

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, January 17, 2024**

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

President Rhoads called the meeting to order at 7:01 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present: 14; Directors absent: 2; Vacancy: 1

Director	District	Present	Absent
Terry Boonie	Midd-West	X	
William Brecker	Mount Carmel Area	X	
Thomas Eberhart	Mifflinburg Area	X	
Lauren Hackenburg, Treasurer	Line Mountain	X	
David Hess	Selinsgrove Area	X	
Robert Hormell	Warrior Run	X	
Jonathan Jones	Bloomsburg Area	X	
Jeffrey Kashner	Shamokin Area		X
Brianna Maciejewski	Southern Columbia Area	X	
Susan Myers	Millville Area	X	
William Pasukinis	Benton Area	X	
Brenda Post	Berwick Area	X	
Bruce Rhoads, President	Central Columbia	X	
Slade Shreck, Secretary	Shikellamy	X	
Mary Ann Stanton, Vice President	Lewisburg Area	X	
Dr. Alvin Weaver	Milton Area		X
Vacancy	Danville Area		X

1.4 Announcements

Directors were asked to state their names 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, Feb. 21, 2024 at the CSIU central office.

President Rhoads announced that due to recent turnover on the board, an email will be sent to all directors seeking assistance on the board committees.

1.5 Recognition of Guests and Opportunity for Public Comment

Jamie Bartlett, Head Start Programs Manager
 Bernadette Boerckel, Chief Outreach Officer
 Rae Ann Crispell, Administrative Support Director
 Kenneth Erb, Manager of Buildings and Grounds
 Alan Hack, Chief Academic Officer
 Issac Hackenburg, Work Foundations+ Student
 Jeremy and Amy Hackenburg, Parents of Work Foundations+ Student
 Jessica Harry, Special Education and Off-Site Facilities Support Programs Supervisor
 Kevin Kilgus, Director of Financial Services
 John Kurelja, Executive Director
 Jared Lehman, Chief Innovation Officer
 Terri Locke, Director of Special Education and Alternative Placement
 Jeremiah Mordan, Work Foundations+ Student
 Shileste Overton Morris, Chief Programs Officer
 Amy Pfleegor, Executive Office Manager/Board Recording Secretary
 Laura Saccente, Center for Schools and Communities Assistant Director
 Eric Shearer, Telecommunications Technology Network Coordinator
 Brian Snyder, Chief Financial and Operations Officers
 Robert Welch, Building Trades Teacher
 Heather Wheeland, Parent of Work Foundations+ Student

1.6 Approval of Minutes (Attachment)

Directors were asked to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Dec. 20, 2023.

Motion to approve the minutes of the meeting held on Wednesday, Dec. 20, 2023 as presented.

Motion by Susan Myers, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis, Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

1.7 Spotlight Segment – Board Recognition

Alan Hack, Assistant Executive Director/Chief Academic Officer, introduced staff and students from the Work Foundations+ program, who thanked directors for their commitment to the CSIU. Directors were also given appreciation gifts from the students. **Robert Welch**, Building Trades Teacher, shared how students designed and created the board appreciation gifts. **Jessica Harry**, Special Education and Off-Site Facilities Support Programs Supervisor, provided directors with information about Work Foundations+ and thanked the board for supporting the program.

2. BOARD GOVERNANCE

2.1 Director Appointment

Directors were asked to approve **Dr. Samuel Faulkner**, Danville Area School District, as its CSIU Board representative. Dr. Faulkner stepped down from the CSIU Board of Directors in November 2023 due to his home district term expiring. Dr. Faulkner recently returned to the Danville Area School Board and was re-appointed to the CSIU Board of Directors as the district's representative. This replacement position will be effective Jan. 18, 2024 through June 30, 2024.

Motion to approve a director appointment as presented.

