

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF REGULAR MONTHLY MEETING
WEDNESDAY, SEPTEMBER 21, 2016**

COMMITTEE MEETINGS

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

DINNER

- 6 p.m. in Susquehanna B

WORK STUDY SESSION

- 6:45 p.m. in Susquehanna B

**CSIU 2016 PROFESSIONAL LEADERSHIP DAY AND
STAFF RECOGNITION**

Terri Locke, Kudos Award Recipient

Thomas Packer, Ambassador of the Year

Mandy Rothermel, Passion for Excellence Awardee

BUSINESS MEETING

- 7:30 p.m. in Commonwealth Room

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BUSINESS MEETING AGENDA AND MINUTES
September 21, 2016 CSIU Board of Directors Meeting
CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Vice President Bruce Rhoads.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate	Midd-West		X
Larry D. Augustine, <i>President</i>	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, <i>Secretary</i>	Berwick	X	
Lawrence I. Neidig, <i>Treasurer</i>	Line Mountain	X	
Thomas Reich.....	Southern Columbia	X	
Bruce E. Rhoads, <i>Vice President</i>	Central Columbia	X	
Tera Unzicker-Fassero.....	Lewisburg Area	X	
David Weader	Danville Area		X
Douglas L. Whitmoyer	Warrior Run.....	X	

Directors present – 13; Directors absent – 4

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

- John Brenchley — Chief Innovation Officer
- Lynn Cromley — Assistant Executive Director/Chief Administrative Officer
- Kenneth Erb — Telepresence and Communication Technology Facilitator
- 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 Spotts — Public Relations Manager

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Oct. 19 at the CSIU central office.

VI. APPROVAL OF MINUTES

Motion by Mr. McGann and seconded by Mr. Brecker to approve the minutes of the regular meeting of the CSIU Board of Directors on July 20, 2016.

The motion was unanimously passed.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

- 1. CSIU Programs and Services Manual – Jennifer Spotts, Public Relations Manager**
Ms. Spotts distributed the CSIU Programs and Services Manual and a chart that illustrates which programs and services are used by each school district and career and technology center. These publications serve as an informational piece that highlights the full range of CSIU programs and services available to our schools, educators and communities. **(Attachment A)**

BOARD GOVERNANCE

I. PSBA OFFICERS FOR 2016

In accordance with PSBA bylaws, member entities cast one vote per office during annual elections. To cast votes for the 2017 officers, a vote must be taken by CSIU directors by the October 3 deadline. Officers are President-Elect, Vice President and PSBA Insurance Trust Trustees. **(Attachment No. 1)**

A copy of the Voting Receipt will be attached as part of the official minutes. **(Attachment No. 1A)**

Motion by Mr. Rhoads and second by Mr. McGann to cast a vote for the slate of candidates as presented.

Roll Call Vote: *Voting yes: Mr. Brecker, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Keiser, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: *Motion passed: Voting yes-13; Voting no-0*

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 (July and August)

The reports of fiscal year 2016-17 financial activity as of July 31 and August 31, 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 — July

Balance 7/1/16		\$2,997,406.24
July Deposits		\$5,243,435.05
July Disbursements		
July Payroll Transfers	(\$1,477,477.86)	
July Bank Card ACH	(71,382.86)	
July Bank Charges	(450.34)	
Monthly Checks	(2,537,124.46)	
Void Checks dated before 7/1/16	2,750.00	
July Payroll Disbursements	(1,506,674.55)	
Total July Disbursements	(\$5,590,360.07)	(\$5,590,360.07)
Balance 7/31/16		\$2,650,481.22

Voided Checks/Direct Deposits Current Month

Check #	Payee	Amount	Reason	Check Date
206493	Family Practice Center	\$180.00	Incorrect Vendor	7/19/16
	Total	\$180.00		

**Voided Checks/Direct Deposits
Dated Before 7/1/16**

Check #	Vendor	Amount	Reason	Check Date
205859	Donna Schnepf	\$ 225.00	Incorrect Vendor	6/21/16
206138	Rediker Software, Inc.	2,525.00	Duplicate Payment	6/29/16
	Total	<u>\$2,750.00</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 7/1/16	\$ 19,899.02	\$ 0.00	\$3,590.29	\$32,587.36
July Transfers	1,477,477.86	75,109.00	0.00	0.00
July Deposits	0.00	0.00	0.00	0.00
July Interest	11.08	0.00	0.00	0.00
July Withdrawals	(1,477,477.86)	(75,109.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 7/31/16	<u>\$ 19,910.10</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 7/1/16	\$124,492.00	\$3,855,498.31	\$232,500.98	\$7,156,491.68
July Deposits	0.00	866,389.40	1,071.49	0.00
July Interest	28.57	922.22	64.23	0.00
July Withdrawals	0.00	(2,001,071.49)	0.00	0.00
Balance 7/31/16	<u>\$124,520.57</u>	<u>\$2,721,738.44</u>	<u>\$233,636.70</u>	<u>\$7,156,491.68</u>

