

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS  
MINUTES OF THE REGULAR MONTHLY MEETING  
Wednesday, October 18, 2023**

CSIU Central Office  
90 Lawton Lane  
Milton, PA 17847

**DINNER - 5:45 p.m.**

**COMMITTEE MEETINGS - 6:30 p.m.**

Budget and Finance Committee  
Buildings and Grounds Committee  
Human Resources Committee

**BUSINESS MEETING - 7 p.m.**

**1. INTRODUCTION**

**1.1 Call to Order - 7 PM**

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

**1.2 Pledge of Allegiance**

**1.3 Roll Call – Directors present - 16; Directors absent - 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. Samuel Faulkner	Danville Area	X	
Lauren Hackenburg	Line Mountain	X	
David Hess	Selinsgrove Area	X	
Tamara Hoffman, Treasurer	Warrior Run		X
Jonathan Jones	Bloomsburg Area	X	
Jeffrey Kashner	Shamokin Area	X	
Dennis Keiser, Vice President	Mifflinburg Area	X	
Gregory Klebon	Southern Columbia Area	X	
Susan Myers	Millville Area	X	
William Pasukinis	Benton Area	X	
Bruce Rhoads, 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	

#### **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, Nov. 15, 2023 at the CSIU central office.

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

Jeremiah Allen, High School Principal, Mifflinburg Area School District  
Bernadette Boerckel, Chief Outreach Officer  
Terry Boonie, Midd-West School District  
Alex Clatch, EA Union President  
Rae Ann Crispell, Administrative Support Director  
Kenneth Erb, Manager of Buildings and Grounds  
Brenna Gable, EA Representative  
Alan Hack, Chief Academic Officer  
Janet Hurwitz, Pennsylvania Governor's School of the Sciences  
Kevin Kilgus, Director of Financial Services  
John Kurelja, Executive Director  
Jared Lehman, Chief Innovation Officer  
Terri Locke, Director of Special Education and Alternative Placement  
Shileste Overton Morris, Chief Programs Officer  
Amy Pfleegor, Executive Office Manager/Board Recording Secretary  
Stacy Reitenbach, Teacher, Mifflinburg Area School District  
Laura Saccente, Center for Schools and Communities Assistant Director  
Eric Shearer, Telecommunications Technology Network Coordinator  
Brian Snyder, Chief Financial and Operations Officers  
Mackenzie Vasbinder, student at Mifflinburg Area School District  
Dennis and Jessica Vasbinder, Parents of Mackenzie Vasbinder

President Rhoads welcomed several guests to the meeting and stated they would be introduced during the Spotlight Segment portion of the agenda.

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

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

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

Motion by Slade Shreck, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

#### **1.7 Spotlight Segment**

Assistant Executive Director/Chief Academic Officer **Alan Hack** introduced Mackenzie Vasbinder, a Mifflinburg Area School District student, who shared her experience at the Pennsylvania Governor's School for the Sciences at Carnegie Mellon University.

Chief Outreach Officer **Bernadette Boerckel** shared a WBRE-TV commercial informing regional television audiences about the CSIU's guest teacher program.

## **2. BOARD GOVERNANCE**

None.

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

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

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

Motion by Lauren Hackenburg, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

No report.

### **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**

- **Anna A. Cook**, Greeley, received a master's degree from American University, Washington D.C. She has been employed as a quality improvement specialist with Norwescap, Newton, N.J. Ms. Cook is recommended as an **Office for Dispute Resolution special education coordinator**, at an annual salary of \$60,000, effective Nov. 1, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the ODR budget.
- **Laurie Richards**, Berwick, received an associate degree from Luzerne County Community College, Nanticoke. She has been employed as an assistant teacher with Head Start, Berwick. Ms. Richards is recommended as a **Pre-K Counts associate instructor - floater**, at an hourly rate of \$13.40 (\$18,592.50 annually), effective Oct. 19, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Pre-K Counts budget.
- **Adriane Vought**, Elysburg, received a bachelor's degree from Arcadia University, Glenside. She has been employed as a data manager/child accounting officer with Southern Columbia Area School District, Catawissa. Ms. Vought is recommended as a **PIMS and student information systems data administrator**, at an hourly rate of \$30.77 (\$60,001.50 annually), effective Oct. 19, 2023 (contingent upon receipt of required clearances). Funds for this replacement position are available in the special education district contract budget.

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

- **Bryan J. Hagenbuch** rescinded his acceptance of the behavior intervention assistant position approved at the Sept. board meeting.

