

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, December 15, 2021

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

DINNER – 5:45 p.m.

COMMITTEE MEETINGS – 6:30 p.m.

Budget and Finance Committee
Human Resources Committee

BOARD MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

President Augustine called the meeting to order at 7:06 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 9; Directors absent - 7; Vacancy - 1

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
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	
Vacant	Benton Area		X

1.4 Announcements

Directors joining the meeting virtually were asked to state their name when making a

motion or second during the meeting, allowing for the motion to be recorded accurately.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, Jan. 19, 2022 at the CSIU central office.

1.5 Recognition of Guests and Opportunity for Public Comment

Dr. Bernadette Boerckel, Chief Outreach Officer
John Brenchley, Chief Innovation Officer
Rae Ann Crispell, Administrative Support Director
Kenneth Erb, Manager of Buildings and Grounds
Kaitlyn Hall, Director of Early Childhood Education
Nancy Jacobs, Early Intervention teacher
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Executive Director
Terri Locke, Director of Special Education and Alternative Placement
Dr. Shileste Overton-Morris, Chief Programs Officer
Bill Pasukinis, retired educator from Benton Area School District
Amy Pfleegor, Executive Office Manager/Board Recording Secretary
Eric Shearer, Telecommunications Technology Network Coordinator
Brian Snyder, Chief Financial and Operations Officer

1.6 Approval of Minutes (Attachment)

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Nov. 17, 2021 with the following change:

Full-Time Personnel

New Employees – Non-Instructional Staff

- Deletion of **Samantha Snyder** as a Head Start assistant instructor

Motion to approve the minutes of the meeting held on Wednesday, Nov. 17, 2021 as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

1.7 Spotlight Segment – Work Foundations+

Jessica Harry, special education and off-site facilities support program supervisor, shared a video showcasing the Work Foundations+ program. Work Foundations+ is a secondary special education program for students with disabilities focused on providing comprehensive academic instruction and real-life career exploration, experiences and training. The program prepares students for successful post-secondary training and education, employment and independent living.

2. BOARD GOVERNANCE

None.

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

3.1 Monthly Financial Statements for November 2021 (Attachments)

Directors were asked to approve the following November 2021 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 November 2021 as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

3.2 Insurance Policy Renewals (Attachment)

Administration recommends approval of the CSIU insurance policy renewals, effective Dec. 1, 2021 through Nov. 30, 2022 at a total cost of \$162,736 (increase of \$16,313 or 11.14 percent from 2020-21). The comprehensive list of policies, companies and costs is provided.

Motion to approve renewal of the CSIU's insurance policies as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

3.3 Transfer of Funds

Administration recommends the transfer of \$1,000,000 from the fiscal year 2021-22 general fund balance to the capital reserve fund, effective Dec. 16, 2021. 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, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

4.1 Keystone Purchasing Network (KPN) Bid Awards and JOC Contractor Awards (Attachment)

Directors were asked to approve bid awards for the Association of Educational Purchasing Agencies (AEPA) and the Job Order Construction (JOC) contractors for the Keystone Purchasing Network (KPN) as presented.

- KPN AEPA Bid Awards through Feb. 28, 2023
- KPN JOC Contractor Awards through Feb. 28, 2023

Motion to approve KPN bid awards and JOC contractor awards as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price,

Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

4.2 PEPPM 2022 Product Line and Catalog Bid Awards (Attachment)

Directors were asked to approve PEPPM Product Line and Catalog Bid Awards. The product line contracts will have an effective date of Jan. 1, 2022 through Dec. 31, 2022. The catalog contracts will have an effective date of Jan. 1, 2022 through Dec. 31, 2024.

Motion to approve PEPPM 2022 Product Line and Catalog Bid Awards as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

5.1 Full-Time Personnel

New Employee – Instructional Staff

- **Brittney T. Lahr**, Northumberland, received a master's degree from Misericordia University, Dallas. She has been employed as a speech-language pathologist with Kidsworld Therapy Services, Catawissa. Ms. Lahr is recommended as a **speech therapist** at the master's step 1 classification, effective Jan. 3, 2022, at an annual salary of \$50,797, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for the replacement position are available in the Early Intervention budget.

New Employee – Non-Instructional Staff

- **Rachel L. Opala**, Marietta, received a master's degree from Summit University, Clark Summit. She has been employed as an alliance admin coordinator with Global Disciples, Lancaster. Ms. Opala is recommended as a **youth development coordinator**, at an annual salary of \$54,000, effective Jan. 5, 2022 (contingent upon receipt of required clearances). Funds for this new position are available in CSC-21st CCLC, Migrant Ed, PA ECEH, Foster Care and ELECT budgets.

