

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF REGULAR MONTHLY MEETING
WEDNESDAY, JULY 20, 2016**

COMMITTEE MEETINGS

- **Budget and Finance Committee**
5:30 p.m. in River Room
- **Personnel Committee**
5:30 p.m. in Valley Room

DINNER

- 6 p.m. in Susquehanna B

WORK-STUDY SESSION

- 6:45 p.m. in Commonwealth Room

MAKERSPACE PRESENTATION

John Brenchley, Chief Innovation Officer

Diego Aldana and Uttam Kumaran, Bucknell University Students

BUSINESS MEETING

- 7:30 p.m. in Commonwealth Room

This document contains the full and corrected agenda and minutes. All other agendas may be discarded.



Central Susquehanna
Intermediate Unit

*Enriching learning...
Enriching lives*

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BUSINESS MEETING AGENDA AND MINUTES

July 20, 2016 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:36 pm. by President Larry Augustine.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate	Mid-West		X
Larry D. Augustine, President	Selinsgrove Area	X	
William Brecker	Mount Carmel Area.....	X	
Kathleen DeYong	Benton Area		X
Darlene Garcia-Johnson	Milton Area		X
C. Scott Karpinski	Shikellamy		X
Jeffrey Kashner.....	Shamokin Area.....		X
Dennis Keiser	Mifflinburg Area	X	
Jody Love	Millville Area		X
Norman Mael.....	Bloomsburg Area	X	
Daniel F. McGann, Secretary	Berwick	X	
*Lawrence I. Neidig, Treasurer	Line Mountain	X	
Thomas Reich.....	Southern Columbia	X	
Bruce E. Rhoads, Vice President	Central Columbia	X	
Tera Unzicker-Fassero.....	Lewisburg Area		X
David Weader	Danville Area	X	
Douglas L. Whitmoyer	Warrior Run.....	X	

Directors present – 10; Directors absent – 7

**Mr. Neidig arrived at the meeting at 7:38 p.m.*

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

- John Brenchley — Chief Innovation Officer
- Lynn Cromley — Assistant Executive Director/Chief Administrative Officer
- Marcia Hoffman — Human Resources Director
- Susan Kinney — Executive Office Manager/Board Recording Secretary
- Dr. John Kurelja — Chief Administrative Officer
- Charles Peterson, Jr. — Chief Financial Officer
- Dr. Kevin Singer — Executive Director
- Jennifer Williams — Director of Special Education and Early Childhood Services

V. ANNOUNCEMENTS

The CSIU Board of Directors does not meet in August. The next regular meeting will begin at 7:30 p.m. on Wednesday, Sept. 21 at the CSIU central office.

VI. APPROVAL OF MINUTES

Motion by Mr. Weader and seconded by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on June 15, 2016.

The motion was unanimously passed.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

BOARD GOVERNANCE

I. BOARD REORGANIZATION

Act 102 of 1970 requires intermediate unit directors to elect officers annually by July. In June, the board’s nominations committee presented the following slate of candidates for 2016-17 board offices:

- President — Larry Augustine (*Selinsgrove Area*)
- Vice President — Bruce Rhoads (*Central Columbia*)
- Secretary — Daniel McGann (*Berwick Area*)
- Treasurer — Lawrence Neidig (*Line Mountain*)

Mr. Keiser asked for additional nominations; there were none. Motion out of committee to ratify the vote for the slate of candidates as presented.

The motion was unanimously passed.

II. PSBA VOTING DELEGATE

The CSIU is entitled to appoint a voting member to participate in the 2016 PSBA Delegate Assembly on Saturday, October 15. The Assembly occurs at the conclusion of the regularly scheduled events of the main PASA-PSBA School Leadership Conference. Appointment and submission of the name to PSBA should occur before August 12.

(Attachment No. 1)

William Brecker was appointed to serve as the voting member to participate in the 2016 PSBA Delegate Assembly.

