

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS**  
**MINUTES OF THE REGULAR MONTHLY MEETING**  
**Wednesday, March 15, 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  
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 7:01 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call – Directors present - 12; Directors absent - 3; Vacancy - 2**

<b>Director</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
Victor Abate	Mid-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
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
Vacant	Millville Area		X

**1.4 Announcements**

President Rhoads welcomed Mrs. Susan Myers, Millville Area School District representative, to the meeting.

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, April 19, 2023 at the CSIU central office.

President Rhoads announced that Dr. Yohannes Getachew, Danville Area School District representative, resigned from the CSIU Board of Directors due to a work conflict. President Rhoads thanked Dr. Getachew for his service.

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

Dr. Bernadette Boerckel, Chief Outreach Officer  
Robert Carmo, Statewide Network and Information Technology Project Manager  
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  
Terri Locke, Director of Special Education and Alternative Placement  
Dr. Shileste Overton Morris, Chief Programs Officer  
Susan Myers, Millville Area School District Representative  
Brian Paulhamus, Information Security Officer  
Amy Pfleegor, Executive Office Manager/Board Recording Secretary  
Mandy Rothermel, Human Resources Manager  
Eric Shearer, Telecommunications Technology Network Coordinator

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

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

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

Motion by Slade Shreck, second by Susy Wiegand.

Final Resolution: Motion passed.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Susy Wiegand

Abstain: Mary Ann Stanton

### **1.7 Spotlight Segment**

**Dr. Alan Hack**, Assistant Executive Director/Chief Academic Officer, and **Terri Locke**, Director of Special Education and Alternative Placement, shared a video with directors highlighting the range of special education programs and services available to local districts through the lens of the CSIU's value of excellence.

## **2. BOARD GOVERNANCE**

### **2.1 Director Appointment**

Directors were asked to approve the following representative and effective dates to fill a vacant director position.

Susan Myers – Millville Area School District

Effective dates: March 16, 2023 through June 30, 2025

Completing balance of unexpired term

Motion to approve a director appointment as presented.

Motion by Bruce Rhoads, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **2.2 Next Century, Inc. (NXC) – CSIU Board Representative**

Directors were asked to appoint a representative from the CSIU Board of Directors to serve on the Next Century, Inc. board, effective March 16, 2023 through June 30, 2025. Mr. Bill Brecker, Mount Carmel Area School District, can no longer fulfill this role.

Next Century by-laws state that two of its members, elected by the CSIU Board of Directors, shall serve on the Next Century board. Mr. Jonathan Jones currently serves on the Next Century board.

Mrs. Mary Ann Stanton expressed interest in serving as the representative.

Motion to approve the CSIU Board of Directors' recommendation of Mrs. Stanton to serve on the NXC board as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **2.3 2023-24 CSIU Board of Directors Meeting Schedule**

The following schedule was proposed for 2023-24 CSIU Board of Directors meetings.

No July meeting

Aug. 16, 2023

Sept. 20

Oct. 18

Nov. 15

Dec. 20

Jan. 17, 2024

Feb. 21

March 20

April 17

May 15

June 19

Motion to approve the 2023-24 CSIU Board of Directors meeting schedule as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

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

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

Motion by Tamara Hoffman, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

### **4.1 Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids (Attachments)**

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, Art Supply Category to:**

- Blick Art Materials, LLC, Galesburg, Ill., total sales volume \$15,361.80
- Cascade School Supplies, Inc, North Adams, Mass., total sales volume \$1,711.21
- Kurtz Bros, Inc, Clearfield, Pa., total sales volume \$94,112.01
- National Art & School Supplies, Inc, Rahway, N.J., total sales volume \$37,404.63
- Pyramid School Products, Tampa, Fla., total sales volume \$160,475.07
- School Specialty, Inc, Lancaster, Pa., total sales volume \$41,047.91
- Staples Contract & Commercial LLC, Bristol, Pa., total sales volume \$7,413.36

#### **KPN Definite Quantity Line-Item Bids, Cafeteria Supply Category to:**

- Pennsylvania Paper & Supply Company, Inc, Scranton, Pa., total sales volume \$71,219.87