### **Position Transfers**

- **Priscilla Cruz**, from Migrant Education student support and recruitment specialist at a current hourly rate of \$20.52 (\$40,014 annually) to recruitment specialist, also at an hourly rate of \$20.52 (\$40,014 annually), effective Oct. 19, 2023
- **Zachary T. Gass**, from telecommunications technology specialist at a current hourly rate of \$22.15 (\$43,192.50 annually) to **information technology support specialist III**, at an hourly rate of \$23.69 (\$46,192.50 annually), effective Oct. 19, 2023
- **Agatha Hall**, from behavioral support specialist at a current annual salary of \$60,000 to **board certified behavioral analyst**, at the master's step 6 classification, effective Aug. 1, 2023 at an annual salary of \$60,695, according to the terms of the current Collective Bargaining Agreement.
- **Kira A. Moore**, from data entry and office assistant at a currently hourly rate of \$20.09 (\$39,175.50 annually) to Early Dispute Resolution case manager, at an annual salary of \$45,000, effective Nov. 1, 2023
- **Kristen L. Peterman**, from food and educational programs administrative assistant (part-time) at a current hourly rate of \$18.52 to **food and educational programs administrative assistant (full-time)**, also at an hourly rate of \$18.52 (\$36,114 annually), effective Oct. 19, 2023
- **Jessica L. Roberts**, from Pre-K Counts teacher at a current annual salary of \$76,044 to **Pre-K Counts team supervisor**, at an annual salary of \$60,000, effective Dec. 1, 2023
- **Marcia Smith**, from Head Start assistant instructor, at a current hourly rate of \$13.04 (\$19,168.80 annually) to **Head Start senior instructor**, at an hourly rate of \$22.65 (\$33,295.50 annually), effective Sept. 11, 2023

### **Changes in Start Date**

- **Chanda R. Parker**, Head Start assistant instructor, from Sept. 21, 2023 to Oct. 2, 2023
- **Hannah A. Read**, Early Intervention instructional support program assistant, from Sept. 19, 2023 to Sept. 21, 2023

### **Resignations**

- **Dawn M. Evans**, Pre-K Counts family and health assistant, effective Oct. 6, 2023
- **Marc F. Romanelli**, Corrections Education teacher, effective Sept. 15, 2023

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

### **Retirements**

- **Marc Martin**, Millersville University Migrant Education fiscal and technical specialist, effective Sept. 29, 2023
- **Donna F. Walter**, 21st Century CLC operations and data coordinator, effective June 30, 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 Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

## **5.2 Part-Time Personnel**

### **Resignation**

- **Anita Kropf**, administrative assistant, effective Oct. 6, 2023

Motion to approve part-time personnel recommendations as presented.

Motion by Mary Ann Stanton, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

## **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 Teacher**

Kristie B. Startzel

Motion to approve substitute personnel recommendations as presented.

Motion by Mary Ann Stanton, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

## **5.4 Collective Bargaining Agreement (Attachment)**

At the recommendation of the executive director, directors were asked to approve the Collective Bargaining Agreement between the CSIU Board of Directors and the CSIU Education Association, effective July 1, 2023 through June 30, 2028.

Motion to approve the Collective Bargaining Agreement as presented.

Motion by Mary Ann Stanton, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

## **5.5 CSIU Employee Benefits (Attachment)**

Directors were asked to approve the attached employee benefits recommendations. The recommendations come from an analysis to ensure the CSIU's benefits are regionally competitive. They have been reviewed and approved by the Human Resources Committee. Areas that will positively impact CSIU employees include:

- employee premium share tiers and percentage rates
- health savings account contributions

- life insurance
- longevity compensation
- family sick days
- personal days
- retirement fringe benefit contribution
- clearance reimbursement

Motion to approve employee benefit recommendations as presented.

Motion by Mary Ann Stanton, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

### **6.1 Roofing Contract**

Administration recommended approval of a contract with T-Ross Brothers Construction, Inc., Milton, through the KPN contract, to install metal roofing at the Central Susquehanna LPN Career Center at a cost of \$202,921. Funds for this contract are available in the capital reserve budget and through ESSERS funds.

Motion to approve a roofing contract with T-Ross Brothers Construction, Inc. as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

### **6.2 Central Office Renovations Contract**

Administration recommended approval of a contract with Gordian, Greenville, S.C., through the KPN contract, for building renovations to the first and third floors at the CSIU central office at a cost of \$163,570.77. Renovations include general construction, HVAC and electrical work. 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 \$15,000. Funds for this contract are available in the capital reserve budget.

Administration will provide any change orders for board review.

