

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, December 21, 2022**

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

DINNER – 5:45 p.m.

ENTERTAINMENT – 6:15 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 7:02 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 11; Directors absent - 4; Vacancy - 2

Director	District	Present	Absent
Victor Abate	Midd-West	X	
William Brecker	Mount Carmel Area	X	
Dr. Yohannes Getachew	Danville Area	X	
Lauren Hackenburg	Line Mountain	X	
Tamara Hoffman	Warrior Run	X	
Jonathan Jones	Bloomsburg Area		X
Jeffrey Kashner	Shamokin Area		X
Dennis Keiser, Treasurer	Mifflinburg Area	X	
Gregory Klebon	Southern Columbia Area		X
Bill Pasukinis	Benton Area	X	
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, Jan. 18, 2023 at the CSIU central office.

1.5 Recognition of Guests and Opportunity for Public Comment

Dr. Bernadette Boerckel, Chief Outreach Officer
Eva Crishock, Senior Client Support Specialist I
Rae Ann Crispell, Administrative Support Director
Kenneth Erb, Manager of Buildings and Grounds
Rebecca Evans, Behavior Intervention Assistant
Mary Feerrar, Business Systems Analyst
Brenna Gable, EA Representative
Dr. Alan Hack, Chief Academic Officer
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
Joseph Melvin II, Center for Safe Schools Director
Mary Mingle, Adult Education Program Manager
Karen Nogle, Benefits and Wellness Specialist
Dr. Shileste Overton-Morris, Chief Programs Officer
Brian Paulhamus, Information Security Officer
Amy Pfleegor, Executive Office Manager/Board Recording Secretary
Matthew Roslevich, Senior Technical Support Specialist
Eric Shearer, Telecommunications Technology Network Coordinator
Brian Snyder, Chief Financial and Operations Officer

President Rhoads welcomed David Hess from the Selinsgrove Area School District Board of Directors.

1.6 Approval of Minutes (Attachment)

Directors were asked to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Nov. 16, 2022.

Motion to approve the minutes of the meeting held on Wednesday, Nov. 16, 2022 as presented.

Motion by Slade Shreck, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

1.7 Spotlight Segment

Chief Academic Officer **Dr. Alan Hack** and Chief Outreach Officer **Dr. Bernadette Boerckel** introduced the CSIU Choir members. The choir consists of employees who volunteer from several programs at the CSIU.

2. BOARD GOVERNANCE

2.1 Officer Position

Directors were asked to nominate and elect a CSIU Board Treasurer to fill the position vacated by Dennis Keiser, who assumed the role of CSIU Board Vice President at the Nov. 16, 2022 CSIU Board of Directors meeting. This replacement position will be effective Dec. 22, 2022 through June 30, 2023. Mr. Rhoads announced that Tamara Hoffman, Warrior Run representative, expressed an interest in the CSIU Board Treasurer position. No other nominations were received.

Motion to approve Tamara Hoffman as CSIU Board of Directors nomination for Board Treasurer as presented.

Motion by Mary Ann Stanton, second by Victor Abate.

Final Resolution: Motion passed unanimously,

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

2.2 Director Appointment

Directors were asked to approve Mr. David Hess, Selinsgrove Area School District, as its CSIU Board representative to fill the position vacated by the resignation of Mr. Larry Augustine from his home district school board. This replacement position will be effective Dec. 22, 2022 through June 30, 2024.

Mr. Augustine resigned from the CSIU Board of Directors in October 2022 after 10 years of service.

Motion to approve director appointment as presented.

Motion by Slade Shreck, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

2.3 Next Century, Inc. (NXC)– CSIU Board Representative

Directors were asked to make a CSIU Board of Directors' recommendation to serve on the Next Century, Inc. board, effective Dec. 22, 2022 through June 30, 2025 due to the recent resignation of Mrs. Deborah Price, Millville Area School District representative. Mr. Rhoads announced that William Brecker, Mount Carmel Area representative, expressed an interest in the Next Century role. No other nominations were received.

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.

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

Motion by Lauren Hackenburg, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara

Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

2.4 Susquehanna Education Foundation (SEF) – CSIU Board Representative

Directors were asked to make a CSIU Board of Directors recommendation to serve on the SEF board, effective Dec. 22, 2022 through June 30, 2025, due to the recent resignation of Mrs. Deborah Price, Millville Area School District representative. Mr. Rhoads announced that Lauren Hackenburg, Line Mountain representative, expressed an interest in the Susquehanna Education Foundation role. No other nominations were received.

