

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

BOARD OF DIRECTORS' REPORT

OCTOBER 2016

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The CSIU Board of Directors conducted its regular monthly meeting on Wednesday, October 19 at the CSIU central office.

FISCAL MATTERS

Directors accepted monthly financial reports and approved September payment requests.

Directors also approved school bus drivers and aides for the 2016-17 school year and an addendum to an agreement for services with MindShine Technologies, LLC for continued software development services.

PERSONNEL MATTERS

Directors elected five new staff members:

- Kelsey Bainbridge, as aide;
- Kristen Hansel, as Early Head Start senior family partner/home visitor;
- Wendy Leiby, as corrections education – cosmetology teacher;
- Jeanne McNeil, as employment outreach specialist; and
- Judy Rodriguez, as Migrant Education student support specialist.

Directors approved career ladder position adjustments:

- Pollyanna Barrall, from client support specialist I to senior client support specialist II;
- Lisa Cardennis, from senior client support specialist II to client support consultant III;
- John Dunton, from client support specialist III to senior client support specialist III;
- Lori Dyer, from senior software quality assurance specialist III to software quality assurance advisor II;
- JoEllen Fedder, from senior client support specialist I to senior client support specialist III;
- Matthew Gochnaur, from senior software quality assurance specialist II to senior software quality assurance specialist III;
- Penny Graybill, from senior client support specialist II to client support consultant III;
- Leslie Hartline, from client support and data analyst to client support and data analyst III;
- Derek Klingman, from programmer/analyst III to senior programmer/analyst III;
- Nicholas Kriner, from computer programmer III to senior programmer/analyst I;
- Sandra Mattern, from client support specialist III to senior client support specialist I;
- Brian Paulhamus, from technical support consultant I to technical support consultant II;
- Joyce Schaeffer, from client support consultant I to client support analyst I; and
- Lori Stehle, from systems analyst II to systems analyst III.

Directors approved administrative reorganization position adjustments:

- Debra Barren, from staff accountant to business support accounting manager;
- Cindy Clotfelter, from cooperative benefit services assistant to trust services technical specialist;
- Kathleen Dieffenderfer, from telecommunications and e-rate administrative assistant to telecommunications e-rate facilitator;
- Leisa Diehl, from business support services manager to same title;
- Kenneth Erb, from telepresence and communication technology facilitator to facilities coordinator;
- Jennifer Gardner, from financial accounting manager to grants and accounting manager;
- Sandra Greak, from transportation management assistant to transportation coordinator;



Central Susquehanna
Intermediate Unit

*Enriching learning...
Enriching lives*

(over)

WORK STUDY SESSION

Chief Innovation Officer **John Brenchley** gave an update on the IU financial and student software, as well as the IU Cooperative Purchasing programs (KPN and PEPPM).

Jeffrey Kay, senior information technology project coordinator, gave an update on the IU staff use of Lynda.com and the robot project.

SPOTLIGHT SEGMENT

Director of Human Resources **Marcia Hoffman** presented annual statistics that depict: the number of full- and part-time staff, their education levels and total payroll amount; employees' participation in the Sick Leave Bank, credit reimbursement and health flexible spending accounts; and costs associated with unemployment compensation and workers' compensation.

NEXT MEETING

The next regular meeting is scheduled for Wednesday, Nov. 16 at 7:30 p.m. in the CSIU central office.

- Jeffrey Kay, from senior information technology project coordinator for EIRS project to special projects technology manager;
- Kevin Kilgus, from payroll and general accounting manager to business administrator, and business administrator to same title;
- Michelle Kipple, from information technology program assistant to cooperative purchasing data specialist;
- Melanie Klees, from grant and budget analyst technical specialist to same title;
- Jared Lehman, from cooperative business services and operations project manager to cooperative purchasing supervising manager, and cooperative purchasing supervising manager to same title;
- Jean Lepley, from grant and budget analyst technical specialist to same title;
- Tessa Lyons, from grant and budget analyst II to grant and budget analyst technical specialist;
- Diane Morgan, from cooperative benefit services technical specialist to executive assistant to the chief financial officer;
- Shileste Morris from senior program development and organizational manager to Center for Schools and Communities (CSC) Assistant Director, and CSC Assistant Director to CSC Director;
- Elizabeth Rathfon, from technical and project support assistant to facilities office coordinator to assistant facilities coordinator;
- Todd Roney, from client implementation facilitator II to client solutions manager;
- Mandy Rothermel, from benefits analyst to benefits and wellness manager;
- Carol Styers, from PEPPM program assistant to cooperative purchasing order specialist; and
- Jennifer Williams, from director of Special Education and Early Childhood Services to same title.

Directors also approved:

- salary adjustment for Christina Pulman, ESL and diploma project coordinator;
- para-educator professional development transfers for Shannon Ross, to instructional support program assistant, and Richard Scarantino, to one-on-one instructional program assistant;
- lead teacher stipends for Teresa Erb, alternative education teacher at Montour Learning Center, and Jeffrey Kiss, alternative education teacher at Ashler Manor;
- substitute teachers and para-educator (aides) for the 2016-17 school year;
- contracts with Cumberland Therapy Services, LLC to provide physical therapy services and substitute physical therapy services, and Eterpreting LLC to provide language interpreting services;
- contract with JDugan Employee Relations, LLC to assist with human resources projects;
- rates for substitute teachers and substitute para-educators (aides);
- the change of retirement date of Susan Miller; and
- the resignation of Katrina Little, as associate instructor.

POLICY AND PROGRAM MATTERS

Directors acknowledged and approved the following Head Start/Early Head Start documents as part of the shared governance responsibility by the CSIU Board: Monthly Report for August 2016; Program Performance Standards Final Rule; Annual Report to the Public 2015-16; Standards of Conduct; and Policy Council By-Laws.

Directors also accepted at first reading the following board policy revisions: No. 007–Policy Manual Access, No. 336–Personal Necessity Leave and No. 827–Conflict of Interest.