General Fund — August

Balance 8/1/16		\$2,650,481.22
August Deposits		\$7,177,930.42
August Disbursements		
August Payroll Transfers	(\$1,340,862.79)	
August Bank Card ACH	(16,992.50)	
August Bank Charges	(519.07)	
Monthly Checks	(5,263,622.94)	
1st Half Sales Tax ACH	(350.40)	
Void Checks dated before 8/1/16	1,307.70	
August Payroll Disbursements	(881,035.14)	
Total August Disbursements	<u>(\$7,502,075.14)</u>	<u>(\$7,502,075.14)</u>
Balance 8/31/16		\$2,326,336.50

Voided Checks/Direct Deposits**Current Month**

Check #	Payee	Amount	Reason	Check Date
207315	Nystrom Education	\$ 143.88	Incorrect Vendor	8/23/16
207141	PA State Board of Nursing	35.00	Incorrect Vendor	8/16/16
207031	Pitney Bowes	779.34	Incorrect Amount	8/09/16
207076	Xerox	156.52	Incorrect Vendor	8/09/16
207006	Mid-State Occupational Health	90.00	Incorrect Amount	8/09/16
207082	Rachael Flagg	50.00	Funds not needed	8/09/16
207205	Commonwealth of PA	35.00	Permit not needed	8/19/16
	Total	<u>\$1,289.74</u>		

Voided Checks/Direct Deposits**Dated Before 8/1/16**

Check #	Vendor	Amount	Reason	Check Date
206558	PATTAN Malvern	\$ 140.00	Incorrect Vendor	7/19/16
206312	MCIU 23/PATTAN	275.00	Duplicate Payment	7/08/16
206350	Saurav Upadhyay	650.00	Lost in Mail	7/08/16
206711	Saurav Upadhyay	136.21	Lost in Mail	7/26/16
206243	Jamie Brent	106.49	Lost	7/08/16
	Total	<u>\$2,750.00</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 8/1/16	\$ 19,910.10	\$0.00	\$3,590.29	\$32,587.36
August Transfers	1,340,862.79	0.00	0.00	0.00
August Deposits	1450.95	0.00	0.00	0.00
August Interest	10.5	0.00	0.00	0.00
August Withdrawals	(1,342,313.74)	0.00	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 8/31/16	\$ 19,920.60	\$0.00	\$3,590.29	\$32,587.36

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 8/1/16	\$124,520.57	\$233,636.70	\$7,156,491.68
August Deposits	0.00	1,071.49	0.00
August Interest	30.49	58.04	0.00
August Withdrawals	0.00	0.00	0.00
Balance 8/31/16	\$124,551.06	\$234,766.23	\$7,156,491.68

2. August Payment Authorization (July)

As authorized by CSIU Board Policy 005, board officers reviewed and approved payment of the following obligations, which are now presented to the board as a whole for its acceptance. Funds for payment are available in program budgets.

(Attachment No. 3)

Accounts Payable – July	Amount
General Fund 07/31/16	\$ 2,537,124.46

Per Diem and Hourly Employees

Pay Period Ending 7/14/16	\$ 19,333.75
Pay Period Ending 7/28/16	\$ 24,622.00
Total	\$ 3,769,610.20

3. Payment Requests (August)

The following obligations are listed on the documents included in directors' agenda packets. **(Attachment No. 4)** Funds for payment are available in program budgets.