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair Larry Neidig, and Doug Whitmoyer, Committee Members

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2015-16 financial activity as of June 30, 2016 are presented for acceptance. The revenue and expenditure reports by program are included in directors' agenda packets (**Attachment No. 2**). The monthly financial statements follow:

General Fund — June

Balance 6/1/2016		\$3,322,188.44
June Deposits		\$7,936,278.73
<i>June Disbursements</i>		
June Payroll Transfers	(\$2,179,794.44)	
June Bank Card ACH	(36,691.66)	
June Bank Charges	(161.73)	
June HSA ACH	(18,004.00)	
June Flex Spending ACH	(1,615.88)	
June South Carolina Tax ACH	(581.88)	
June Savings Club ACH	(24,256.00)	
June Payroll Taxes ACH	(550,802.73)	
June OMNI ACH	(16,346.22)	
June Expert Pay ACH	(1,424.44)	
June State Tax ACH	(63,811.01)	
June PSERS ACH	(1,671,636.37)	
June Keystone ACH	(31,964.31)	
June IP Address ACH	(3,328.00)	
Monthly Checks	(3,665,472.00)	
Void Checks dated before 6/1/2016	4,829.74	
Total June Disbursements	(\$8,261,060.93)	(\$8,261,060.93)
Balance 6/30/2016		\$2,997,406.24

Voided Checks/Direct Deposits Current Month

Check #	Payee	Amount	Reason	Check Date
205682	Lock Haven University	\$500.00	Unused Funds	6/14/16
205801	K & N Electric	74.62	Duplicate Payment	6/16/16
	Total	\$574.62		

**Voided Checks/Direct Deposits
Dated Before 6/1/16**

Check #	Vendor	Amount	Reason	Check Date
205200	Mark Beagle	\$1,500.00	Duplicate Payment	05/24/16
205247	PASCD	485.00	Incorrect Vendor	05/24/16
204715	Bon Appetit Management Co.	645.00	Incorrect Amount	05/03/16
200672	Erica Bentley	180.00	Stale Dated	09/09/15
200703	A'Kwaela Morris	180.00	Stale Dated	09/09/15
200750	Natalie Grubbs	67.20	Stale Dated	09/15/15
201015	Della Mabus-Hutchinson	200.00	Stale Dated	09/30/15
201404	Discovery Toys	211.20	Stale Dated	10/28/15
201699	Tom Nunan	72.70	Stale Dated	11/10/15
201917	Housing Authority	360.00	Stale Dated	11/24/15
202033	Vanderbilt University	120.00	Stale Dated	12/01/15
202346	Central IU#10	145.02	Stale Dated	12/22/15
202752	Michele Lorson	41.00	Stale Dated	01/19/16
202753	Meghan Meyer	4.00	Stale Dated	01/19/16
203034	SUM Child Development	75.00	Stale Dated	02/09/16
203051	Kelly A. Walker	100.00	Stale Dated	02/09/16
203112	Housing Authority	360.00	Stale Dated	02/16/16
203587	Breanna Bogden	4.00	Stale Dated	03/08/16
203712	K & N Electric	74.62	Stale Dated	03/15/16
203790	Tawney Plocinski	2.00	Stale Dated	03/15/16
203791	Hannah Walter	3.00	Stale Dated	03/15/16
	Total	<u>\$4,829.74</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 6/1/2016	\$ 19,905.16	\$ 5,530.00	\$3,590.29	\$32,584.11
June Transfers	2,179,794.44	0.00	0.00	0.00
June Deposits	0.00	82,564.00	0.00	0.00
June Interest	14.82	0.00	0.00	3.25
June Withdrawals	(2,179,815.40)	(88,094.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 6/30/2016	<u>\$ 19,899.02</u>	<u>\$ 0.00</u>	<u>\$3,590.29</u>	<u>\$32,587.36</u>

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 6/1/2016	\$124,464.53	\$7,711,816.44	\$231,375.34	\$7,149,089.65
June Deposits	0.00	2,143,476.16	1,071.49	0.00
June Interest	27.47	1277.20	54.15	7402.03
June Withdrawals	0.00	(6,001,071.49)	0.00	0.00
Balance 6/30/2016	\$124,492.00	\$3,855,498.31	\$232,500.98	\$7,156,491.68

2. Payment Requests

The following obligations are listed on the documents included in directors' agenda packets. **(Attachment No. 3)** Funds for payment are available in program budgets.

