

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS**  
**MINUTES OF THE REGULAR MONTHLY MEETING**  
**Wednesday, April 19, 2023**

CSIU Central Office  
90 Lawton Lane  
Milton, PA 17847

**DINNER – 5:45 p.m.**

**COMMITTEE MEETINGS – 6:30 p.m.**

Budget and Finance Committee  
Buildings and Grounds Committee  
Human Resources Committee

**BUSINESS MEETING – 7 p.m.**

**1. INTRODUCTION**

**1.1 Call to Order – 7 PM**

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

**1.2 Pledge of Allegiance**

**1.3 Roll Call – Directors present - 12; Directors absent - 4; Vacancy - 1**

<b>Director</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
Victor Abate	Midd-West	X	
William Brecker	Mount Carmel Area	X	
Lauren Hackenburg	Line Mountain	X	
David Hess	Selinsgrove Area	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	
Susan Myers	Millville Area	X	
William Pasukinis	Benton 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	Danville 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 next regular monthly meeting will begin at 7 p.m. on Wednesday, May 17, 2023 at the CSIU central office.

President Rhoads reminded directors to complete the Executive Director Performance Evaluation Form. Completed forms are to be turned into Amy Pfleegor by May 1, 2023.

#### **1.5 Recognition of Guests and Opportunity for Public Comment**

Rae Ann Crispell, Administrative Support Director  
Kenneth Erb, Manager of Buildings and Grounds  
Dr. Alan Hack, Chief Academic Officer  
Kaitlyn Hall, Director of Early Childhood Education  
Kevin Kilgus, Director of Financial Services  
Dr. John Kurelja, Executive Director  
Jared Lehman, Chief Innovation Officer  
Terri Locke, Director of Special Education and Alternative Placement  
Dr. Shileste Overton Morris, Chief Programs Officer  
Amy Pfleegor, Executive Office Manager/Board Recording Secretary  
Laura Saccente, Center for School and Communities (CSC) Strategic Initiatives Director  
Eric Shearer, Telecommunications Technology Network Coordinator  
Brian Snyder, Chief Financial and Operations Officers  
Renee Tate, EA Representative

#### **1.6 Approval of Minutes (Attachment)**

Directors were asked to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, March 15, 2023.

Motion to approve the minutes of the meeting held on Wednesday, March 15, 2023 as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

#### **1.7 Spotlight Segment**

Adam Hartzel from Baker Tilly Virchow Krause, LLP reviewed the single financial audit, for the year ending June 30, 2022, with directors. During the review, Mr. Hartzel stated their report included an unmodified opinion that the financial statements present fairly, in all material respects, the respective financial position of CSIU funds. He indicated that all reports have been filed. Mr. Hartzel commended CSIU staff for their professionalism and cooperation during the audit process.

### **2. BOARD GOVERNANCE**

None.

### **3. BUDGET AND FINANCE COMMITTEE – Tamara Hoffman, Chair; Lauren Hackenburg, Committee Member**

#### **3.1 Monthly Financial Statements for March 2023 (Attachments)**

Directors were asked to approve the following March 2023 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 March 2023 as presented.

Motion by Lauren Hackenburg, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

### **3.2 2023-24 CSIU General Operating Budget (Attachment)**

The GOB is a compilation of three programs the CSIU offers primarily to member districts on a fee-for-service basis. The PA Public School Code allows intermediate units to ask the state to deduct money from school district subsidies to fund IU programs. Our member districts do not pay a subsidy to belong to the CSIU. They pay only for services they select from CSIU offerings. Approval of this budget does not obligate districts to purchase any CSIU programs for the 2023-24 school year.

The CSIU directors gave initial approval of the preliminary 2023-24 general operating budget of \$743,931 in January. Following that approval, the preliminary budget was released to district boards for their consideration. Official approval of the CSIU's 2023-24 general operating budget has been received from all 17-member district boards of directors.

The 2023-24 budget totaling \$743,931 represents a \$49,786 increase from the 2022-23 original budget totaling \$694,145. This increase can be attributed primarily to fluctuations in projected student enrollment.

Motion to approve the General Operating Budget for 2023-24 as presented.

Motion by Lauren Hackenburg, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

### **3.3 Annual Audit (Attachment)**

Directors were asked to accept the June 30, 2022 Single Audit by Baker Tilly Virchow Krause, LLP.