SEF by-laws state that two of its members, elected by the CSIU Board of Directors, shall serve on the SEF board. Mr. Slade Shreck currently serves on the SEF board.

Motion to elect Lauren Hackenburg as the CSIU Board of Directors recommendation to serve on the NXC board as presented.

Motion by Tamara Hoffman, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, 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 November 2022 (Attachments)

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

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

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

Motion by Tamara Hoffman, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

3.2 Insurance Policy Renewals (Attachment)

Administration recommended approval of the CSIU insurance policy renewals, effective Dec. 1, 2022 through Nov. 30, 2023 at a total cost of \$168,526 (an increase of \$5,790 or 3.56 percent from 2021-22). A comprehensive list of policies, companies and costs was provided.

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

Motion by Tamara Hoffman, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, 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 KPN and AEPA Bid Awards and Contract Extensions (Attachments)

Directors were asked to approve bid awards and contract extensions for the Association of Educational Purchasing Agencies (AEPA) and Keystone Purchasing Network (KPN) contracts as presented.

- KPN Bid Awards through Dec. 31, 2023
- AEPA and KPN Contract Extensions through Feb. 28, 2024

Motion to approve KPN and AEPA bid awards and contract extensions as presented

Motion by Victor Abate, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

4.2 PEPPM 2023 Apple and Product Line Bid Awards (Attachments)

Directors were asked to approve PEPPM Apple and Product Line Bid Awards, effective Jan. 1, 2023 through Dec. 31, 2025.

Motion to approve the PEPPM 2023 Apple and Product Line Bid Awards as presented.

Motion by Victor Abate, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, 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 Employee – Instructional Staff

- **Kayla M. Thorpe**, Paxinos, received a master's degree from Misericordia University, Dallas. She has been employed as a pediatric speech-language pathologist with Allied Services - John Heinz Rehabilitation, Wilkes Barre. Ms. Thorpe is recommended as a **speech therapist** at the master's step 1, effective Jan. 9, 2023 (contingent upon receipt of required clearances), 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 Early Intervention budget.

New Employees – Non-Instructional Staff

- **Rhonda K. Dunn**, Sunbury, received a bachelor's degree from Bloomsburg University. She has been employed as a personal care aide with E.S.S., Sunbury. Ms. Dunn is recommended as a **transition work experience job coach**, at an hourly rate of \$20.90 (\$28,998.75 annually), effective Dec. 22, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the special education budget.
- **Brenda A. Fogelman**, Milton, received an associate degree from McCann School of Business, Lewisburg. She has been employed as an administrative assistant to the Business Administrator with Mifflinburg Area School District. Ms. Fogelman is

- recommended as a **grant and budget analyst**, at an hourly rate of \$24.62 (\$48,009 annually), effective Dec. 22, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the finance budget.
- **Summer Paul**, Shamokin, received a diploma from Line Mountain Junior/Senior High School, Dalmatia. She has been employed as a registered behavioral technician with Mission Autism Clinics, Bloomsburg. Ms. Paul is recommended as a **Head Start assistant instructor**, at an hourly rate of \$11.30 (\$16,611 annually), effective Jan. 3, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
 - **Patricia Pupo**, Mt. Carmel, received a bachelor's degree from Bloomsburg University. She has been employed as a substitute teacher with Mount Carmel Area School District and as an incarcerated youth instructor with the CSIU. Ms. Pupo is recommended as a **Head Start senior instructor**, at an hourly rate of \$18.41 (\$27,062.70 annually), effective Dec. 13, 2022. Funds for this replacement position are available in the Head Start budget.
 - **Rebecca L. Roney**, Danville, received a diploma from Danville Area High School. She has been employed as a realtor with Villager Realty, Danville. Ms. Roney is recommended as an **online learning administrative and technology support assistant**, at an hourly rate of \$19 (\$37,050 annually), effective Jan. 3, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the virtual learning budget.
 - **Andra Sauers**, Allenwood, received a master's degree from Arizona State University, Tempe. She has been employed as a supervisor of secondary special education with Williamsport Area School District. Ms. Sauers is recommended as a **special education program supervisor**, at an annual salary of \$89,000, effective Feb. 21, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the special education budget.
 - **Daniel R. Wilson**, Red Lion, received a master's degree from the University of Toledo. He has been employed as an administrative assistant with PeopleShare, Camp Hill. Mr. Wilson is recommended as a **Center for Schools and Communities data support specialist**, at an hourly rate of \$22.60 (\$44,070 annually), effective Dec. 22, 2022 (contingent upon receipt of required clearances). Funds for this replacement position are available in the CSC budget.