Accounts Payable – June	Amount
General Fund 06/30/16	\$ 3,665,472.00

Per Diem and Hourly Employees

Pay Period Ending 06/02/16	\$ 43,013.98
Pay Period Ending 06/16/16	\$ 37,403.85
Pay Period Ending 06/30/16	\$ 23,720.37
Total	\$ 3,769,610.20

3. Program Budget Transfers

As a result of internal reviews and the end-of-year process, transfers from several program budgets must be made to and from the administrative budget to close out expired programs. As in past years, board action is recommended to close prior year's programs before the Annual Financial Report is filed with the PA Department of Education. **(Attachment No. 4)**

4. OPEB Trust Fund Contribution for 2015-16

Directors are asked to authorize the 2015-16 OPEB (Other Post-Employment Benefits) contribution to the PA OPEB Trust in the amount of \$31,968. **(Attachment No. 5)**

5. OPEB Trust Fund Liaison

Directors are asked to approve the resolution to authorize Charles Peterson as the CSIU's liaison to the Pennsylvania OPEB Trust. **(Attachment No. 6)**

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Cooperative Purchasing Customer Appreciation Program

CSIU Directors are asked to approve the proposed *4th Annual Cooperative Purchasing Customer Appreciation Program for Local Districts* which is designed to reward CSIU school districts and career and technical centers for participating in the CSIU's cooperative purchasing programs. CSIU Administration proposes keeping the rebate at 35 percent for 2016-17. **(Attachment No. 7)**

2. Keystone Purchasing Network (KPN) Fuel Oil Bid Awards

Directors are asked to approve contracts to provide KPN members with fuel oil for the 2016-17 purchasing cycle with the following vendors:

PAPCO, Inc. (Aston, Pa.) – 3 line items

Petroleum Traders (Fort Wayne, Ind.) – 2 line items

Talley Petroleum (Grantville, Pa) – 9 line items

(Attachment No. 8)

3. Keystone Purchasing Network (KPN) Bid Awards

Directors are asked to approve the list of recommended KPN network bid awards for commercial food service equipment and supplies and educational and classroom furniture. **(Attachment No. 9)**

4. Facilities Use Agreements

CSIU Administration recommends continuation of the following leases for CSIU programs:

1. Market Street Rentals for property located at 1000 Market Street, Suite 37, Bloomsburg. Office space of 850 sq. ft. is used for the Adult Education program. The renewal is for the period of July 1, 2016–June 30, 2017. The monthly rate of \$700 is unchanged.
2. Housing Authority of Northumberland County for property located at 1050 Hepburn Street, Milton. The first and second floors of this building are used for the Adult Education ABE/GED and ESL Family Literacy programs. The renewal is for the period of July 1, 2016–June 30, 2017, with automatic one-year renewals unless one party notifies the other in writing to the contrary no later than May 1. The monthly rental fee is \$375, which is an increase of \$15 per month, and the first increase in five years.
3. Northumberland County for property located at the corner of Eighth and Arch Streets in Shamokin, three rooms that total 1,851 sq. ft. of a building known as the Northumberland County Career and Arts Center. The facility is used for the Family Literacy program. The renewal is for the period of July 1, 2016–June 30, 2017 at a cost of \$12 per sq. ft. for an annual lease of \$22,212. The cost per sq. ft. is unchanged from the expiring lease.

(Attachment No. 10)

5. Purchase of 5 Sight Licenses from Forecast5 Analytics

Directors are asked to authorize the CSIU Administration to purchase one-year 5 Sight licenses from Forecast5 Analytics for our 17 member districts at a cost of \$62,320. **(Attachment No. 11)**

CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES

1. Technology Advantage, Inc. (TAI) Contract

Directors are asked to approve entering into a contract with TAI, at an amount not to exceed \$140,000, effective July 1, 2016 through June 30, 2017 (with the option to continue) for the following services:

- Makerspace Consultation
- Client Consultation regarding financial software
- PIMS Client Support

(Attachment No. 12)

