

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS**  
**MINUTES OF THE REGULAR MONTHLY MEETING**  
**Wednesday, February 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 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	
Dr. Yohannes Getachew	Danville 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
Bill 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	Millville 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, March 15, 2023 at the CSIU central office.

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

Dr. Bernadette Boerckel, Chief Outreach Officer  
Matthew Butensky, Youth Development Project Manager  
Adam Comstock, Principal - Central Columbia High School  
Rae Ann Crispell, Administrative Support Director  
Kenneth Erb, Manager of Buildings and Grounds  
Jeffrey Groshek, Superintendent - Central Columbia School District  
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  
Amy Pfleegor, Executive Office Manager/Board Recording Secretary  
Brett Sarnoski, Life Skills Support Teacher - Central Columbia High School  
Eric Shearer, Telecommunications Technology Network Coordinator  
Brian Snyder, Chief Financial and Operations Officer

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

Directors were asked to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Jan. 18, 2023.

Motion to approve the minutes of the meeting held on Wednesday, Jan. 18, 2023 as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, Susy Wiegand

### **1.7 Spotlight Segment**

**Dr. Bernadette Boerckel**, Chief Outreach Officer, discussed a new series focused on promoting careers in education. She introduced the Central Columbia School District team featured in a video shared with directors, which tells the story of a district classroom that educates and nurtures students in an exemplary manner, helping to grow and inspire generations of future teachers. **Dr. Alan Hack**, Assistant Executive Director/Chief Academic Officer, highlighted the CSIU and state initiatives supporting educator pipelines.

## **2. BOARD GOVERNANCE**

None.

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

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

Directors were asked to approve the following January 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 January 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, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, 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 effective for the 2023-24 purchasing cycle as presented.

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

- BSN Sports, LLC, Jenkintown, Pa., total sales volume \$10,904.53
- Henry Schein, Melville, N.Y., total sales volume \$2,512.92
- Pyramid School Products, Tampa, Fla., total sales volume \$30,721.35
- Riddell/All American, North Ridgeville, Ohio, total sales volume \$934.38
- School Health Corporation, Rolling Meadows, Ill., total sales volume \$4,253.17
- Sportsman's, Johnstown, Pa., total sales volume \$65,142.50

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

- Hassinger & Company, Inc, New Cumberland, Pa., total sales volume \$156,644.08
- Hillyard Lancaster, Lancaster, Pa., total sales volume \$11,274.60
- LJC Distributors, Scranton, Pa., total sales volume \$107,444.05
- PA Paper & Supply Co, Inc, Scranton, Pa., total sales volume \$242,333.15
- Staples, Inc, Bristol, Pa., total sales volume \$52,350.46

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

Motion by Jonathan Jones, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, 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 Employee – Instructional Staff**

- **Brittany N. Gardner**, Bloomsburg, received a master's degree from Bloomsburg University. She has been employed as a substitute teacher with Millville Area School District. Ms. Gardner is recommended as a **special education teacher** at the master's step 1, effective Feb. 2, 2023, at an annual salary of \$51,178, according to the terms of the current Collective Bargaining Agreement. Funds for this replacement position are

available in the special education budget.