Accounts Payable – August	Amount
General Fund 08/31/16	\$ 5,263,622.94
Per Diem and Hourly Employees	
Pay Period Ending 8/11/16	\$ 37,736.27
Pay Period Ending 8/25/16	\$ 34,709.87
	<hr/>
Total	\$ 5,336,069.08

4. 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 years' programs before the Annual Financial Report is filed with the PA Department of Education. **(Attachment No. 5)**

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Insurance Policy Renewals

Directors are asked to approve one-year renewals for the following policies:

- Board Treasurer Bond
- Migrant Education Student Accident
- Head Start, Early Head Start and Pre-K Counts Student Accident

(Attachment No. 6)

2. Central Pennsylvania Workforce Development Resource Sharing Agreement

Directors are asked to approve a Resource Sharing Agreement with the Central Pennsylvania Workforce Development Corporation. This agreement is a lease for office and classroom space, and includes utilities, janitorial services and toiletry supplies. This space is located at 225 Market Street, Sunbury, which is used by the Adult Education program. The term of the agreement is July 1, 2016 through June 30, 2017 at a cost of \$399 per month, which is an increase of \$44 per month over last year's cost.

(Attachment No. 7)

3. Early Intervention Program Classroom Leases

Directors are asked to approve two leases to operate Early Intervention program classes for the 2016-17 school year; one with Lewisburg Area School District and the other with Southern Columbia Area School District. **(Attachment No. 8)**

4. CSIU Auction

CSIU Directors are asked to authorize a contract with Marquette's Auction Marketing of Hughesville to conduct an auction at the CSIU annex on Oct. 22, 2016.

(Attachment No. 9)

5. Safe Kids Pennsylvania Van Donation

Directors are asked to authorize the donation of a 2009 Chevrolet van from Safe Kids Pennsylvania to Safe Kids Dauphin County. (**Attachment No. 10**)

6. Pennsylvania Trust Support Services Agreement Renewal

Directors are asked to approve the renewal of the annual Support Services Agreement with the Pennsylvania Trust for the CSIU to serve as its administrative agent July 1, 2016 to June 30, 2017 as presented. (**Attachment No. 11**)

7. CSIU Central Office, Annex and Warehouse Parking Lot Lighting

Directors are asked to approve a contract with Generations Electrical Company, Butler, N.J. to provide and install more efficient and cost effective parking lot lighting at a cost of \$19,601.50. The proposal has been secured from a KPN contract. (**Attachment No. 12**)

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

- *to accept the monthly financial reports for July and August;*
- *to pay the obligations listed on the documents presented for July and August;*
- *to approve the program budget transfers;*
- *to approve insurance policy renewals;*
- *to approve the Resource Sharing Agreement with the Central Pennsylvania Workforce Development Corporation;*
- *to approve the Early Intervention program classroom leases;*
- *to authorize a contract with Marquette's Auction Marketing;*
- *to authorize the donation of a van from Safe Kids Pennsylvania to Safe Kids Dauphin County;*
- *to approve the renewal of the annual Support Services Agreement with the Pennsylvania Trust; and*
- *to approve a contract with Generations Electrical Company for parking lot lighting.*
- *to authorize the 2015-16 OPEB Trust Fund Contribution;*

Roll Call Vote: *Voting yes: Mr. Brecker, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Keiser, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-13; Voting no-0***

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

CONSIDERATION OF ACTION ITEMS (Attachment No. 19)

1. New Employees

Instructional Staff

Michala R. Holland, Milton, received a high school diploma from Warrior Run School District. She has been employed as a caretaker at Sweet Country Daycare, Milton. Ms. Holland is recommended as **assistant instructor**, effective Sept. 12, 2016. Funds for this replacement position are in the Head Start budget.

Diane T. Knisely, Elysburg, received a master's degree from Alliance Theological Seminary. She has been employed as teacher at Logos Academy, York, and more recently as the principal of the Meadowview Christian Academy, Paxinos. Ms. Knisely is recommended as **math/science instructional coach support specialist**, effective Aug. 29, 2016. Funds for this new position are in the math partnership grant.

Elizabeth A. Legarski, Muncy, received a master's degree from Mansfield University. She has been employed as a registered nurse at Geisinger Medical Center, Danville, and more recently as a part-time practical nursing instructor. Ms. Legarski is recommended as **practical nursing instructor**, effective Sept. 19, 2016. Funds for this replacement position are in the LPN Career Center budget.

Michael G. Lord, Winfield, received a master's degree from Shippensburg University. He has been employed as the elementary school principal for Mifflinburg Area School District. Mr. Lord is recommended as **behavior support consultant**, effective Nov. 29, 2016. Funds for this replacement position are in the IDEA budget.

Misty L. Lose, New Columbia, received a bachelor's degree from Bloomsburg University. She has been employed as a substitute teacher for the Lewisburg Children's Center. Ms. Lose is recommended as **assistant instructor**, effective Aug. 29, 2016. Funds for this replacement position are available in the Head Start budget.