Position Transfers

- **Eva J. Crishock**, from client support specialist III at a current annual salary of \$52,193.80 to **senior client support specialist I**, at an annual salary of \$54,193.80, effective Dec. 22, 2022
- **John D. Dunton**, from senior client support specialist I at a current annual salary of \$62,084.50 to **senior client support specialist II**, at an annual salary of \$64,084.50, effective Dec. 22, 2022
- **Lisa J. Fox**, from client support consultant III at a current annual salary of \$72,325.08 to **client support analyst I**, at an annual salary of \$74,325.08, effective Dec. 22, 2022
- **Austin T. Fry**, from client support specialist III at a current annual salary of \$51,674.98 to **senior client support specialist I**, at an annual salary of \$53,674.98, effective Dec. 22, 2022
- **Penny M. Graybill**, from client support analyst I at a current annual salary of \$75,149.57 to **client support analyst II**, at an annual salary of \$77,149.57, effective Dec. 22, 2022
- **Melissa W. Hampton**, from client support specialist I at a current annual salary of \$50,106.25 to **client support specialist II**, at an annual salary of \$52,106.25, effective Dec. 22, 2022

- **Kathy A. Moyer**, from systems analyst II at a current annual salary of \$86,146.94 to **senior systems analyst I**, at an annual salary of \$88,146.94, effective Dec. 22, 2022
- **Vickie M. Norman**, from PIMS client support specialist II at a current hourly rate of \$24.40 (\$47,580 annually) to **cooperative purchasing order specialist**, at an hourly rate of \$25 (\$48,750 annually), effective Dec. 22, 2022
- **Toya N. Timsina**, from Migrant Education student support specialist at a current hourly rate of \$20.62 (\$40,209 annually) to **newcomer programs coordinator**, at an annual salary of \$53,000, effective Dec. 22, 2022

Title Change

- **Katherine Vastine**, from WATCH Project program manager and CARES team leadership coordinator to **CARES leadership coordinator**, effective Dec. 22, 2022

Change in Start Date

- **Denise Williams**, Head Start assistant instructor, from Nov. 29, 2022 to Dec. 6, 2022

Resignations

- **Aryn N. Ewig**, Head Start assistant instructor, effective Nov. 11, 2022
- **Dorothy A. Miller**, career counselor specialist, effective Nov. 7, 2022
- **Brianna L. Olszewski**, special education teacher, effective Dec. 9, 2022

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

Retirement

- **Tina K. Noll**, buildings and grounds management assistant, effective June 30, 2023

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

Furloughs

- **Soniris Arroyo**, workforce career coach, effective Jan. 31, 2023, due to the end of program funding
- **Tammie L. Confair**, workforce operations coordinator, effective Jan. 31, 2023, due to the end of program funding
- **David J. Morales**, workforce career coach, effective Jan. 31, 2023, due to the end of program funding

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, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.2 Part-Time Personnel

Furlough

- **Ricky A. Benfer**, digital literacy specialist, effective Dec. 31, 2022, due to the end of program funding

Resignation

- **Gerardo S. Salinas**, Migrant Education after-school instructor, effective Nov. 28, 2022

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

Motion to approve a part-time personnel recommendation as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, 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 Teachers

Jade Enders

Brooke Erdley

Amber Miller

Haley Muth

Beth Scheirer

Katie Sheaffer

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, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.4 Appointment of Assistant Executive Director/Chief Academic Officer Job Description/

Title Change – Position Transfer

The executive director recommended a change in the job description/title for **Dr. Alan J. Hack**, chief academic officer to **assistant executive director/chief academic officer**, effective Dec. 22, 2022, in accordance with terms of PA School Code §10-1078 (four-year period – Dec. 22, 2022 through Dec. 21, 2026), with a salary adjustment of \$3,000 and all applicable benefits as described in the senior leader agreement. This appointment was recommended to increase administrative operational efficiency and better position the administration for future program changes and adjustments.