Motion by Mary Ann Stanton, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis, Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3. BUDGET AND FINANCE COMMITTEE - Lauren Hackenburg, Chair

3.1 Monthly Financial Statements for December 2023 (Attachments)

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

Motion by Lauren Hackenburg, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis, Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3.2 CSIU Revised 2023-24 and Proposed 2024-25 General Operating Budgets (GOB) (Attachment)

Administration recommended approval of the Revised 2023-24 General Operating Budget (GOB) totaling \$950,922 and the Proposed 2024-25 GOB of \$995,891.

Pending initial approval by the CSIU Board, the Proposed GOB will be released to member-district boards of directors for their consideration Feb. 1 through April 5. Upon approval by a majority of member-district boards of directors, the GOB will be presented to CSIU directors for final adoption prior to the April deadline.

Motion to approve the CSIU Revised 2023-24 and Proposed 2024-25 General Operating Budgets as presented

Motion by Lauren Hackenburg, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis, Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

4. TECHNOLOGY/MARKETPLACE COMMITTEE - Jonathan Jones, Chair; Alvin Weaver, Committee Member

4.1 Keystone Purchasing Network (KPN) Bid Awards and Contract Extensions (Attachment)

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

- KPN-AEPA Bid Awards through Feb. 28, 2025
- KPN Contract Extensions through Feb. 28, 2025
- KPN-AEPA Contract Extensions through Feb. 28, 2025

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

Motion by Jonathan Jones, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis,

Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5. HUMAN RESOURCES COMMITTEE - Mary Ann Stanton, Chair; Bruce Rhoads and Slade Shreck, Committee Members

5.1 Full-Time Personnel

New Employees – Instructional Staff

- **Alexis T. Golden**, Selinsgrove, received a bachelor's degree from Bloomsburg University. She has been employed as a substitute teacher with Selinsgrove Area School District. Ms. Golden is recommended as a **special education teacher**, at the bachelor's step 1 classification, effective Jan. 18, 2024 (contingent upon receipt of required clearances and PDE approval of special education certificate), at an annual salary of \$50,651, according to the terms of the current Collective Bargaining Agreement. Funds for this replacement position are available in the special education budget.
- **Dianna Higgins**, Bloomsburg, received a bachelor's degree from Bloomsburg University. She has been employed as a teacher with Child Development Council of NEPA, Hazleton. Ms. Higgins is recommended as a **Pre-K Counts teacher**, at the bachelor's step 1 classification, effective Jan. 18, 2024 (contingent upon receipt of required clearances), at an annual salary of \$50,651, according to the terms of the current Collective Bargaining Agreement. Funds for this replacement position are available in the Pre-K Counts budget.

New Employees – Non-Instructional Staff

- **Ana I. Rivera Aponte**, Sunbury, received a diploma from Thomas C. Ongay, Bayamon Puerto Rico. She has been employed as a caregiver with Kings Home Health, Pottsville. Ms. Aponte is recommended as a **classroom assistant**, at an hourly rate of \$11.10 (\$15,401.25 annually), effective Jan. 22, 2024 (contingent upon receipt of required clearances). Funds for this replacement position are available in the special education budget.
- **Precious-Anastasia Maria-Rios**, Lewisburg, received a bachelor's degree from Western Governor's University, Murray, Utah. She has been employed as a remote extern with Price Waterhouse Coopers, London, UK. Ms. Maria-Rios is recommended as a **programmer analyst**, at an annual salary of \$55,000, effective Jan. 18, 2024 (contingent upon receipt of required clearances). Funds for this new position are available in the computer services budget.
- **Tara Persun**, Turbotville, received a diploma from Warrior Run Area High School, Turbotville. She has been employed as a pre-school teacher with Wish Upon a Star, Watsontown. Ms. Persun is recommended as a **Head Start assistant instructor**, at an hourly rate of \$12.04 (\$19,938.24 annually), effective Jan. 18, 2024 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.