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

- **Christen Benjo**, New Columbia, received a bachelor's degree from Shippensburg University. She has been employed as an academic and behavior support specialist with New Story, Selinsgrove. Ms. Benjo is recommended as a **behavior intervention assistant**, at an hourly rate of \$20.90 (\$28,998.75 annually), effective Feb. 27, 2023 (contingent upon receipt of required clearances). Funds for this new position are available in the special education budget.
- **Jody L. Guadalupi**, New Columbia, received a bachelor's degree from University of Valley Forge, Phoenixville. She has been employed as an academic and behavior support specialist with New Story, Selinsgrove. Ms. Guadalupi is recommended as an **instructional support program assistant**, at an hourly rate of \$14 (\$19,425 annually), effective March 6, 2023 (contingent upon receipt of required clearances). Funds for this new position are available in the special education budget.
- **Kahla Manning**, Marion Heights, received a bachelor's degree from Bloomsburg University. She has been employed as a career resource area specialist with Central Susquehanna Opportunities, Inc., Shamokin. Ms. Manning is recommended as a **career counselor specialist**, at an hourly rate of \$21.75 (\$42,412.50 annually), effective Feb. 16, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES budget.
- **Andrew J. Moore**, Jersey Shore, received a master's degree from Lock Haven University. He has been employed as a clerk with Lycoming County PennDOT. Mr. Moore is recommended as a **career counselor specialist**, at an hourly rate of \$21.75 (\$42,412.50 annually), effective March 6, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES budget.
- **Julie Petrin**, Watontown, received a master's degree from Pennsylvania State University, University Park. She has been employed as a special education director with Warrior Run School District, Turbotville. Ms. Petrin is recommended as a **director of behavioral health support services** at an annual salary of \$110,000, effective April 17, 2023 (contingent upon receipt of required clearances). Funds for this new position are available in the AWARE IMPACT grant budget.
- **Kendra E. Stark**, Sunbury, received a bachelor's degree from Susquehanna University, Selinsgrove. She has been employed as a substitute teacher with the CSIU. Ms. Stark is recommended as an **instructional support program assistant**, at an hourly rate of \$13.10 (\$18,176.25 annually), effective Feb. 16, 2023. Funds for this replacement position are available in the special education budget.
- **Jennifer L. Taylor**, Milton, received a bachelor's degree from Old Dominion University, Norfolk, Va. She has been employed as a domestic violence coordinated entry specialist with Transitions of PA, Lewisburg. Ms. Taylor is recommended as a **career counselor specialist**, at an hourly rate of \$22.75 (\$44,362.50 annually), effective March 6, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES Project budget.
- **Marsha L. Taylor**, Reedsville, received a bachelor's degree from Shippensburg University. She has been employed as a center director with Keystone Human Resources, Harrisburg. Ms. Taylor is recommended as a **career counselor specialist**, at an hourly rate of \$21.75 (\$42,412.50 annually), effective Feb. 27, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES Project budget.

### **Position Transfers**

- **Lees M. Chevere**, from Millersville University Migrant Education team leader, at a current annual salary of \$60,625.50, to **Migrant Education student support and recruitment coordinator**, at an annual salary of \$63,000, effective Feb. 23, 2023

- **Jeffrey J. Myers Jr.**, from Corrections Education - science teacher, at a current annual salary of \$67,611, to **Corrections Education program principal**, at an annual salary of \$85,000, effective March 1, 2023 (contingent upon PDE approval of his Principal PK-12 certificate)

### **Salary Adjustment**

- **Mackenzie R. Ade**, Pre-K Counts assistant instructor - floater, from a current hourly rate of \$11.20 (\$15,540 annually) to an hourly rate of \$12.20 (\$16,927.50 annually), due to re-evaluation of position requirements and compensation, effective Jan. 19, 2023

### **Changes in Start Date**

- **Ivelisse Dunham**, Millersville University Migrant Education team leader, from Feb. 1, 2023 to Feb. 16, 2023
- **Summer Paul**, Head Start assistant instructor, from Jan. 3, 2023 to Jan. 19, 2023

### **Rescinded Acceptance of Job Offer**

- **Kahla Manning** rescinded her acceptance of the **career counselor specialist** position.

### **Resignations**

- **Rishona Campbell**, Center for Schools and Communities fiscal specialist, effective Jan. 20, 2023
- **Alison E. Shughart**, Out-of-School Time professional learning and instruction coordinator, effective Feb. 23, 2023
- **Steven Williams**, Pennsylvania Statewide Afterschool Youth Development Network associate director, effective Jan. 16, 2023

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

### **Retirements**

- **Marena I. Aguirre**, Migrant Education recruitment coordinator, effective Feb. 28, 2023
- **Bonnie J. Albertson**, special education teacher, effective Aug. 1, 2023
- **Judith A. Barnett**, student applications support SIF integration manager, effective July 6, 2023
- **Donna M. Moore**, ELECT student support and outreach coordinator, effective July 12, 2023
- **Wayne F. Roush**, systems analyst III, effective June 30, 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 Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, Susy Wiegand