Motion to accept the June 30, 2022 Single Audit as presented

Motion by Lauren Hackenburg, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

## **4. TECHNOLOGY/MARKETPLACE COMMITTEE – Jonathan Jones, Chair; Victor Abate and Alvin Weaver, Committee Members**

### **4.1 PEPPM 2020 Marketplace Bid Award – Contract Extension (Attachment)**

Directors were asked to approve the extension of the PEPPM marketplace contract with Amazon.com Services LLC through May 31, 2024.

Motion to approve the PEPPM marketplace contract extension as presented

Motion by Victor Abate, second by Susan Myers.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

#### **4.2 Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids (Attachment)**

Directors were asked to approve the list of recommended KPN definite quantity line-item bid awards for the 2023-24 purchasing cycle.

KPN Definite Quantity Line-Item Bids, Copy Paper (July 2023 Delivery) Category to:

- Staples, Inc., Bristol, Pa., total sales volume \$134,018.47
- Veritiv Operating Company, Jacksonville, Fla., total sales volume \$916,350

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

Motion by Victor Abate, second by Susan Myers.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

#### **4.3 PEPPM 2023 Supplemental Product Line Bid Awards (Attachment)**

Directors were asked to approve PEPPM bid awards for the product line contracts. These contracts will have an effective date of May 1, 2023 and will be valid through Dec. 31, 2025.

Motion to approve the PEPPM 2023 supplemental product line bid awards as presented.

Motion by Victor Abate, second by Susan Myers.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

### **5. HUMAN RESOURCES COMMITTEE – Dennis Keiser, Chair; Bruce Rhoads, Slade Shreck and Mary Ann Stanton, Committee Members**

#### **5.1 Full-Time Personnel**

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

- **Dianne Bewick**, Mt. Carmel, received a bachelor's degree from Millersville University. She has been employed as an income maintenance worker with Northumberland County Assistance Office, Sunbury. Ms. Bewick is recommended as a **career counselor specialist**, at an hourly rate of \$21.50 (\$41,925 annually), effective April 20, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES Project budget.
- **Erin M. Demcher**, Danville, received a master's degree from Russell Sage College, Albany, N.Y. She has been employed as a behavior specialist with Warrior Run School District, Turbotville. Ms. Demcher is recommended as a **behavioral support**

- services project coordinator**, at an annual salary of \$68,000, effective April 20, 2023 (contingent upon receipt of required clearances). Funds for this new position are available in the AWARE IMPACT grant.
- **Lynn Hansel**, Danville, received a bachelor's degree from Lock Haven University. She has been employed as a community manager with Berger Communities, South Williamsport, and previously as a teacher with Danville Head Start. Ms. Hansel is recommended as a **Head Start regional team supervisor**, at an annual salary of \$50,000, effective April 3, 2023. Funds for this replacement position are available in the Head Start budget.
  - **Marianela Mancebo**, West Lawn, received a bachelor's degree from Dominican University O & M, Santa Domingo, Dominican Republic. She has been employed as a Migrant Education student support specialist with Tri-Starr, Lancaster. Ms. Mancebo is recommended as a **Millersville University Migrant Education team leader**, at an hourly rate of \$29.89 (\$58,285.50 annually), effective April 20, 2023. Funds for this replacement position are available in the Millersville Migrant Education budget.
  - **Pamela Miller**, Watsontown, received an associate degree from Pennsylvania College of Technology, Williamsport. She has been employed as a paraprofessional with Warrior Run Area School District, Turbotville. Ms. Miller is recommended as a **buildings and grounds assistant**, at an hourly rate of \$19 (\$37,050 annually), effective April 24, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the facilities/operations budget.

#### Position Transfers

- **Contrell L. Armor**, from youth development coordinator, at a current annual salary of \$64,950.68, to **Pennsylvania Statewide Afterschool/youth development director**, at an annual salary of \$77,500, effective April 20, 2023
- **Lisa J. Fox**, from client support analyst I, at a current annual salary of \$74,325.08, to **student applications support manager**, at an annual salary of \$80,000, effective July 1, 2023
- **Nicole M. Lady**, from migrant technology support specialist at a current hourly rate of \$25.13 (\$49,003.50 annually), to **Migrant technology training specialist**, also at an hourly rate of \$25.13 (\$49,003.50 annually), effective April 20, 2023
- **Susan J. Luna**, from Migrant Education student support specialist and parent coordinator, at a current hourly rate of \$26.68 (\$52,026 annually), to **Migrant Education student and parent support coordinator**, at an annual salary of \$59,112.50, effective July 1, 2023