#### **KPN Definite Quantity Line-Item Bids, General Supply Category to:**

- ACCO Brands USA, LLC, Lake Zurich, Ill., total sales volume \$1,181.48
- Cascade School Supplies, Inc, North Adams, Mass., total sales volume \$3,771.29
- Kurtz Bros, Inc, Clearfield, Pa., total sales volume \$249,597.22
- National Art & School Supplies, Rahway, N.J., total sales volume \$109,995.59
- Pyramid School Products, Tampa, Fla., total sales volume \$312,055.22
- School Specialty, LLC, Lancaster, Pa., total sales volume \$18,090.93
- Scott Electric, Greensburg, Pa., total sales volume \$11,355.00
- Staples Contract & Commercial LLC, Bristol, Pa., total sales volume \$106,066.80
- The Tree House, Inc, Norwood, Mass., total sales volume \$194.25

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

Motion by Victor Abate, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, 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

- **Priscilla Cruz**, Scranton, received a diploma from Reading Area School District. She has been employed as a recruiter with PA Migrant Education Program, Reading. Ms. Cruz is recommended as a **Migrant Education student support and recruitment specialist**, at an hourly rate of \$20.08 (\$39,156 annually), effective March 16, 2023 (contingent upon receipt of required clearances). Funds for this new position are available in the Migrant Education budget.
- **Tanya M. Gallagher**, Danville, received an associate degree from McCann School of Business, Sunbury. She has been employed as an adult counselor/advocate with Beyond Violence Inc., Berwick. Ms. Gallagher is recommended as a **career counselor specialist**, at an hourly rate of \$21.50 (\$41,925 annually), effective March 16, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES Project budget.
- **Stacey Losell**, South Williamsport, received a master's degree from Shippensburg University. She has been employed as a drug and alcohol counselor with Williamsport Family Medical Center. Ms. Losell is recommended as a **career counselor specialist**, at an hourly rate of \$23 (\$44,850 annually), effective Feb. 21, 2023. Funds for this replacement position are available in the YES Project budget.
- **Laynie Lyons**, Rochester, received an associate degree from the Community College of Beaver County, Monaca. She has been employed as a PIMS administrator/technology support with Rochester Area School District. Ms. Lyons is recommended as a **PIMS client support specialist**, at an hourly rate of \$22 (\$42,900 annually), effective March 16, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the PIMS budget.

#### Change in Start Date

- **Christen Benjo**, behavior intervention assistant, from Feb. 27, 2023 to March 2, 2023
- **Jeffrey J. Myers Jr.**, Corrections Education program principal, from March 1, 2023 to Feb. 21, 2023
- **Marsha L. Taylor**, career counselor specialist, from Feb. 27, 2023 to March 1, 2023

#### Rescinded Acceptance of Job Offer

- **Tanya Gallagher** rescinded her acceptance of the **career counselor specialist** position.

#### Rescinded Resignation

- **Alison Shughart** rescinded her resignation as Out-of-School-Time professional learning and instruction coordinator, submitted to the Feb. 15, 2023 board meeting.

#### Retirements

- **Debra G. Boyer**, Early Head Start/Head Start operations assistant, effective May 5, 2023
- **Eleanor S. Diehl**, regional team supervisor, effective March 8, 2023
- **Laura S. Klinger**, Head Start assistant instructor, effective March 15, 2023

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

#### Resignations

- **Karen L. Bobeck**, Early Head Start nurse/health monitor, effective March 2, 2023

- **Stacy Losell**, career counselor specialist, effective March 2, 2023
- **Soraida Padilla**, Head Start assistant instructor, effective March 9, 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 William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## 5.2 Part-Time Personnel

### New Employees – Non-Instructional Staff

- **Soniris Arroyo**, Migrant Education student support specialist, at an hourly rate of \$18, effective March 16, 2023
- **Matthew Shomaker**, Migrant Education student support specialist, at an hourly rate of \$18, effective March 16, 2023

### Position Transfer

- **Soraida Padilla**, from Head Start assistant instructor (full-time) at a current hourly rate of \$11 (\$18,216 annually), to Migrant Education student support specialist (part-time), at an hourly rate of \$18, effective March 16, 2023

### Resignations

- **Brenda J. Edwards**, data management and child accounting support services administrator, effective Feb. 28, 2023
- **Owen B. Keister**, facilities support assistant, effective Feb. 1, 2023

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, 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 2022-23 school year.