Motion by Mr. McGann and second by Mr. Keiser:

- *to accept the monthly financial reports for June;*
- *to pay the obligations listed on the documents presented for June;*
- *to approve the program budget transfers;*
- *to authorize the 2015-16 OPEB Trust Fund Contribution;*
- *to authorize Charles Peterson as CSIU's liaison to the PA OPEB Trust;*
- *to approve the 4th Annual Cooperative Purchasing Customer Appreciation Program for Local Districts;*
- *to approve the KPN fuel oil bid awards for the 2016-17 purchasing cycle;*
- *to approve the KPN bid awards for commercial food service equipment and supplies and educational and classroom furniture;*
- *to approve three facilities use agreements;*
- *to approve purchase of 5 Sight Licenses from Forecast5 Analytics; and*
- *to approve entering into a contract with TAI.*

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Keiser, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Weader, Mr. Whitmoyer*

Result: ***Motion passed:*** *Voting yes-10; Voting no-0*

Mr. Peterson left the meeting at this time.

**II. PERSONNEL COMMITTEE REPORT – Dennis Keiser, Chair
Larry Augustine and Larry Neidig, Committee Members**

CONSIDERATION OF ACTION ITEMS (Attachment No. 21)

1. New Employees

Non-Instructional Staff

Christy M. Hauger, Lewisburg, received a diploma from Mifflinburg Area High School. She has been employed as secretary to the principal at the Mifflinburg Area School District, Mifflinburg. Ms. Hauger is recommended as a **Pre-K Counts administrative assistant**, effective August 8, 2016. Funds for this new position are available in the Pre-K Counts budget.

Jessica M. Kipp, Milton, received a bachelor’s degree from Miller-Motte Technical College. She is the owner of Kipp Drywall, Milton. Ms. Kipp is recommended as a **student transportation administrative assistant**, effective July 21, 2016. Funds for this new position are available in the transportation budget.

Kerri S. Kubalak, Spring Mills, received a bachelor’s degree from Penn State University. She has been employed as a family service worker at CenClear, Phillipsburg. Ms. Kubalak is recommended as a **WATCH Project career technician**, effective July 21, 2016. Funds for this new position are available in the WATCH Project budget.

Kristy M. Sones, New Cumberland, received a bachelor’s degree from Messiah College. She has been employed as a service coordinator at JLD Property Management Group, Inc., Harrisburg. Ms. Sones is recommended as a **WATCH Project career coordinator**, effective July 21, 2016. Funds for this new position are available in the WATCH Project budget.

2. Position Transfers

Our executive director recommends position transfers for the following staff members:

Name	From	To	Reason	Effective
Amiann O. Bower	interpreter specialist	reading/resource teacher	filling a vacancy	Aug. 8, 2016
Danielle M. Zeigler	Early Intervention teacher	Early Intervention program supervisor	filling a vacancy	Oct. 3, 2016

3. Title Change

Our executive director recommends a title change for **Monna M. Harman** from Certified Nursing Assistant (CNA) apprenticeship instructor to Certified Nursing Assistant (CNA) apprenticeship instructional coordinator, effective July 21, 2016.

4. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Debora L. Matter	associate instructor	July 8, 2016
Kayla M. McCloskey	senior instructor	June 16, 2016

5. Employment Contract

As chief academic officer, **John M. Kurelja** is eligible to receive an employment contract, effective July 1, 2016. The employment contract outlines responsibilities, conditions of employment, salary and benefits. (**Attachment No. 13**)

6. Furlough of Occupational Therapists

Our executive director recommends furloughs of 1.4 full-time equivalent occupational therapists (elimination of 1 full-time and 1 part-time position) due to decrease in pupil enrollment in Lewisburg Area, Line Mountain and Shikellamy school districts. Directors are asked to approve the Furlough Resolution as a Result of Substantial Decrease in Pupil Enrollment and/or Curtailment/Reorganization/Realignment of Programming. (**Attachment No. 14**)