Motion to approve a contract with Gordian as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

### **6.3 Office Cubicles and Furniture Purchase**

Administration recommended approval of a contract with Arnold's Office Furniture, Bridgeport, Pa., through the COSTARS contract, for the purchase and installation of office cubicles and other office furniture for the main building, at a cost of \$77,539. 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.

Administration will provide any change orders for board review.

Motion to approve a contract with Arnold's Office Furniture as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

#### **6.4 Contract Change Order**

Administration recommended approval of a contract change order with Modular Genius, through the KPN contract, to add the cost of excavation and installation of sono tubes due to poor subsoil conditions at Meadowview Academy, Sunbury, for \$3,660 less an \$845 credit for the removal of a ramp step, for a total cost of \$2,815. Funds for this change order are available in the nonpublic budget.

Motion to approve a contract change order with Modular Genius as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

#### **6.5 Purchase of Vehicles**

Directors were asked to approve the following vehicle purchases for school-aged programs from Sunbury Motors, per the COSTARS 025-E22-444 purchasing agreement. This purchase will replace two vehicles that are approximately 20 years old and need repair. Funds for these purchases are available in the capital reserve budget.

- (1) 2023 Ford Transit-250 Van at a cost of \$51,555
- (1) 2023 Ford Explorer SUV at a cost of \$42,165

Directors were also asked to approve the following vehicle purchases from Sunbury Motors for the Head Start program, per the COSTARS 025-E22-444 purchasing agreement. Funds for these purchases are available in the Head Start budget.

- (3) 2024 Ford Escapes for the Head Start program at a cost of \$99,030

Motion to approve the purchase of vehicles as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

#### **6.6 Electronic Recycling Agreement**

Directors were asked to approve an agreement with KVS Computers, Hughesville, to



remove and eliminate confidential information, store media, and recycle and eliminate surplus electronic equipment. KVS Computers will provide this service at no cost to the CSIU.

Motion to approve an agreement with KVS Computers as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

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

The policies listed below were presented for second reading and adoption. They have been reviewed and approved by the Board Policy Committee, executive director, senior leaders and legal counsel.

#### **Revised Policies:**

- 251 Students Experiencing Homelessness and Other Educational Instability
- 305 Employment of Substitutes and Part-Time Staff

Motion to adopt at the second and final reading, the revised policies as presented.

Motion by Slade Shreck, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

The policies listed below were presented for second reading and adoption. They have been reviewed and approved by the Board Policy Committee, executive director, senior leaders and legal counsel.

#### **New Policies:**

- 216.1 Supplemental Discipline Records
- 246 School Wellness
- 328.2 Extra Duty Stipends
- 805.2 School Security Personnel
- 823 Naloxone

Motion to adopt at the second and final reading the proposed new policies as presented.

Motion by Slade Shreck, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

## **8. UNFINISHED BUSINESS**



None.

## **9. NEW BUSINESS**

None.

## **10. EDUCATIONAL PROGRAM MATTERS**

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

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

- Head Start/Early Head Start Monthly Report for August 2023
- 2022-23 Early Head Start Program Information Report
- 2022-23 Head Start Program Information Report

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

Motion by Victor Abate, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

### **10.2 Northumberland Area Head Start and Early Head Start (Attachment)**

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

- Request to approve the purchase of five Kyocera color copiers, at a cost of \$39,057.70, from CSP Office Equipment Co., Shamokin, through the KPN contract. This purchase is pending approval of a budget revision by the Office of Head Start at PDE.

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

Motion by Victor Abate, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

### **10.3 Copier Lease Agreement**

Directors were asked to approve a 60-month copier lease agreement with Edwards Business Systems for two (2) Konica Minolta copiers to be utilized at the Center for Schools and Communities office space. The cost of the copier lease agreement will total \$19,813.80, which will be covered by the Center for Schools and Communities budgets and will replace an expiring copier lease agreement.

Motion to approve a copier lease agreement with Edwards Business Systems as presented.

Motion by Victor Abate, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William

Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

#### **10.4 Classroom User Agreement (Attachment)**

The CSIU utilizes classroom space throughout the five-county region on an as-needed and as-available basis. Camp Koala agrees to allow the Central Susquehanna Intermediate Unit (CSIU) Early Intervention Program to use space at its facility free of charge.

The duration of the agreement will be Oct. 1, 2023 through Sept. 30, 2024. This agreement will renew automatically unless the CSIU or Camp Koala mutually agree to revisions to the terms and conditions no later than March 31 of the current school term.

Motion to approve a Classroom User Agreement for the 2023-24 school year as presented.

Motion by Victor Abate, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Samuel Faulkner, Lauren Hackenburg, David Hess, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Susan Myers, William Pasukinis, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, 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 7:37 p.m.