### Substitute Aide

Aryn Ewig

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## 6. BUILDINGS AND GROUNDS COMMITTEE – William Brecker, Chair; Jeffrey Kashner, Bill

**Pasukinis and Susy Wiegand, Committee Members**

No report.

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

No report.

**8. UNFINISHED BUSINESS**

None.

**9. NEW BUSINESS**

None.

**10. EDUCATIONAL PROGRAM MATTERS**

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

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

- Head Start/Early Head Start Monthly Report for December 2022
- Submission of Northumberland Area Head Start/Early Head Start Self-Assessment Plan: February 2023

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

Motion by Victor Abate, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, William Pasukinis, 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 Rhoads adjourned the meeting at 7:34 p.m.

**Respectfully submitted,**

**Slade Shreck  
Board Secretary**

**Amy Pfleegor  
Board Recording Secretary**



## **14. INFORMATION ONLY**

### **14.1 Board Nominations Survey Form 2023-24 (Attachment)**

In accordance with CSIU Board Policy 005, President Rhoads will appoint a Nominations Committee at the April 19, 2023 meeting. It is the responsibility of that committee to recommend a slate of candidates for 2023-24 CSIU Board Officers: president, vice president, secretary and treasurer.

The committee will present the slate of candidates to the board in May; it may be a single slate or contain multiple nominees for any office. Election of officers will take place at the annual reorganization meeting in June when the president will accept additional nominations from the floor.

To assist the Nominations Committee with its assignment, directors are asked to complete the Nomination Survey form if willing to serve on the committee or hold a board office for 2023-24.

### **14.2 Board Terms of Office**

The following terms on the CSIU board will expire June 30, 2023. Information has been sent to each superintendent requesting the district board either reappoint the current director or appoint another director for a three-year term on the CSIU Board, effective July 1, 2023 through June 30, 2026. The names of those directors will appear on the election ballot that will be sent to all district directors in April.

- Berwick Area – Susy Wiegand
- Bloomsburg Area – Jonathan Jones
- Central Columbia – Bruce Rhoads
- Midd-West – Victor Abate
- Shikellamy– Slade Shreck

### **14.3 CSIU Health and Safety Plan (Attachment)**

American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Funds require that Local Education Agencies (LEAs) receiving funding review their Health and Safety Plans at least every six months during the entire period of the LEA's ARP ESSER grant. The CSIU Health and Safety Plan was reviewed internally in February 2023 with no suggested changes or updates at this time.

### **14.4 Human Resources – Staff Leaves of Absence**

#### **Paid Leaves of Absence**

- **Alison M. Bobotas**, alternative education teacher, from Feb. 10, 2023 to Feb. 24, 2023
- **Letty Heim**, PIMS and student information systems data administrator, from Jan. 27, 2023 to March 24, 2023

#### **Unpaid Leaves of Absence**

- **Jami K. Vankirk**, classroom assistant, intermittent from Feb. 6, 2023 to July 31, 2023
- **Paula J. Morales**, behavior intervention assistant, intermittent from Feb. 1, 2023 to Feb. 1, 2024

#### **Return from Paid Leave of Absence**

- **Alison M. Bobotas**, alternative education teacher, effective Feb. 27, 2023

#### **Return from Unpaid Leave of Absence**

- **Jami K. Vankirk**, classroom assistant, effective Feb. 6, 2023



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

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

- **Molley M. Herrold**, Early Intervention instructional assistant, effective Jan. 31, 2023
- **Aimee C. Naimo**, career counselor specialist, effective Feb. 1, 2023
- **Marjorie L. Neff**, Early Head Start administrative assistant, effective Feb. 15, 2023
- **Stephanie E. Pryor**, Pre-K Counts assistant instructor, effective Feb. 23, 2023
- **Ashley N. Smith**, ODR special education coordinator, effective Feb. 27, 2023
- **Taylor N. Walter**, client support specialist I, effective Feb. 6, 2023

#### **14.6 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**

- (3) Building Fan Air Vent
- (3) Building Plate Air Diffuser
- (6) Building Vent Electronic Controlled
- (1) Drill Press
- (LOT) VSE CK-Mini Fogger Snow Master
- Wood Cabinets

##### **Cleaning Supplies**

- (1) Electric Pressure Washer
- (LOT) Glass Cleaner
- (1) Mixed Cleaning/Car Supplies
- (LOT) Paper Towels
- (LOT) Rain-X
- (1) Shop Vac