7. Demotion of Physical Therapist

Our executive director recommends demotion of one full-time physical therapist to a part-time position due to decrease in pupil enrollment from Lewisburg Area, Line Mountain and Shikellamy school districts. Directors are asked to approve the Resolution Regarding Demotion of Physical Therapist. (**Attachment No. 15**)

8. In-School Nursing Services Contract

Our executive director recommends contract approval with **BAYADA Home Health Care, Inc.** to provide nursing services at the rate of \$40 per hour for RN or LPN services for the period of July 1, 2016 through June 30, 2017. (**Attachment No. 16**)

9. Change of Resignation Date

Directors have previously accepted the resignation of **Susan M. Miller**, coordinator of Early Intervention services, effective Jan. 2, 2017. The approved date has since changed to Oct. 31, 2016.

Motion by Mr. Keiser and second by Mr. McGann to approve new employees, position transfers, title change, resignations, employment agreement, furlough of occupational therapists, demotion of physical therapist, in-school nursing services contract and change of resignation date.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Keiser, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Weader, Mr. Whitmoyer*

Result: ***Motion passed:** Voting yes-10; Voting no-0*

**III. AD-HOC COMMITTEE REPORT – Bruce Rhoads, Chair
Larry Augustine and Daniel McGann, Committee Members**

**IV. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair
Victor Abate and Jeffrey Kashner, Committee Members**

**V. POLICY COMMITTEE REPORT – Daniel McGann, Chair
Bruce Rhoads and Scott Karpinski, Committee Members**

**VI. NOMINATIONS COMMITTEE REPORT – Tera Unzicker-Fasssero, Chair
Jeffrey Kashner and Thomas Reich, Committee Members**

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS

**1. Northumberland Area Head Start and Early Head Start –
Governing Requirements**

Federal regulations require acknowledgement and approval of the following Head Start/Early Head Start documents as a part of the shared governance responsibility by the CSIU board:

1. Monthly Report for May 2016
2. Self-Assessment Summary Report 2015-16
3. Strategic Plan 2016-17
4. Draft Application for Continued Refunding 2016-17

(Attachment No. 17)

Motion by Mr. Reich and second by Mr. Rhoads to approve Head Start/Early Head Start documents as presented.

The motion was unanimously approved.

II. ADMINISTRATIVE REPORTS (Attachment No. 22)

1. Executive Leadership

Kevin Singer, Executive Director

Dr. Singer presented a revised copy of the CSIU Table of Organization, which he reviewed this evening with the Personnel Committee.

Motion made by Mr. McGann and second by Mr. Neidig to approve the revised CSIU Table of Organization presented by Dr. Singer.

During discussion, the overall reaction to Dr. Singer's proposal was very strong in favor; however, it was noted that there is no policy that the Board needs to approve or disprove the document.

Therefore, the motion and second were withdrawn.

(Attachment No. 19A)

2. Administrative Services

Lynn Cromley, Assistant Executive Director/Chief Administrative Officer

3. Educational Services

John Kurelja, Chief Academic Officer

4. Financial Services

Charles Peterson, Jr., Chief Financial Officer

5. Marketplace Services

John Brenchley, Chief Innovation Officer

6. Other

III. ADJOURNMENT

Mr. Augustine declared the meeting adjourned at 9:01 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

June 2, 2016, via email a letter dated May 23, 2016 from Brandy Burnham (Director, Pa. Dept. of Labor & Industry – Bureau of Workforce Development Administration) notifying CSIU of the fully executed contract for the Workforce Development Grant Agreement #427-16 in the amount of \$200,000. The effective dates are March 1, 2016 to June 30, 2017. Also received from this same office, via a letter dated May 31, 2016, the corresponding Notice of Obligation (NOO) #427-15-001. Funds are to be used to develop and implement a statewide marketing strategy for the CNA Registered Apprenticeship program.

June 3, 2016, a letter from Sue Leonard (Chief, PDE Division of Analysis and Financial Reporting) notifying CSIU that the Bureau of Special Education/PDE intends to support the Pennsylvania Training and Technical Assistance Network-Office for Dispute Resolution (ODR) for the 2016-2017 school year in an amount not to exceed \$2,800,000. These funds must be used to support the project's goals and service delivery system.