#### Resignations

- **Kevin T. Briggs**, professional learning managing coordinator, effective April 11, 2023
- **Timothy B. Campbell**, director of the Central Susquehanna LPN Career Center, effective March 24, 2023
- **Ruth A. Grybos**, Head Start senior instructor, effective March 22, 2023
- **Lindsey E. Hartman**, speech therapist, effective May 1, 2023
- **Sara C. Heimbach**, Early Intervention instructional assistant, effective March 31, 2023
- **Kristie B. Startzel**, behavior intervention assistant, effective Sept. 15, 2023
- **Brooke Williams**, practical nursing program instructor, effective March 24, 2023

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

## **Retirements**

- **Letty L. Heim**, PIMS and student information systems data administrator, effective March 31, 2023
- **Karen S. Kovach**, itinerant hearing therapist effective May 31, 2023

\*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 Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

## **5.2 Part-Time Personnel**

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

- **Jasmine Canales-Carballo**, Migrant Education student support specialist, at an hourly rate of \$18.98, effective April 20, 2023 (contingent upon receipt of required clearances)
- **Jeanne Crago**, English as a Second Language instructor, at an hourly rate of \$19, effective May 1, 2023 (contingent upon receipt of required clearances)

### **Change in Start Date**

- **Soniris Arroyo**, Migrant Education student support specialist from March 6, 2023 to March 20, 2023

### **Resignation**

- **Daphne Ducrepin**, nutrition aide/custodian, effective March 23, 2023

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, 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 2022-23 school year.

### **Substitute Teachers**

Joanna Campbell

Albra Heineman

### **Substitute Aide**

Sara C. Heimbach

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

#### **5.4 Head Start Salary Increases (Attachment)**

Directors were asked to approve a 5.6 percent federal salary equity adjustment for all Head Start staff to align with 2022-23 Head Start federal cost of living adjustment (COLA) increases. The adjustments will be retroactive to Dec. 1, 2022 and are funded through federal COLA grant awards and existing grant funding. Names of the employees who are eligible for the salary equity adjustments are included.

Motion to approve Head Start/Early Head Start salary adjustments as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

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

#### **6.1 Purchase of Vehicles**

Directors were asked to approve the following vehicle purchases from Sunbury Motors, Inc., Sunbury, per the COSTARS 026053 purchasing agreement:

- 2023 Ford Escape SUV, at a cost of \$28,395 for the driver education program
- 2023 Ford F-650 Box Truck, at a cost of \$97,476 for the buildings and grounds department. This purchase will replace the current 2005 Chevy Box Truck, which needs several repairs.

Funds for these purchases are available in the capital reserve budget.

Motion to approve the purchase of two vehicles as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

#### **6.2 Purchase of Modular Classroom Trailer**

Directors were asked to approve the purchase and installation of a modular classroom trailer, pending township approval, at a cost of \$56,567 from Modular Genius, through the CSIU's Keystone Purchasing Network. This trailer will allow Act 89 services to be provided to students attending Meadowview Christian Academy. Funds for this purchase are available in the nonpublic budget.

Motion to approve the purchase of a modular classroom trailer as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann



## **7. POLICY COMMITTEE – Slade Shreck, Chair; Bruce Rhoads, Committee Member**

### **7.1 New Board Policies (Attachments)**

The 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.

#### **New Policies:**

- 202 Eligibility of Nonresident Students
- 251 Students Experiencing Homelessness and Other Educational Instability

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

Motion by Bruce Rhoads, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

### **7.2 Board Policy Revisions (Attachments)**

The 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.

#### **Revised Policies:**

- 011 Principles for Governance and Leadership
- 201 Admission of Students
- 204 Attendance
- 221 Dress and Grooming

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

Motion by Bruce Rhoads, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, 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 (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 were presented for approval:

- January 2023 Monthly Report
- February 2023 Monthly Report
- HS Supplemental Funding Request COLA



- EHS Supplemental Funding Request COLA
- HS Quality Improvement Request 2023
- EHS Quality Improvement Request 2023

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

Motion by Bruce Rhoads, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

## **10.2 Assurance for the Operation of Special Education Services and Programs/Quality Space for the 2023-24 School Year (Attachment)**

The CSIU is required to annually submit documentation to the Pennsylvania Department of Education assuring that all special education services and programs/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 Special Education Services and Programs/Quality Space for the 2023-24 School Year.

Motion to approve the special education documentation as presented.