**Respectfully submitted,**

**Slade Shreck**  
**Secretary**

**Amy Pfleegor**  
**Board Recording Secretary**

## 14. INFORMATION ONLY

### 14.1 Human Resources Annual Report (Attachment)

Presented is the Human Resources Annual Report for 2022-23.

### 14.2 Annual CSIU Back-to-School Report 2023-24 (Attachment)

Presented are the current CSIU operating programs, with a comparison to the figures from last school year.

### 14.3 Annual CSIU Program Statistics 2022-23 (Attachment)

Presented is a listing of programs and services conducted by the CSIU during 2022-23 and, where appropriate, the number of clients served.

### 14.4 Human Resources – Stipends 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 July 1, 2023 to Dec. 31, 2023 for providing administrative duties for the school nutrition program during the 2023-2024 school year, which are above and beyond her job description
- a one-time stipend payment to **Shannon Campbell**, Head Start regional team supervisor, in the amount of \$1,500 to manage the school nutrition program during the 2023-2024 school year, which is above and beyond her job description
- updated stipend amount to **Nanette Cooper**, licensed clinical social worker, from \$1,500 to \$3,000 submitted to the Sept. board, for clinical supervision to one CSIU staff member during the 2023-24 school year, which is above and beyond her job description
- monthly stipend payments to **Christy Hauger**, Pre-K Counts administrative assistant, in the amount of \$77.78 per month from October 2023 to June 2024, to provide mentorship to one new CSIU staff member during the 2023-2024 school year, which is above and beyond her job description
- a one-time stipend payment to **Marina B. Rondon**, Millersville University Migrant Education data specialist, in the amount of \$10,000 for fiscal management coverage from July 18, 2022 to Sept. 29, 2023 due to a leave of absence of a staff member. The extra work is above and beyond her job description responsibilities.
- a per diem stipend to **Marina B. Rondon**, Millersville University Migrant Education data specialist, in the amount of \$66.22 for continued completion of fiscal management that is above and beyond her job description responsibilities. The stipend will begin on Sept 30, 2023 and will continue until further direction is received from Millersville University.
- a one-time stipend payment to **Paula Wolfe**, Early Head Start supervisor, in the amount of \$2,100 for work completed March 2023 to Sept. 2023. The extra work is for completion of home visits and covering the tracking and responsibilities of vacant nurse/health monitor position, which is above and beyond her job description
- monthly stipend payments to **Paula Wolfe**, Early Head Start supervisor, in the amount of \$300 per month for continued completion of home visits and covering the tracking and responsibilities of vacant nurse/health monitor position, which is above and beyond her job description. The stipend begins October 2023 until the position is filled.
- individual stipend payments in the amount of \$1,250 to the following employees

who will serve as mentor teachers during the 2023-24 school year:

- **Alex Clatch**, Corrections Education teacher
- **Sara Goodling**, Pre-K Counts teacher
- **Ami Goudreau**, Early Intervention teacher
- **Heather Krebs**, reading/resource teacher
- **Emily Madara**, special education teacher
- **Kenneth Moran**, Corrections Education teacher
- **Kristen Myers**, speech therapist
- **Adrianne Rowe**, alternative placement special education teacher

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

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

- **Erin Demcher**, behavior health support services project coordinator, intermittent from September 10, 2023 to Dec. 8, 2023
- **Shane V. Kelly**, adult basic education instructor, from Sept. 12, 2023 to Nov. 12, 2023
- **Lori A. Klinger**, Head Start instructor, from Aug. 22, 2023 to Dec. 1, 2023
- **Thomas M. Packer**, off-site facilities and safety support technician, from Oct. 24, 2023 to Dec. 5, 2023
- **Cassie D. Seabridge**, cooperative purchasing marketing specialist, from Sept. 20, 2023 to Jan. 3, 2024
- **Jennifer R. Sisk**, data management administrative assistant, from Aug. 30, 2023 to Sept. 22, 2023

##### **Return from Paid Leaves of Absence**

- **Jennifer R. Sisk**, data management administrative assistant, effective Sept. 25, 2023

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

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

- **Dianne L. Bewick**, career counselor specialist, effective Sept. 28, 2023
- **Erin Demcher**, behavior health support services project coordinator, effective Sept. 11, 2023
- **Racheal M. Spotts**, incarcerated youth case manager, effective Sept. 14, 2023

#### **14.7 Administration – Staff Travel**

**Shileste Overton Morris**, chief programs officer, will attend the ***Social & Emotional Learning (SEL) Exchange 2023*** on Nov. 7-10, 2023 in Atlanta, Ga.