June 9, 2016, a letter from Kathleen Pathan (Acting Regional Program Manager, Office of Head Start) providing guidance on the requirements for submission of the application to operate Head Start/Early Head Start for the budget period of Dec. 1, 2016 through Nov. 30, 2017. The current funding level for Grant No. 03CH010273 has been established as \$2,750,394 for a combined Head Start/Early Head Start enrollment of 287 children.

June 13, 2016, via email from Brian Bell (PDE/OCDEL) notifying CSIU of the renewal notice for the 2016-2017 CSIU PA Pre-K Counts program. The term of this renewal is from July 1, 2016 until June 30, 2017, in the amount of \$765,000. This is the fourth-year renewal option for the original agreement #130-13-0-014 (PAC #130-16-0-014).

June 27, 2016, via email from Roxanne Walden (Purchasing Agent I, PDE-Bureau of Management Services, Division of Procurement, Grants & Payables) notifying CSIU that PDE has evaluated and selected the proposal submitted by CSIU in response to the Invitation to Bid solicitation #6100038411, Consultant for Persistently Dangerous Schools. No work shall be performed until a fully executed purchase order has been processed and distributed to CSIU from PDE-Bureau of Management Services.

June 28, 2016, via email from Brent L. Gordon (Budget Analyst, PDE/OCDEL) notifying CSIU of the renewal notice for the 2016-2017 CSIU Head Start State Supplemental Assistance Program. The term of this renewal is from July 1, 2016 until June 30, 2017, in the amount of \$529,143. This is the fourth-year renewal option for the original agreement #141120009 (PAC #141-16-0009).

II. PERSONNEL MATTERS (Attachment No. 21)

1. Completion of New Employment Probationary Period

The following staff members have successfully completed their six-month new employment probationary period:

Name	Position	Effective
Tanya R. Dynda	technology integration support specialist	July 18, 2016
Nichole D. Fisher	youth development coordinator	July 4, 2016
Anita M. Williams	family literacy parent educator	July 21, 2016

2. Return from Leave of Absence

Jamie M. Brent, Early Head Start senior instructor, has returned from a medical leave of absence, effective June 13, 2016.

3. Unpaid Leave of Absence

Our executive director has approved an unpaid leave of absence for **Ashley M. Graves**, project development specialist, effective Aug. 19, 2016 through Sept. 30, 2016.

4. Staff Travel

Laura Saccente, PSAYDN Director, attended the *Mott-STEM Next System Building Network Meeting* July 13-14, 2016 in Newport Beach, Calif. Attendance is a requirement of the grant. While there, she discussed future direction of the grant and funding for the STEM Learning Ecosystems Summer Leadership Institute proposal. Funds for airfare, lodging, conference registration and meals were available in the Mott Foundation grant.

Contrell Armor, youth development programs coordinator, will attend the *21st CCLC Summer Institute* July 19-21, 2016 in Phoenix, Ariz. While there, he will participate in interactive breakout sessions to gather new ideas for activities, technical assistance for managing programs, programming strategies and data for use in educating students in the 21st CCLC programs. Funds for airfare, lodging and meals are available in the 21st CCLC budget.

Chief Innovation Officer **John Brenchley** will attend the *Association of School Business Officials (ASBO) 2016 Annual Meeting and Expo* Sept. 23-26, 2016 in Phoenix, Ariz. While there, he will engage in a variety of professional development opportunities geared to business officials at the national level. This will also allow networking with statewide business officials since there are Pa. specific events. **David Manney**, cooperative purchasing services program manager, and **Jared Lehman**, cooperative business services and operations project manager, will also attend Sept. 24-25, 2016 to exhibit and promote PEPPM and KPN contracts to school business officials, educators and technology coordinators from across the country. They will also research new products and services and network with vendors. Funds for airfare, lodging, conference registration and meals are available in the joint purchasing budget.

Jeffrey Kimball, cooperative purchasing director, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *Association of School Business Officials (ASBO) 2016 Annual Meeting and Expo* Sept. 23-26, 2016 in Phoenix, Ariz. While there, they will exhibit and market KPN cooperative purchasing contracts to ASBO members from across the country. Funds for airfare, lodging and meals are available in the joint purchasing budget.