Motion by Bruce Rhoads, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

## **10.3 Education and Technology Pool Counsel Legal Services Consultation (Attachment)**

Administration recommends renewal of an agreement for pool counsel legal services consultation with Sweet, Stevens, Katz & Williams LLP for the 2023-24 school year in the amount of \$15,000. The purpose of the pool is to provide education and technology legal services consultation to the CSIU and member districts/schools in the form of telephone and electronic mail advice and opinions concerning special education, ESSA compliance, student services and student civil rights issues to the administrator or administrator's designee.

For the 2023-24 school year, 17 districts and the Columbia-Montour Area Vocational Technical School have committed to continued participation in the pool at a rate of \$600 per LEA.

Motion to approve an agreement renewal with Sweet, Stevens, Katz & Williams LLP as presented.

Motion by Bruce Rhoads, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

## **10.4 Door Replacement Contract**

Directors were asked to approve a contract with Lobar Associates Construction, Dillsburg,

Pa., a KPN vendor, for the purchase and installation of new doors at St. Joseph School in Danville at a cost not to exceed \$47,566.

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

Motion to approve a contract with Lobar Associates Construction as presented.

Motion by Bruce Rhoads, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Mary Ann Stanton, Susy Wiegand

#### **10.5 Security Upgrades Contract**

Directors were asked to approve a contract with IB Abel Inc., York, Pa., a KPN vendor, for the purchase and installation of a Hanwha camera system package and an access control and video intercom system at Greenwood Friends School in Millville, at a cost not to exceed \$40,399.16.

Funds for this contract are available from a Safe Schools Grant awarded to Greenwood Friends School and managed by the CSIU.

Motion to approve a contract with IB Abel Inc. as presented.

Motion by Bruce Rhoads, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, 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 Rhoads adjourned the meeting at 7:43 p.m.

**Respectfully submitted,**

**Amy Pfleegor  
Board Recording Secretary**

## **14. INFORMATION ONLY**

### **14.1 Nominations Committee**

The Board President appointed the following board members to the Nominations Committee: Victor Abate, Chair, and Lauren Hackenburg. The Committee will meet prior to the May board meeting and present its recommendation for a slate of candidates for board officers at the May meeting. Election of officers for 2023-24 will take place at the June reorganization meeting.

### **14.2 Human Resources – Stipend Payments**

The executive director authorized a stipend payment to Karen Lehman, youth development program manager, in the amount of \$1,900 for assuming work duties that were above and beyond her current full-time job duties and beyond her job classification.

### **14.3 Human Resources – Staff Leaves of Absence Return from Paid Leave of Absence**

- **Jessica L. Probst**, nursing education managing coordinator, effective April 5, 2023

### **14.4 Human Resources – Completion of New Employee Probationary Periods**

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

- **Stephine R. Welsh**, Pre-K Counts associate instructor, effective March 17, 2023

### **14.5 Public Surplus – Online Auction**

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

#### **Buildings and Grounds**

- (1) LOT of Tables 72" W x 18" D

#### **Center for Schools**

- (7) Grey 5-Drawer Lateral File Cabinets 5' x 3' X 18"
- (1) Black 5-Drawer Lateral File Cabinet 5'3" x 3' X 19"
- (1) Small rolling cabinet with door 27" X 16" X 17" 1 shelf
- (1) Small Rolling Cabinet with Door 27" X 17" X 18.5"

#### **Medical**

- (1) LOT of Healthcare Patient Mannequins

#### **Office Equipment**

- (1) LOT of AVAYA Phones Model 9670G
- (1) LOT Security Camera / Grand Stream Model GRP2614
- (1) 32" Flat Screen Television
- (1) CD/DVD Burn Tower
- (3) Tall File Cabinets 36"x 64 3/8" x 17"
- (3) Tall File Cabinets 36" x 67" 17"

#### **Security**

- (1) LOT of TruVision Security Cameras

## 14.6 Administration – Staff Travel

**Laura Saccente**, Center for Schools and Communities strategic initiatives director, attended the **50 State Afterschool Network Leaders Meeting** on April 3-5, 2023 in San Antonio, Texas. While there, she attended a required network meeting by the Mott Foundation. Funds for estimated expenses of \$1,980 are available in the Local Expansion for Afterschool Programs grant-PSAYDN budgets.

**Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the **Association of Educational Purchasing Agencies' (AEPA) 2023 Annual Spring Meeting** on April 24-26, 2023 in Omaha, Neb. While there, she will meet with AEPA cooperative to approve contracts, meet with vendor partners to discuss marketing efforts and learn how to promote the contracts better. Funds for estimated expenses of \$2,256 are available in the joint purchasing budget.