While there, she will explore the latest SEL innovations and evidence, focusing on the importance of advancing adult SEL that promotes SEL for young people through adult skills development, wellness strategies and cultural competence designed for educators. Funds for estimated expenses in the amount of \$2,735 are available in the I Can Problem Solve Program budget.

**Matthew Butensky**, youth development project manager, will attend the ***National Association for the Education of Homeless Children and Youth (NAEHYC) Conference*** on Nov. 11-14, 2023 in New Orleans, La. Conference attendance is required due to his role as project manager for PA Education for Children and Youth Experiencing Homelessness and Educational Stability for Children and Youth in Foster Care programs. While there, he will also be a presenter at the conference. Funds for estimated expenses in the amount of \$3,375 are available in the Foster Care and

American Rescue Plan Homeless budgets.

**Benjamin Simmons**, youth development specialist, will attend the ***National Association for the Education of Homeless Children and Youth (NAEHCY) Conference*** on Nov. 11-14, 2023 in New Orleans, La. While there, he will be a presenter at the annual national conference. Funds for estimated expenses in the amount of \$2,755 are available in the American Rescue Plan Homeless Consortium.

**Mark Carollo**, associate director of cooperative purchasing, will attend the ***Association of Educational Purchasing Agencies (AEPA) 2023 Regular (Winter) Meeting*** on Nov. 27-29, 2023 in Anaheim, Calif. While there, he will attend the regular meeting of AEPA on behalf of the CSIU's Keystone Purchasing Network. Funds for estimated expenses in the amount of \$ 2,208 are available in the joint purchasing budget.

**Thomas Caruso**, director of cooperative purchasing, will attend the ***Association of Educational Purchasing Agencies (AEPA) 2023 Regular (Winter) Meeting and Meeting with Epylon*** from Nov. 27 to Dec. 6, 2023 in Anaheim and Danville, Calif. While there, he will attend the regular meeting of AEPA. He will also meet with Epylon employees and PEPPM vendors. Funds for estimated expenses in the amount of \$3,860 are available in the joint purchasing budget.

**Amber Lind**, cooperative purchasing programs manager, will attend the ***Annual CITE (California IT in Education) Conference and Meeting with Epylon*** from Nov. 27 to Dec. 6, 2023 in Sacramento and Danville, Calif. While there, she will be an exhibitor at the annual conference to promote PEPPM cooperative purchasing contracts and services. She will also meet with Epylon employees and PEPPM vendors. Funds for estimated expenses in the amount of \$4,360 are available in the joint purchasing budget.

**Rae Ann Crispell**, administrative support director; **Alan Hack**, assistant executive director/chief academic officer; **John Kurelja**, executive director; **Jared Lehman**, chief innovation officer; **Shileste Overton Morris**, chief programs officer; and **Amy Pfleeger**, executive office manager/board recording secretary, will attend the ***AESA Annual Conference*** on Nov. 28 to Dec. 1, 2023 in Anaheim, Calif. While there, they will participate in the Disney Institute to learn about operational practices relating to customer service. They will also learn about the work of other educational service agencies and the issues impacting education in service centers and the school districts they serve. Funds for estimated expenses in the amount of \$4,650, \$3,954, \$4,118, \$4,409, \$2,876 and \$4,306.40, respectively, are available in the administration, joint purchasing and Center for Schools and Communities budgets.

**Bernadette Boerckel**, chief outreach officer, will attend the ***AESA Annual Conference*** from Nov. 28 to Dec. 1, 2023 in Anaheim, Calif. While there, she will network with job-alike groups at the national level who work in communications, mental health and workforce development. She will also travel to ***Cherry Creek School District*** in Denver, Colo., to see the country's first high school created

specifically for student mental health needs. Funds for estimated expenses in the amount of \$4,835 are available in the CSS-Information Services budgets.

#### **14.8 Fiscal Communications**

Sept. 27, 2023, an email from David Boyer (Fiscal Technician – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the Support to Schools (S2S) Afghan Refugee Grant. FC #4100095558 in the amount of \$646,197 has been approved for the period of Aug. 15, 2022 through Sept. 30, 2024.

Sept. 28, 2023, an email from Kathy Fulmer (Purchasing Agent – Millersville University) notifying CSIU of the fully executed Service Purchase Contract for providing Pennsylvania Migrant Education Program services for the project areas of Berks County, Lebanon County and the Lehigh Valley. SPC #4000063925 in the amount of \$531,000 has been approved for the period of Oct. 1, 2023 through Sept. 30, 2024.