Motion to approve the appointment of Assistant Executive Director/Chief Academic Officer as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.5 YES Staff Position Transfers and Salary Adjustments

Directors were asked to approve the following YES staff position transfers and salary adjustments as presented, pending approval from the Advanced Central Pennsylvania Workforce Development Board in December:

Position Transfers

- **Victoria A. Kramer**, from career pathways specialist at a current hourly rate of \$19.20 (\$37,440 annually) to **career counselor specialist** at an hourly rate of \$23.45 (\$45,727.50 annually), effective Dec. 22, 2022
- **Shane A. Mills**, from career pathways specialist at a current hourly rate of \$17.75 (\$32,482.50 annually) to **career counselor specialist** at an hourly rate of \$22 (\$42,900 annually), effective Dec. 22, 2022

Salary Adjustments

- **Paula J. Dickey**, YES Project program manager from a current annual salary of \$66,082.12 to an annual salary of \$74,373 due to re-evaluation of position responsibilities and compensation, effective Dec. 22, 2022
- **Nichole A. Harer**, career and operations coordinator from a current hourly rate of \$22.28 (\$43,446 annually) to an hourly rate of \$26.53 (\$51,733.50 annually), due to re-evaluation of position responsibilities and compensation, effective Dec. 22, 2022
- **Christine D. Hornberger**, career counselor specialist from a current hourly rate of \$18.81 (\$36,679.50 annually) to an hourly rate of \$23.06 (\$44,967 annually), due to re-evaluation of position responsibilities and compensation, effective Dec. 22, 2022
- **Aimee C. Naimo**, career counselor specialist from a current hourly rate of \$18 (\$35,100 annually) to an hourly rate of \$22.25 (\$43,387.50 annually), due to re-evaluation of position responsibilities and compensation, effective Dec. 22, 2022
- **Jennifer L. White**, career counselor specialist (part-time) from a current hourly rate of \$20.70 to an hourly rate of \$25.02 due to re-evaluation of position responsibilities and compensation, effective Dec. 22, 2022

Motion to approve YES staff position transfers and salary adjustments as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.6 Pre-K Counts Stipends

Directors were asked to approve a one-time stipend payment for the following non-bargaining employees working in the Pre-K Counts program. The stipend amount is based on the following tiered levels with respect to years of service:

- Less than two years of service - \$250
- 2-5 years of service - \$500
- 5+ years of service - \$750

Employees

- **Amy K. Acornley**, Pre-K Counts associate instructor II - \$750
- **Sara J. Boucher**, Pre-K Counts senior instructor - \$500
- **Carrie L. Karnes**, Pre-K Counts senior instructor - \$750
- **Elizabeth A. Martinez**, Pre-K Counts assistant instructor II - \$500

- **Erin N. Mills**, Pre-K Counts senior instructor - \$750
- **Stephanie E. Pryor**, Pre-K Counts assistant instructor - \$250
- **Sarah E. Roslevich**, Pre-K Counts associate instructor - \$250
- **Donna A. Vought**, Pre-K Counts senior instructor - \$750
- **Stephine R. Welsh**, Pre-K Counts associate instructor - \$250

Motion to approve one-time Pre-K Counts stipends as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

5.7 Wellness Initiative

A financial-wellness initiative was recommended to promote and support staff wellness with the goal to lower healthcare costs for employees and the organization. The wellness incentive will be available to all full-time benefits-eligible staff members and will be administered through Health Advocate, a third-party wellness administrator.

Staff members who enroll in the Health Advocate wellness program will be eligible to receive one annual financial-wellness incentive based upon the completion of the wellness activities, challenges and workshops based on the compensation tiers below. Participation is 100 percent voluntary and at the employee's discretion to enroll. The wellness plan year will run from January to December each year. Funds for this program are available in the central support services budget.

\$150 Tier 1 – Bronze

\$250 Tier 2 – Silver

\$350 Tier 3 – Gold

Motion to approve the wellness initiative as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, 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

6.1 Electrical Services Contract

Administration recommended approval of a contract with Gass Electric, Inc., Sunbury, to upgrade three electrical panels at the CSIU central office at a cost not to exceed \$8,900. Funds for this contract are available in the buildings and grounds budget.

Motion to approve a contract with Gass Electric Inc. as presented.

