2,866.50 are available in the administrative budget.

14.8 Fiscal Communications

May 3, 2022, an email from Lisa Lockwood (ELECT Program Officer – Pennsylvania Department of Education, Bureau of

School Support) notifying CSIU of the approved allocation for the 2022-23 Education Leading to Employment and Career Training (ELECT) program. The allocation for the period of July 1, 2022 through June 30, 2023 is \$400,000.

May 4, 2022, an email from Grant Solutions notifying CSIU of action awarding the balance of funds for Grant Award #03CH011898-02-01. This action awards the remaining Head Start and Early Head Start funding in the amount of \$1,776,827, for the period of Dec. 1, 2021 through Nov. 30, 2022. The total approved budget amount remains \$3,553,654.

May 5, 2022, an email from WaTanya Ney (21st CCLC Program Development Coordinator – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approvals for the two CSIU 2022-23 21st Century Community Learning Centers Cohort 10 grants. FC# 4100083494 and FC# 4100083495 are each in the amount of \$506,000 for the period of July 1, 2022 through June 30, 2023.

May 10, 2022, an email from Jennifer Emmonds (Business & Operations Manager – Pennsylvania Training and Technical Assistance Network - PaTTAN) notifying CSIU of the agreement with Intermediate Unit 1 for Para Educator Program Training – Attract, Recruit and Prepare. This agreement is in the amount of \$22,744 for the period of July 1, 2022 through June 30, 2023.

May 18, 2022, an email from Michele Ametrano-Warford (Procurement Specialist 2 – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the approved Intergovernmental Agreement for the 2022-23 21st Century Community Learning Centers Support and Technical Assistance Services. This agreement is in the amount of \$947,013 for the period of July 1, 2022 through June 30, 2023.

May 18, 2022, an email from Carmen Medina (Division Chief – Pennsylvania Department of Education, Bureau of Student Support) notifying CSIU of the approved revision for FC #4100089864. The 2021-22 Education Leading to Employment and Career Training (ELECT) Support and Technical Assistance Services Agreement remains in the amount of \$240,000 for the period of July 1, 2021 through June 30, 2022.

May 20, 2022, an email from Ekaterina Shull (Procurement Specialist 2 – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of Purchase Order #4300733503 for the Pennsylvania Information Management System (PIMS) Application Support Helpdesk. This Purchase Order is in the amount of \$528,024 for the period of July 1, 2022 through June 30, 2023 and represents Year 1 of 3, with two annual renewal options.

May 25, 2022, an email from Grant Solutions notifying CSIU of Notice of Award (NOA) #03CH010273-04-04 for Head Start and Early Head Start programs. This action is issued to close out the budget period of Dec. 1, 2018 through Nov. 30, 2019. No further action is required by the CSIU.