Position Transfers

- **Austin T. Fry**, from client support specialist I at an annual salary of \$47,610 to **client support specialist III** at an annual salary of \$49,449.74, effective Dec. 16, 2021
- **Christy Lamon**, from client support specialist III at an annual salary of \$51,100.92 to **senior client support specialist** at an annual salary of \$53,302.50, effective Dec. 16, 2021

Title Change

- **Kathryn M. Cook**, from student transportation and substitute placement administrative assistant to **educational programs and substitute placement administrative assistant**, effective Dec. 16, 2021

Resignations

- **Winifred A. Black**, retiring as PSAYDN STEM coordinator, effective Jan. 18, 2022
- **Amanda L. Bowersox**, Early Intervention teaching assistant, effective Dec. 3, 2021
- **John E. Brenchley**, retiring as chief innovation officer, effective Sept. 6, 2022
- **Gerald W. Cavaliere**, retiring as Corrections Education – Social Studies teacher, effective Jan. 14, 2022
- **Judith A. Dragas**, retiring as information technology coordinator, effective Jan. 21,

2022

- **Barry W. Fetter**, retiring as facilities and fleet support technician, effective Jan. 6, 2022
- **Susan P. Hertzog**, retiring as Early Head Start family partner/home visitor, effective Jan. 31, 2022
- **Judy A. Rodriguez**, Migrant Education student support specialist, effective Nov. 24, 2021

*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 William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.2 Part-Time Personnel

Position Transfers

- **Manisha Adhikari**, from Migrant Education refugee school impact grant translator at a current hourly rate of \$16.28 to **Migrant Education student support specialist** at an hourly rate of \$16.93, effective Dec. 16, 2021
- **Luke T. Duceman**, from short-term Migrant Education recruiter at a current hourly rate of \$18 to **Migrant Education recruiter** also at an hourly rate of \$18, effective Dec. 16, 2021
- **Bhanu B. Galley**, from short-term Migrant Education recruiter at a current hourly rate of \$18 to **Migrant Education recruiter** also at an hourly rate of \$18, effective Dec. 16, 2021

Resignation

- **Stacey Kilgus-Creswell**, nutrition aide/custodian, effective Nov. 26, 2021

Rescinded Job Offer

- **Lori Clark**, CSIU rescinded job offer for short-term Migrant Education recruiter position approved at the Aug. 18, 2021 board meeting, due to non-completion of pre-hire paperwork.

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.3 Substitute Personnel

Directors were asked to approve substitute personnel to work in CSIU classrooms and programs for the 2021-22 school year.

Substitute Teachers

Madison Held
Carolynne Mori

Substitute Aide

Sara Heimbach

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.4 Salary Adjustments

- **Lisa M. Abdill**, Early Intervention instructional assistant, from a current hourly rate of \$9.59 (\$13,306.13 annually) to an hourly rate of \$11.20 (\$15,540 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Bette L. Arnold**, Early Intervention instructional assistant, from a current hourly rate of \$10.38 (\$14,402.25 annually) to an hourly rate of \$11.70 (\$16,233.75 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Gabrielle A. Bond**, Head Start assistant instructor, from a current hourly rate of \$11.13 (\$18,431.28 annually) to an hourly rate of \$13.20 (\$21,859.20 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Sara J. Boucher**, Pre-K Counts senior instructor, from a current hourly rate of \$11.45 (\$15,886.88 annually) to an hourly rate of \$13.20 (\$18,315 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Teresita G. Brosious**, instructional support program assistant, from a current hourly rate of \$13.51 (\$18,745.13 annually) to an hourly rate of \$14 (\$19,425 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Mary Ann Buczkowski**, classroom assistant, from a current hourly rate of \$9.88 (\$13,708.50 annually) to an hourly rate of \$11.30 (\$15,678.75 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Tessa N. Carter**, Pre-K Counts assistant instructor II, from a current hourly rate of \$9.59 (\$13,306.13 annually) to an hourly rate of \$11.20 (\$15,540 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Chloe T. Dvorshak**, Head Start assistant instructor, from a current hourly rate of \$10.98 (\$18,182.88 annually) to an hourly rate of \$11.30 (\$18,712.80 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Aryn N. Ewig**, Head Start assistant instructor, from a current hourly rate of \$10.78 (\$17,851.68 annually) to an hourly rate of \$11.10 (\$18,381.60 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Keith R. Ferguson**, instructional support program assistant, from a current hourly rate of \$12.53 (\$17,385.38 annually) to an hourly rate of \$13.40 (\$18,592.50 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Darlene J. Goodling**, Head Start assistant instructor, from a current hourly rate of \$10.88 (\$15,993.60 annually) to an hourly rate of \$11.30 (\$16,611 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Lisa A. Graeff**, Head Start assistant instructor, from a current hourly rate of \$10.45 (\$17,305.20 annually) to an hourly rate of \$11 (\$18,216 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Amy G. Gronlund**, Early Intervention instructional support program assistant, from a current hourly rate of \$12.52 (\$17,371.50 annually) to an hourly rate of \$13.20 (\$18,315 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Ruth A. Grybos**, Head Start assistant instructor, from a current hourly rate of