Motion by William Brecker, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

6.2 Restroom Renovations Contract

Administration recommended approval of a contract with Gordian, Greenville, S.C., through the KPN contract, for restroom renovations to the CSIU central office at a cost of \$94,670.10. Renovations include general construction, new countertops, sinks, touchless faucets and associated hardware and fittings.

Directors were also asked to approve the authorization of the executive director to approve any change orders that may occur up to a cumulative amount of \$10,000. Funds for this contract are available in the capital reserve budget and ESSERS grant.

Motion to approve a contract with Gordian as presented.

Motion by William Brecker, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

6.3 Purchase of Vehicle

Directors were asked to approve the purchase of a 2022 Ford F250 pickup truck from Sunbury Motors, Sunbury, at a cost of \$51,639, per the COSTARS 025-E22-444 purchasing agreement, due to an increase in vehicle usage by staff. This vehicle will be used for the buildings and grounds department. Funds for this purchase are available in the capital reserve budget.

Motion to approve the purchase of a vehicle as presented.

Motion by William Brecker, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

6.4 Lease Agreement

Directors were asked to approve a lease agreement (after further review from legal counsel) with Hazleton Integration Project, Inc., for office space located at 225 East Fourth Street, Hazleton, at a cost of \$600 per month. This lease is for Jan. 1, 2023 through Dec. 31, 2025. Funds for this lease are available in the Migrant Education Program budget.

Motion to approve a lease agreement with Hazleton Integration Project, Inc. as presented.

Motion by William Brecker, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

6.5 Lease Agreement Termination

Administration recommended approval to terminate a lease agreement with Wills Development, Pittston, Pa., for property located at One West Broad Street, Suite 4, Hazleton, effective Feb. 1, 2023. This space is currently used for the Migrant Education Program.

Motion to approve the termination of a lease agreement with Wills Development as presented.

Motion by William Brecker, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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 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:

- Head Start and Early Head Start Monthly Report for October 2022
- Proposed changes to the Head Start/Early Head Start 2022 ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Plan – Part 1302

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

Motion by Dennis Keiser, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, 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

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

Respectfully submitted,

**Slade Shreck
Secretary**

Amy Pfleegor
Board Recording Secretary

14. INFORMATION ONLY

14.1 Public Surplus – Online Auction

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

Electronics

- (1) Avaya system
- (1) Cisco ACE 4710
- (1) Cisco ACE 4710
- (4) Fax/Printer
- (1) LCD TV
- (1) LCD TV
- (2) PC Monitor
- (5) PC Monitor Stand
- (10) PC w/ Monitor

Food Storage

- (3) Mini Fridge
- (2) Portable Food Server

Miscellaneous

- (1) Blocks and Bricks

Office and Classroom Furniture

- (6) Cabinet
- (1) Cork Board
- (3) Cubbies
- (12) Desk
- (7) File Cabinet
- (1) Folding Table
- (2) Low Table
- (29) Office Chair
- (3) Office Desk
- (3) Office Light
- (1) Paper Cutter
- (1) Paper Hole Punch
- (1) Plastic Cart
- (1) Rocking Chair
- (3) Shelves
- (2) Steps
- (12) Table
- (4) White Board
- (1) Wood Chest
- (1) Wood Dresser
- (1) Wood Podium Top

Shop and Warehouse Equipment

- (1) Delta Wood Lathe
- (1) Drill Press
- (1) Pallet Jack Broken

- (1) Shear

Vehicles

- (1) 2005 Ford Freestyle
- (1) 2003 Ford Windstar

14.2 eBay Auction Services

The following items will be listed using eBay Auction Services:

Studio Equipment

- (1) ¼ Expansion Bar NEUTRIK NYS-SPP-L1
- (1) Behringer Ultra-curve Pro
- (2) Behringer Virtualizer
- (1) Bitek Soft Box
- (1) Brifocus Studio Light
- (1) Denon Professional Mixer
- (1) DVD Burner 11 Drive Tower
- (1) Furman M-8x2
- (1) Furman SMP+ power
- (8) Lacie External HD
- (1) Mackie Big Knob
- (1) Mackie HR626 XLR Speakers
- (1) Mackie Universal Control Pro
- (1) Merit Furman M-8D POWER
- (1) Monster Power HDP 2400
- (1) Motu 8 PRE
- (1) Nikon 55-200 Lens
- (1) Pro MPA II AMP
- (1) Shure Power Supply
- (2) Sony Camcorder