##### **Office Equipment**

- (8) File Cabinets
- (4) Office Chairs
- (4) Office Desks
- (3) Office Shelves
- (LOT) Picture Frames/Wall Art
- (1) Projector
- (18) Storage Cabinets
- (LOT) Student Chairs
- (3) TVs

##### **Vehicle Supplies**

- (LOT) Automatic Transmission Fluid
- (LOT) Bus Radios
- (1) Craftsman 60 gal. Air Compressor
- (LOT) Diesel Fuel Treatment
- (LOT) Engine Treatment
- (LOT) Fuel Injector Cleaner
- (LOT) Mixed Vehicle Engine Oil
- (2) Portable Air Tanks
- (LOT) Splash PX99 Fuel System Conditioner & Antifreeze
- (LOT) Tire Chocks
- (LOT) Vehicle Antifreeze/Coolant
- (LOT) Vehicle Break Fluid

- (1) Vehicle Waxer
- (LOT) Windshield De-Icer

#### 14.7 Administration – Staff Travel

**Sherri Smith**, Center for Schools and Communities design and communications coordinator, attended the **California State University, Northridge (CSUN) Assistive Technology Conference** on March 13-17, 2023 in Anaheim, Calif. While there, she learned about digital accessibility, skills for creating ADA Section 508 compliant digital communications, networked with users of assistive technology and looked for fee-for-service possibilities to share with staff. Funds for estimated expenses of \$2648 were available in the CSC communications and resource development budget.

**Alison Shughart**, Out-of-School-Time professional learning and instruction coordinator, will attend the **34th Annual National Service-Learning Conference** on April 2-5, 2023 in Nashville, Tenn. While there, she will co-present as part of the deliverables for the Mott service-learning grant. Funds for estimated expenses of \$2,311 are available in the PSAYDN budget.

**Miriam Krause**, Out-of-School-Time professional learning and instruction coordinator, will attend the **2023 50 State Afterschool Network Leaders Meeting** on April 3-5, 2023 in San Antonio, Texas. While there, she will network with leaders and staff to connect, learn and collaborate across the fifty states. Attendance by all afterschool networks is required. Funds for estimated expenses of \$1,645 are available in the PSAYDN budget.

**Thomas Caruso**, director of cooperative purchasing, **Jared Lehman**, chief innovation officer, and **Amber Lind**, cooperative purchasing program manager, will attend the **California Association of School Business Officials (CASBO) Annual Conference & California School Business Expo** on April 4-6, 2023 in Long Beach, Calif. While there, they will exhibit to promote the PEPPM cooperative purchasing program. Funds for estimated expenses of \$3,323 each are available in the joint purchasing budget.

**Sandra Odenwalt**, Migrant Education data analyst, will attend a meeting at **Northwest Tri-County Intermediate Unit** on April 6, 2023 in Edinboro, Pa. While there, she will meet and train with Migrant Education data specialists. Funds for estimated expenses of \$579 are available in the PA Migrant Education budget.

**Mark Carollo**, associate director of cooperative purchasing, will attend the **Association of Educational Purchasing Agencies (AEPA) Spring Conference** on April 24-26, 2023 in Omaha, Neb. While there, he will attend the spring meeting of the AEPA membership. Funds for estimated expenses of \$1,866 are available in the cooperative purchasing budget.

**Jose Reyes-Lua**, Statewide Migrant Education recruitment managing coordinator, will attend the **2023 National Migrant Education Conference** on April 30 to May 3, 2023 in Albuquerque, N.M. While there, he will participate in workshop sessions to enhance the outreach efforts of identification and recruitment of migrant families. He will also co-present on eligibility scenarios. Funds for estimated expenses of \$2,745 are available in the Migrant Education budget.

#### 14.8 Fiscal Communications

Feb. 14, 2023, an email from Michele Ametrano-Warford (Procurement Specialist 2 – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the revised agreement for All-Hazards services. Purchase Order #4300711725 is increased by the amount of \$7,200 for the final year of the agreement (July 1, 2022 – June 30, 2023).

Feb. 22, 2023, an email from Grant Solutions notifying CSIU of Award #03CH011898-03-01 for the Head Start/Early Head Start Program. The annual amount of this award is \$2,501,697 for the period of Dec. 1, 2022 through Nov. 30, 2023. This action funds \$1,824,450, which represents the balance of the annual amount.