Chief Innovation Officer **John Brenchley** will attend the *Association of Educational Purchasing Agencies (AESA) and Association of Educational Services Agencies (AESA) joint meeting* Nov. 28–Dec. 2, 2016 in Savannah, Ga. While there, he will present with MindShine, attend professional development sessions and share information regarding IU software to AESA members. Funds for airfare, lodging, conference registration and meals are available in the joint purchasing and computer services budgets.

Kenneth Erb, telepresence and communication technology facilitator, and **Jeffrey Kay**, senior information technology project coordinator, will attend the *International Consumer Electronics Show* Jan. 5–9, 2017 in Las Vegas, Nev. While there, they will have the opportunity to engage with industry experts and experience the latest in emerging trends and technologies. Information gathered at this conference will be shared with IU staff and the school districts served by the IU. Funds for airfare, lodging, conference registration and meals are available in the executive budget.

III. POLICY AND PROGRAM MATTERS

1. Driver Education Fees

The CSIU is a provider of behind-the-wheel driver education, serving the five-county region for both high school students and adults. In 2015–16, the CSIU provided services to 622 students and 20 adults. To continue to provide this service, it is necessary to adjust the rates so that anticipated revenues match anticipated expenses.

The CSIU Administration has established rates as follows:

- \$350 for six hours of behind-the-wheel training, including the student driver's completion of the Pennsylvania driver education test (previous rate \$210)
- \$65 per hour for adult behind-the-wheel instruction (previous rate \$45 per hour)

(Attachment No. 18)

2. CSIU Table of Organization

The CSIU Table of Organization changes periodically according to the structure of the organization. The executive director presents the recently revised table.

(Attachment No. 19 and revised Attachment No. 19A)

IV. BOARD GOVERNANCE MATTERS

1. Election of Directors

Directors from *Benton Area, Line Mountain, Millville Area, Mount Carmel Area, Southern Columbia Area and Warrior Run* school districts were nominated by their district boards to serve full three-year terms on the CSIU Board of Directors beginning July 1, 2016 and continuing through June 30, 2019.

Directors from *Bloomsburg Area, Milton Area and Shikellamy* school districts were appointed by their district boards to complete the balance of unexpired terms on the CSIU Board. One director resigned in May 2016.

Another director from *Bloomsburg Area* was also more recently appointed by his district board to complete the balance of an unexpired term on the CSIU Board. His name will appear on the 2017 Ballot for Election of CSIU Directors.

Directors from the 17 districts were given the opportunity to vote for the slate of candidates for the CSIU Board of Directors. All candidates were approved. **(Attachment No. 20)**

2. Terms of Office

The terms of office for the CSIU Board of Directors are as follows:

District	Director	Began CSIU	Current Term Expires
Benton Area	Kathleen DeYong	February 2016	June 2019 *
Berwick Area	Daniel McGann	April 2011	June 2017
Bloomsburg Area	Norman Mael	May 2016	June 2017 **
Central Columbia	Bruce Rhoads	July 2011	June 2017
Danville Area	David Weader	September 2011	June 2018
Lewisburg Area	Tera Unzicker-Fassero	March 2013	June 2018
Line Mountain	Lawrence Neidig	January 2010	June 2019 *
Midd-West	Victor Abate	December 2011	June 2017
Mifflinburg Area	Dennis Keiser	July 2012	June 2018
Millville Area	Jody Love	January 2016	June 2019 *
Milton Area	Darlene Garcia-Johnson	March 2016	June 2018 **
Mount Carmel Area	William Brecker	December 2013	June 2019 *
Selinsgrove Area	Larry Augustine	July 2012	June 2018
Shamokin Area	Jeffrey Kashner	December 2012	June 2018
Shikellamy	Scott Karpinski	December 2015	June 2017 **
Southern Columbia Area	Thomas Reich	March 2015	June 2019 *
Warrior Run	Douglas Whitmoyer	December 2011	June 2019 *

* *re-appointed*

***completing balance of unexpired term*