**Jared Lehman**, chief innovation officer, will attend the **AEPA 2023 Annual Spring Meeting** on April 24-26, 2023 in Omaha, Neb. While there, he will attend the spring meeting of the AEPA membership and visit Educational Service Unit #3 for peer to peer networking to share cyber experiences and build relationships. Funds for estimated expenses of \$2,107 are available in the joint purchasing budget.

**Brian Paulhamus**, information security officer; and **John Wargo**, director of technology, will attend a **Peer-to-Peer Networking Meeting** with Educational Service Unit #3 on April 26, 2023 in Omaha, Neb. While there, they will share cyber experiences and build relationships. Funds for estimated expenses of \$1,607 and \$1,407, respectively, are available in the technology services budget.

**Susan Luna**, Migrant Education student support specialist and parent coordinator, and **Lori Potutschnig**, site manager for Migrant Education, will attend the **2023 National Migrant Education Conference** on April 30 to May 3, 2023 in Albuquerque, N.M. While there, they will present a conference workshop on expanding migrant education program resources and enhancing student instruction with a university partnership model. Funds for estimated expenses of \$2,199 and \$2,270, respectively, are available in the Migrant Education budget.

**Jared Lehman**, chief innovation officer; and **Brian Snyder**, chief financial and operations officer, will attend the **2023 Express Scripts Outcomes Symposium** on May 3-5, 2023 in Orlando, Fla. While there, they will learn tangible, intelligent solutions that address health care's biggest challenges and ways to elevate benefit offerings and improve total population's health. All travel expenses are covered by the PA Trust.

**Contrell Armor**, youth development coordinator; **Elizabeth Hoffer**, youth development coordinator; **Katherine Kuhn**, Center for Schools and Communities project specialist; and **Karen Lehman**, youth development program manager, will attend the **Nita M. Lowey 21st Century Community Learning Centers 2023 Summer Symposium** on July 19-20, 2023 in New Orleans, La. While there, they will attend the required training and professional development for 21st Century Community Learning Centers (CCLC). They will also network, learn about 21st CCLC requirements and review presentations/materials to be brought to Pennsylvania. A workshop proposal has also been submitted. Funds for estimated expenses of \$1,770, \$1,482, \$1,770 and \$1,770, respectively, are available in the 21st CCLC budgets.

**Rae Ann Crispell**, administrative support director, will attend the **Association of Educational Service Agencies 2023 Summer Leadership Conference** on July 19-20, 2023 in Cincinnati, Ohio. While there, she will enhance her leadership skills and network

with educational service agencies across the country. Funds for estimated expenses of \$1,927 are available in the administration budget.

#### **14.7 Fiscal Communications**

March 7, 2023, an email from Michele Ametrano-Warford (Procurement Specialist 2 – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the Intergovernmental Agreement for 2023-24 21st Century Community Learning Centers Support and Technical Assistance Services. The agreement amount is \$999,933 for the period of July 1, 2023 through June 30, 2024.

March 9, 2023, an email from Grant Solutions notifying CSIU of additional funding for Award #03CH011898-03-01 (Head Start/Early Head Start Program). This action awards an additional \$284,137 for the period of Dec. 1, 2022 through Nov. 30, 2023. A Cost-Of-Living-Adjustment (COLA) of \$201,592 supports a salary increase of 5.6 percent. A Quality Improvement (QI) adjustment of \$82,545 is to be used for designated activities to support the Head Start/Early Head Start Program.

March 22, 2023, an email from Ekaterina Shull (Procurement Specialist 2 – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of Purchase Order #4300764842 for PIMS Support Application Helpdesk Services. The agreement amount is \$553,272 for the period of July 1, 2023 through June 30, 2024.

March 30, 2023, an email from Kyle Petry (Fiscal Management Specialist 1 – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for FC #4100090035 for Migrant Education Program State Grant Summer Services. The agreement amount remains \$30,000 for the period of July 1, 2022 through June 30, 2023.

March 31, 2023, an email from WaTanya Ney (21st CCLC Program Development Coordinator – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for FC #4100083484 for 21st Century Community Learning Center Cohort 10. The agreement remains \$506,000 for the period of July 1, 2022 through June 30, 2023.

March 31, 2023, an email from WaTanya Ney (21st CCLC Program Development Coordinator – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for FC #4100083495 for 21st Century Community Learning Center Cohort 10. The agreement remains \$506,000 for the period of July 1, 2022 through June 30, 2023.