Position Transfers

- **Emilie E. DiGiacomo**, from Early Intervention instructional assistant at a current hourly rate of \$11 (\$15,262.50 annually) to **Early Intervention instructional support program assistant**, at an hourly rate of \$13 (\$18,037.50 annually), effective Jan. 10, 2024 (contingent upon receipt of required clearances)
- **Mary M. Wellington**, from Pandemic Electronic Benefit Transfer managing coordinator to **Youth Development managing coordinator**, effective Jan. 1, 2024

Change in Start Date

- **Betty Anne Leiby**, practical nursing program instructor, from Jan. 3, 2024 to Jan. 5, 2024

Resignation

- **Sarah K. Starr**, school psychologist, effective Feb. 2, 2024

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

Retirement

- **Lori A. Klinger**, Head Start instructor, effective Jan. 16, 2024

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

Motion to approve full-time personnel recommendations as presented.

Motion by Mary Ann Stanton, second by William Pasukinis.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis, Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.2 Part-Time Personnel

New Employees – Non-Instructional Staff

- **Ruth A. Kraus**, student mental health intern, at an hourly rate of \$12, effective Jan. 18, 2024 (contingent upon receipt of required clearances)
- **Eli B. Seesholtz**, student mental health intern, at an hourly rate of \$12, effective Jan. 18, 2024 (contingent upon receipt of required clearances)

Motion to approve part-time personnel recommendations as presented.

Motion by Mary Ann Stanton, second by William Pasukinis.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis, Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.3 Substitute Personnel

Directors were asked to approve substitute personnel to work in CSIU classrooms and programs for the 2023-24 school year.

Substitute Teachers

Chase Higgins
Brooke Johnson
Nisa Lehman

Motion to approve substitute personnel recommendations as presented.

Motion by Mary Ann Stanton, second by William Pasukinis.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis, Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.4 Salary Adjustments (Attachment)

Administration recommended salary adjustments as listed due to re-evaluation of department compensation, effective Feb. 1, 2024.

Motion to approve salary adjustment recommendations as presented.

Motion by Mary Ann Stanton, second by William Pasukinis.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis, Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

6. BUILDINGS AND GROUNDS COMMITTEE – William Brecker, Chair; Jeffrey Kashner and William Pasukinis, 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 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 November 2023
- Head Start Reporting Child Health and Safety Incidents Program Policy

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

Motion by Slade Shreck, second by Susan Myers.

Final Resolution: Motion passed unanimously.

Yes: Terry Boonie, William Brecker, Thomas Eberhart, Lauren Hackenburg, David Hess, Robert Hormell, Jonathan Jones, Brianna Maciejewski, Susan Myers, William Pasukinis, Brenda Post, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

11. ADMINISTRATIVE MATTERS

None.

12. ADMINISTRATIVE REPORTS

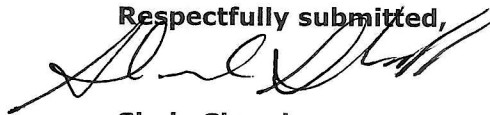
12.1 Executive Leadership – Dr. John Kurelja, Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

President Rhoads adjourned the meeting at 7:33 p.m.

Respectfully submitted,



**Slade Shreck
Board Secretary**



**Amy Pflieger
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Human Resources – Stipend Payments

The executive director authorized the following:

- monthly stipend payments to **Shirley A. Bastian**, special education executive assistant, in the amount of \$250 per month from Jan. 1, 2024 through June 30, 2024 for providing continued administrative duties for the school nutrition program during the 2023-24 school year, which are above and beyond her job description
- per pay stipend payments to **Melissa L. Benscoter**, occupational therapist, in the amount of \$1,500 for National Board Certification as per the current Collective Bargaining Agreement
- per pay stipend payments to **Heather L. Booth**, speech therapist, in the amount of \$1,500 for National Board Certification as per the current Collective Bargaining Agreement
- per pay stipend payments to **Jillian M. Compton**, speech therapist, in the amount of \$1,500 for National Board Certification as per the current Collective Bargaining Agreement
- per pay stipend payments to **Kelley A. Dussinger**, speech therapist, in the amount of \$1,500 for National Board Certification as per the current Collective Bargaining Agreement
- per pay stipend payments to **Michelle A. Levan**, preschool speech therapist, in the amount of \$1,500 for National Board Certification as per the current Collective Bargaining Agreement
- per pay stipend payments to **Taylor A. Litchard**, speech therapist, in the amount of \$1,500 for National Board Certification as per the current Collective Bargaining Agreement
- per pay stipend payments to **Rebecca S. Schu**, speech therapist, in the amount of \$1,500 for National Board Certification as per the current Collective Bargaining Agreement
- per pay stipend payments to **Stephanie A. Steeber**, speech therapist, in the amount of \$1,500 for National Board Certification as per the current Collective Bargaining Agreement