14.3 Human Resources - Staff Leaves of Absence

Paid Leave of Absence

- **Heather L. Taggart**, communications coordinator, from Oct. 26, 2022 to Nov. 30, 2022

Return from Paid Leave of Absence

- **Jeannie M. Carrol**, teacher of deaf/hearing impaired, effective Nov. 17, 2022
- **Heather L. Taggart**, communications coordinator, effective Dec. 1, 2022

Return from Unpaid Leave of Absence

- **Sarah N. Harper**, special education teacher, effective Nov. 16, 2022
- **Shannon Ross**, instructional support program assistant, effective Nov. 14, 2022

Return from Paid/Unpaid Leave of Absence

- **Kaitlyn M. Hock**, educational consultant, effective Nov. 21, 2022

14.4 Human Resources - Completion of New Employee Probationary Period

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

- **Marla J. Ramer**, accounting and payroll specialist, effective Nov. 22, 2022
- **Meredith L. Rudy**, accounts payable specialist, effective Nov. 18, 2022
- **Rebecca S. Wright**, Early Intervention instructional assistant, effective Nov. 4,

14.5 Human Resources - Stipend Payments

The executive director authorized the following:

- individual stipend payment to **Jennifer L. Garancosky**, Early Intervention teacher, in the amount of \$1,000, who served as a mentor teacher during the 2021-22 school year
- individual stipend payment to **George S. Goodwin**, alternative education teacher, in the amount of \$1,000, who served as a mentor teacher during the 2021-22 school year
- individual stipend payment to **Brach W. Rosancrans**, corrections education teacher, in the amount of \$1,000, who served as a mentor teacher during the 2021-22 school year
- individual stipend payment to **Erin R. Treadway**, special education teacher, in the amount of \$1,000, who will serve as a mentor teacher during the 2022-23 school year
- individual stipend payment to **Ernest R. Wright**, corrections education teacher, in the amount of \$1,000, who served as a mentor teacher during the 2021-22 school year

14.6 Administration – Staff Travel

Kenneth Erb, manager of buildings and grounds, **Jeffrey Kay**, special projects technology manager, and **Matthew Sherwood**, buildings and grounds technician, will attend the **Consumer Electronics Show** on January 5-8, 2023 in Las Vegas, Nev. While there, they will engage with industry experts in emerging trends and technologies. They will explore how content, creativity, technology and branding will lead to changes and improvements in technology. Funds for estimated expenses of \$1,815, \$1,830 and \$1,950, respectively, are available in the buildings and grounds and KEI budgets.

Amber Lind, cooperative purchasing programs manager, will attend the **California Association of Public Procurement Officials Conference** on Jan. 9-10, 2023 in Monterey, Calif. While there, she will exhibit and promote KPN cooperative purchasing contracts and services. Funds for estimated expenses of \$1,436 are available in the cooperative purchasing budget.

Thomas Caruso, director of cooperative purchasing, and **Amber Lind**, cooperative purchasing programs manager, will attend the **Future of Education Technology Conference** on Jan. 23-27, 2023 in New Orleans, La. While there, they will exhibit and promote PEPPM cooperative purchasing contracts and services. Funds for estimated expenses of \$1,640 each are available in the cooperative purchasing budget.

Melissa Turnpaugh, youth development coordinator, will attend the **National Youth Advocacy and Resilience Conference** on March 5-8, 2023 in Savannah, Ga. While there, she will attend general sessions to learn more about the national perspective on educational impacts for children and youth experiencing homelessness and the issues that all states are facing. Funds for estimated expenses of \$2,949 are available in the ARP-HCY QH2 budgets.

14.7 Fiscal Communications

Nov. 3, 2022, an email from Grant Solutions notifying CSIU of the Project Period Closeout for the Work Attributes Toward Careers in Health (WATCH) Program. The Project Period for

Award #90FX0033-05-03 ended on Dec. 31, 2021.

Nov. 19, 2022, an email from David Boyer (Fiscal Technician – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved Award for the American Rescue Plan-Homeless Children and Youth (ARP-HCY) Technical Assistance Program. Project #181-21-3002 is in the amount of \$990,937 for the period of July 1, 2021 through Sept. 30, 2024.

Nov. 24, 2022, an email from Grant Solutions notifying CSIU of Award #03CH011898-03-00 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 \$1,824,452 of the annual amount. The balance will be awarded at a later date.