- \$10.98 (\$18,182.88 annually) to an hourly rate of \$13 (\$21,528 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Tommy L. Hutt**, Head Start assistant instructor, from a current hourly rate of \$10.76 (\$17,818.56 annually) to an hourly rate of \$12.30 (\$20,368.80 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Nicole D. Kerstetter**, Early Intervention instructional assistant, from a current hourly rate of \$9.59 (\$13,306.13 annually) to an hourly rate of \$11.20 (\$15,540 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Angela K. Klinger**, classroom associate, from a current hourly rate of \$12.45 (\$17,274.38 annually) to an hourly rate of \$12.70 (\$17,621.25 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Abigail M. Lopez**, Head Start assistant instructor, from a current hourly rate of \$11.04 (\$18,282.24 annually) to an hourly rate of \$11.30 (\$18,712.80 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Luis E. Lopez**, classroom assistant, from a current hourly rate of \$11.32 (\$15,706.50 annually) to an hourly rate of \$11.40 (\$15,817.50 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Ky W. Mahaffey**, Head Start assistant instructor, from a current hourly rate of \$10.44 (\$17,288.64 annually) to an hourly rate of \$12.20 (\$20,203.20 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Elizabeth A. Martinez**, Pre-K Counts assistant instructor II, from a current hourly rate of \$9.59 (\$13,306.13 annually) to an hourly rate of \$11.30 (\$15,678.75 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Christopher A. Maust**, Head Start assistant instructor, from a current hourly rate of \$11.04 (\$18,282.24 annually) to an hourly rate of \$11.30 (\$18,712.80 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Electa McGarva**, Head Start assistant instructor - floater, from a current hourly rate of \$10.67 (\$15,684.90 annually) to an hourly rate of \$11 (\$16,170 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Jacqueline M. McNeil**, Pre-K Counts associate instructor, from a current hourly rate of \$11.40 (\$15,817.50 annually) to an hourly rate of \$12.10 (\$16,788.75 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Erin M. Mills**, Pre-K Counts senior instructor, from a current hourly rate of \$12.73 (\$17,662.88 annually) to an hourly rate of \$13.40 (\$18,592.50 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Mary A. Morgan**, Head Start assistant instructor, from a current hourly rate of \$10.94 (\$16,081.80 annually) to an hourly rate of \$13.50 (\$19,845 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Dee A. Notarangelo**, Head Start assistant instructor, from a current hourly rate of \$10.93 (\$18,100.08 annually) to an hourly rate of \$11.50 (\$19,044 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Sabrina J. Parker**, classroom assistant, from a current hourly rate of \$11.20 (\$15,540 annually) to an hourly rate of \$11.50 (\$15,956.25 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Betsy J. Persing**, classroom assistant, from a current hourly rate of \$10.03 (\$13,916.63 annually) to an hourly rate of \$11.20 (\$15,540 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
 - **Shannon Ross**, instructional support program assistant, from a current hourly rate of \$12.65 (\$17,551.88 annually) to an hourly rate of \$13.50 (\$18,731.25 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021

- **Cheyenne E. Snyder**, Head Start assistant instructor, from a current hourly rate of \$10.32 (\$17,089.92 annually) to an hourly rate of \$11 (\$18,216 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Catherine M. Spotts**, classroom assistant, from a current hourly rate of \$9.59 (\$13,306.13 annually) to an hourly rate of \$11.20 (\$15,540 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Stacie M. Strausser**, Head Start assistant instructor, from a current hourly rate of \$10.76 (\$17,818.56 annually) to an hourly rate of \$11.30 (\$18,712.80 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Jami K. Vankirk**, classroom assistant, from a current hourly rate of \$9.59 (\$13,306.13 annually) to an hourly rate of \$11.20 (\$15,540 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Rachel Velez**, Early Intervention teaching assistant, from a current hourly rate of \$7.75 (\$10,346.25 annually) to an hourly rate of \$11 (\$15,262.50 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Angelia L. Walter**, Early Intervention instructional assistant, from a current hourly rate of \$10.35 (\$14,360.63 annually) to an hourly rate of \$11.10 (\$15,401.25 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021
- **Grace E. Yost**, Head Start assistant instructor, from a current hourly rate of \$10.44 (\$17,288.64 annually) to an hourly rate of \$11.20 (\$18,547.20 annually), due to re-evaluation of department compensation, effective Dec. 16, 2021

Motion to approve salary adjustment recommendations as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.5 Head Start Resolution (Attachments)

Directors were asked to approve the Head Start Resolution to allow a one-time payment to the CSIU Head Start employees identified to have performed their assigned job to the fullest and gone above and beyond to ensure the highest quality services to families and children 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 two installments of \$500 each during the months of January 2022 and June 2022.