14.2 Human Resources – Staff Leaves of Absence

Paid Leaves of Absence

- **Sharon L. Beagle**, Corrections Education teacher, effective intermittently from Jan. 2, 2024 to June 28, 2024
- **Maxine E. Harvey**, transition work experience job coach, effective Dec. 4, 2023 to March 31, 2024
- **Melodee S. Leshner**, Corrections Education teacher, effective Jan. 2, 2024 to Jan. 22, 2024

Return from Paid Leaves of Absence

- **E. Parke Brown**, youth development coordinator, effective Jan. 2, 2024
- **Kaitlyn N. Hall**, director of early childhood education, effective Dec. 18, 2023
- **Carrie L. Karnes**, Pre-K Counts senior instructor, effective Jan. 2, 2024
- **Cassie D. Seabridge**, cooperative purchasing marketing specialist, effective Dec. 19, 2023
- **Grace E. Yost**, Head Start assistant instructor, effective Dec. 18, 2023

Return from Paid/Unpaid Leave of Absence

- **Amanda A. Specht**, speech therapist, effective Dec. 15, 2023

14.3 Human Resources – Completion of New Employee Probationary Periods

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

- **Susan Cowles**, client support specialist I, effective Dec. 18, 2023
- **Kaitlyn K. Fetzer**, Pre-K Counts senior instructor, effective Dec. 10, 2023
- **Maxwell Frankel**, driver/safety education instructor, effective Dec. 20, 2023

- **Heather F. Harter**, mental health support specialist, effective Dec. 21, 2023
- **Lynne D. Howard**, cooperative purchasing marketing specialist, effective Nov. 27, 2023
- **Audrey M. Trego**, mental health support specialist, effective Dec. 19, 2023
- **John J. Vincent**, programmer/analyst, effective Dec. 14, 2023

14.4 Administration – Staff Travel

Thomas Caruso, director of cooperating purchasing, and **Amber Lind**, cooperative purchasing programs manager, will attend the ***Future of Education Technology Conference (FETC)*** on Jan. 22-26, 2024 in Orlando, Fla. While there, they will be an exhibitor to promote the PEPPM program. Funds for estimated expenses in the amount of \$3,339 each are available in the joint purchasing budget.

Alan Hack, assistant executive director/chief academic officer, and **John Kurelja**, executive director, will attend the ***Education Research & Development Institute (ERDI) Winter Institute*** on Feb. 4-7, 2024 in Tucson, Ariz. While there, they will engage with district and industry thought leaders to discuss and solve problems of practice facing schools and districts. They will also participate in invaluable networking opportunities with industry peers, gain access to expertise and analyses that inform product and service design, and experience a rich professional learning community that extends beyond the Institute. Flight, lodging and most meal costs are covered by ERDI. Funds for estimated expenses in the amount of \$250 and \$268, respectively, are available in the administration budget.

Taylor Teichman, youth development coordinator, will attend the ***National Youth Advocacy and Resilience Conference*** on March 3-6, 2024 in Savannah, Ga. While there, she will co-present a workshop session on the Five Foundational Factors to Building Resilience in Young People. Funds for estimated expenses in the amount of \$2,028 are available in the homeless children and youth budget.