## **5.2 Part-Time Personnel**

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

- **Racheal M. Spotts**, incarcerated youth case manager, at an hourly rate of \$25, effective Feb. 16, 2023 (contingent upon receipt of required clearances)
- **Ernest R. Wright**, incarcerated youth instructor, at an hourly rate of \$53.93, effective Feb. 16, 2023

### **Salary Adjustment**

- **Linda E. Walker**, healthcare education coordinator, from a current hourly rate of \$31.05 to an hourly rate of \$31.52, effective Feb. 16, 2023, due to new grant funding and duties

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, 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**

Amber Miller

Mary Ryer

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, Susy Wiegand

### **5.4 Addition to Tenured Employee List (Attachment)**

Directors were asked to accept Carly M. Legg, speech therapist, as an addition to the list of employees who have attained tenure (as defined by Public School Code, Section 1101), approved at the Oct. 19, 2022 board meeting.

Motion to approve an addition to the list of CSIU employees who have attained tenure as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, Susy Wiegand

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

### **6.1 Purchase of Tables**

Directors were asked to approve the purchase of 50 72" Flip-Top tables for the Conference and Learning Center meeting rooms at the CSIU central office, from National Business Furniture, a KPN vendor, at a cost not to exceed \$24,730.65. This purchase will replace current furniture which is damaged or outdated. Funds for this purchase are available in the capital reserve budget.

Motion to approve the purchase of tables as presented.

Motion by William Brecker, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, Susy Wiegand

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

No report.

## **8. UNFINISHED BUSINESS**

None.

## **9. NEW BUSINESS**

### **9.1 Holiday Schedule – 12-Month Non-Instructional Staff (Attachment)**

Directors were asked to approve the 2023-24 holiday schedule for 12-month non-instructional staff.

Motion to approve the 2023-24 holiday schedule for 12-month non-instructional staff as presented.

Motion by Lauren Hackenburg, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, Susy Wiegand

## **10. EDUCATIONAL PROGRAM MATTERS**

### **10.1 Transportation Contract (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:

- a transportation contract between CSIU Head Start and FishingCreek Transportation, effective July 1, 2022 through June 30, 2025

Motion to approve the transportation contract between CSIU Head Start and FishingCreek Transportation as presented.

Motion by William Pasukinis, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, Susy Wiegand

### **10.2 Purchase of Laptops and Accessories (Attachment)**

Directors were asked to approve the purchase of laptops and accessories from CDWG, a PEPPM vendor, at a cost not to exceed \$26,825.05. These items will be used in collaboration with Chester County (CCIU) and Northeastern Educational Intermediate Units (NEIU) for esports, STEM and a sense of belonging for students across the Commonwealth.

Funds for this purchase are available in the staff development budget. The CSIU will be

reimbursed by the CCIU and NEIU, who were awarded the Northeastern Pennsylvania STEM Ecosystem grant.

Motion to approve the purchase of laptops and accessories as presented.

Motion by Victor Abate, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, Susy Wiegand

## **11. ADMINISTRATIVE MATTERS**

### **11.1 CSIU Solicitor**

Directors were asked to terminate the approval of Terry Light, Brann & Light, P.C. as CSIU Solicitor due to his impending retirement.

Directors were also asked to approve Mark Fitzgerald, Fox Rothschild LLP, as CSIU Solicitor for the remainder of 2022-23, effective Feb. 16, 2023.

Motion to approve changes to the CSIU Solicitor as presented.

Motion by Dennis Keiser, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, David Hess, Tamara Hoffman, Jonathan Jones, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Alvin Weaver, Susy Wiegand

Dr. Kurelja thanked Terry Light for his 40+ years of service as solicitor for the CSIU.

## **12. ADMINISTRATIVE REPORTS**

### **12.1 Executive Leadership - Dr. John Kurelja, Executive Director**

## **13. ADJOURNMENT**

### **13.1 Adjourn Meeting**

President Rhoads adjourned the meeting at 7:37 p.m.