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

Motion to approve the Head Start Resolution as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

No report.

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

7.1 Board Policy Revisions (Attachments)

Policies listed below are being presented for first reading. They have been reviewed and approved by the Board Policy Committee, executive director, senior leaders and legal counsel.

Policy Revisions:

- 800.1 Electronic Signatures/Records
- 810.1 School Bus Drivers and School Commercial Motor Vehicle Drivers
- 810.3 School Vehicle Drivers

Motion to accept at first reading the proposed policy revisions as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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 October 2021

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

Motion by Larry Augustine, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

10.2 Purchase of Laptops

Directors were asked to approve the purchase of the following items for Meadowbrook Christian School, at a cost of \$68,147.76, from CDW Government, a PEPPM vendor.

- 1 Microsoft Surface Laptop
- 1 Microsoft Surface Hardware 3-Year Extended Service Plan
- 42 Dell Latitude 5420 Laptops
- 42 Dell Upgrade 3-Year ProSupport Plus Extended Service Plans

Funds for this purchase are available from an Emergency Assistance to Non-public Schools (EANS) grant awarded to Meadowbrook Christian School and managed by the CSIU.

Motion to approve the purchase of laptops as presented.

Motion by Tamara Hoffman, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

11. ADMINISTRATIVE MATTERS

None.

12. ADMINISTRATIVE REPORTS

12.1 Executive Leadership – Dr. John Kurelja, Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

President Augustine adjourned the meeting at 7:34 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Human Resources – Stipend Payment

The executive director authorized a stipend payment to **Nanette Cooper**, social worker, in the amount of \$500 to mentor a newly hired social worker for the time period of November 2021 to June 2022. The support she is providing is outside her normal work day and 188 day work requirement.

14.2 Unrestricted Funds Summaries (Attachment)

Information items include summaries of CSIU unrestricted funds for both the 2020-21 FY (Final) and the 2021-22 FY (Projected).

14.3 Human Resources - Staff Leaves of Absence

Paid Leave of Absence

- **Zachary T. Gass**, telecommunications technology specialist, intermittent from Nov. 30, 2021 to Dec. 23, 2021

Paid/Unpaid Leave of Absence

- **Carly M. Legg**, speech therapist, from Jan. 30, 2022 to July 30, 2022

Extension of Paid Leave of Absence

- **Misty L. Harris**, educational consultant, from Nov. 6, 2021 to Nov. 23, 2021

Return from Paid Leave of Absence

- **Misty L. Harris**, educational consultant, effective Nov. 30, 2021

14.4 Human Resources – Completion of New Employee Probationary Period

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

- **Jennifer J. Allen**, supplemental education services program manager, effective Nov. 23, 2021
- **Julia M. Muse**, client support specialist, effective Dec. 3, 2021

14.5 Administration – Staff Travel

Dr. Bernadette Boerckel, chief outreach officer, attended the **AESA 36th Annual Conference** on Dec. 1-4, 2021 in Houston, Texas. While there, she presented at the conference on "Solving Complex Problems with Community Partners" and was able to receive professional learning and network with ESA staff. Funds for the estimated expenses of \$2,873 were available in the communications budget.

Jared Lehman, director of cooperative purchasing, will attend the **Future of Education Technology® Conference** on Jan. 26-28, 2022 in Orlando, Fla. While there, he will be an exhibitor to promote the PEPPM and Keystone Purchasing Network programs. Funds for estimated expenses of \$1,914 are available in the joint purchasing budget.

14.6 Fiscal Communications

Nov. 4, 2021, a letter from Amy Meuers (Chief Executive Officer – National Youth Leadership Council) notifying CSIU of funding for the Statewide Afterschool Network. The Service Learning Grant Award is in the amount of \$50,000 for the period of Nov. 1, 2021 through Sept. 30, 2023.

Nov. 11, 2021, an email from Grant Solutions notifying CSIU of action awarding funds for Grant Award #03CH011898-02-00. This action awards partial 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 remaining \$1,776,827 will be awarded at a later date.

Nov. 15, 2021, an email from Michele Ametrano-Warford (Procurement Specialist 2 – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the approved Purchase Order #4300711725 for the All Hazards Train the Trainer Grant. The purchase order is in the amount of \$12,500 and is valid through June 30, 2023.

Nov. 16, 2021, an email from Dr. Jill Hackman (Executive Director – Berks County Intermediate Unit) notifying CSIU of the amendment to the Professional Services Agreement for SMART database services. This amendment provides an additional \$78,097 and extends the agreement end date from March 31, 2022 to Sept. 30, 2022. The revised agreement amount is \$360,247.