**Respectfully submitted,**

**Slade Shreck  
Board Secretary**

**Amy Pfleegor  
Board Recording Secretary**

## 14. INFORMATION ONLY

### 14.1 Unrestricted Funds Summary (Attachment)

The information item includes a summary of CSIU unrestricted funds for the 2022-2023 FY (Projected).

### 14.2 CSIU 907-A Report for 2021-22 Fiscal Year (Attachment)

On June 30, 2011, the Governor signed into law Act 24 of 2011 amending the Public School Code and creating a new reporting requirement for Intermediate Units.

The PDE 907-A Report for Intermediate Units identifying all contracts, interagency agreements, intergovernmental agreements, purchase orders, memoranda of understanding, agreements and other arrangements between a Commonwealth agency and the CSIU and between the CSIU and another or other intermediate units with a value of \$50,000 or greater has been filed for 2021-22.

The CSIU 2021-22 fiscal year report included 62 agreements aggregating to \$44,692,247 in value. A copy of the CSIU 2021-22 907-A Report and Guidelines are attached.

### 14.3 Human Resources – Staff Leaves of Absence

#### Unpaid Leave of Absence

- **Jami K. VanKirk**, classroom assistant, from Jan. 9, 2023 to Feb. 3, 2023

#### Return from Paid Leaves of Absence

- **Dawn M. Reed**, client support specialist III, effective Jan. 12, 2023
- **Mallory L. Weymer**, grant development and research coordinator, effective Jan. 11, 2023

#### Return from Paid/Unpaid Leave of Absence

- **Kristen M. Myers**, speech therapist, effective Jan. 1, 2023

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

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

- **Alexandria J. Comly**, Early Intervention instructional assistant, effective Jan. 25, 2023
- **Christine M. Ditzler**, classroom assistant, effective Jan. 19, 2023
- **Daphne Ducrepin**, nutrition aide/custodian, effective Jan. 20, 2023
- **Christine A. Fuller**, client support specialist, effective Jan. 13, 2023
- **Hannah E. Grennell**, classroom assistant, effective Jan. 5, 2023
- **Jasmin M. Gross**, classroom assistant, effective Jan. 17, 2023
- **Edith R. Jacdong**, classroom assistant, effective Jan. 17, 2023
- **Edith M. Rivera**, classroom associate, effective Jan. 9, 2023
- **Sarah E. Roslevich**, Pre-K Counts associate instructor, effective Jan. 19, 2023
- **Benjamin F. Simmons**, Center for Schools and Communities project specialist, effective Jan. 18, 2023
- **Patricia Snyder**, classroom assistant, effective Jan. 11, 2023
- **Katie T. Thompson**, Head Start assistant instructor, effective Jan. 16, 2023

### 14.5 Human Resources – Stipend Payments

The executive director authorized the following:

- individual stipend payment to **Kelley Dussinger**, speech therapist, in the amount of \$1,000, who will serve as a mentor teacher during the 2022-23 school year

#### 14.6 Administration – Staff Travel

**Laura Saccente**, strategic initiatives director, and **Dr. Shileste Overton Morris**, chief programs officer, will attend the ***AESA Experimentation, Innovation & Pricing Workshop*** on Feb. 16-17, 2023 in Cincinnati, Ohio. While there, they will learn about the principles of the business strategy framework with the fundamentals of service design, experimentation and pricing. Funds for estimated expenses of \$1,127 and \$1,237, respectively, are available in the CSC local budget.

**John Wargo**, director of technology, will attend the ***Multi-State Information Sharing and Analysis Center (MS-ISAC) Executive Board meeting*** Feb. 27 through March 2, 2023 in Salt Lake City, Utah. While there, he will attend the annual executive board meeting to discuss national cyber-related plans and issues. He will also meet with the leaders of the Cybersecurity and Infrastructure Security Agency. Funds for estimated expenses of \$200.30 are available in the technology services budget. Travel, room and some meal expenses are covered by MS-ISAC.