Cheryl L. MacPherson, Millmont, received a high school diploma from Williamsport Area School District. She has been employed as an aide by the Mifflinburg Area School District. Ms. MacPherson is recommended as **aide**, effective Aug. 16, 2016. Funds for this new position are in the special education budget.

Mary A. Morgan, Sunbury, received a bachelor's degree from Bloomsburg University. She has been employed as an administrative assistant at the Mountain Presbyterian Church, Sunbury. Ms. Morgan is recommended as **assistant instructor**, effective Sept. 26, 2016. Funds for this replacement position are in the Head Start budget.

Sabrina J. Parker, Sunbury, received a high school diploma from Shikellamy School District. She has been employed as a teacher at the Hope United Methodist Church, Port Trevorton. Ms. Parker is recommended as **one-on-one aide**, effective Aug. 19, 2016. Funds for this replacement position are in the special education budget.

Shannon N. Ross, Mifflinburg, received a bachelor's degree from Penn State University. She has been employed as a student compliance intern at Evangelical Community Hospital, Lewisburg. Ms. Ross is recommended as **aide**, effective Aug. 19, 2016. Funds for this replacement position are in the special education budget.

Richard C. Scarantino, Milton, received a bachelor's degree from King's College. He has been employed as the athletic director of Meadowbrook Christian School, Milton, and as a substitute teacher with the CSIU. Mr. Scarantino is recommended as **one-on-one aide**, effective Aug. 19, 2016. Funds for this replacement position are in the special education budget.

Tara L. See, Bloomsburg, received a master's degree from Bloomsburg University. She has been employed as a speech therapist at the Schuylkill Intermediate Unit #29, Mar Lin. Ms. See is recommended as **speech therapist**, effective Nov. 14, 2016. Funds for this replacement position are in the special education budget.

Katelynn E. Walls, Selinsgrove, received a bachelor's degree from Susquehanna University. She has been employed as an assistant preschool teacher at the Susquehanna Children's Center, Selinsgrove, and more recently as an instructional assistant at Connecting the Pieces, Norristown. Ms. Walls is recommended as **Early Head Start instructor**, effective Sept. 12, 2016. Funds for this replacement position are in the Early Head Start budget.

Eric J. Weikel, Shamokin, received a high school diploma from Shamokin Area School District. He has been employed as a substitute aide for the CSIU. Mr. Weikel is recommended as **one-on-one aide**, effective Aug. 9, 2016. Funds for this replacement position are in the special education budget.

Non-instructional Staff

Matthew D. Butensky, Mechanicsburg, received a bachelor's degree from Susquehanna University and is currently pursuing a master's degree from Shippensburg University. He has been employed as a grant development assistant/data analyst at the Schuylkill Intermediate Unit #29, Mar Lin. Mr. Butensky is recommended as **youth development coordinator**, effective Oct. 3, 2016. Funds for this new position are in the Center for Schools and Communities budget.

Lees M. Chevere, Reading, received a master's degree from Metropolitan University of Puerto Rico. She was employed as a special education facilitator for the Department of Education of Puerto Rico, and more recently as a team leader for the Pennsylvania Migrant Education Program. Ms. Chevere is recommended as **Migrant Education Program team leader**, effective Aug. 19, 2016. Funds for this new position are in the Migrant Education Program budget.

Jennifer L. Mowrey, Montgomery, received a bachelor’s degree from Lycoming College. She has been employed as a counselor for Clear Vision Residential Treatment Services Inc., Montgomery. Ms. Mowrey is recommended as **career counselor specialist**, effective Sept. 2, 2016. Funds for this new position are available in the YES program.

Jamie A. Stahl, Milton, received a master’s degree from Bloomsburg University. She was employed as human resources administrative support technician for the CSIU, and more recently as the human resources manager at Pennsylvania Treatment and Healing, Turbotville. Ms. Stahl is recommended as **client support specialist I**, effective Sept. 22, 2016. Funds for this new position are in the computer services budget.

2. Position Transfer

Our executive director recommends a position transfer for **Lori L. Long** from assistant instructor to classroom assistant due to filling a vacancy, effective Aug. 9, 2016.

3. Para-educator Professional Development Transfer

Cheryl L. Macpherson, aide, has met the requirements of the board’s para-educator professional development policy and is recommended for transfer to **classroom assistant**, effective Sept. 22, 2016.

4. Title Changes

Our executive director recommends title changes for the following staff members:

Name	From	To	Effective Date
Julie L. Bieber	Early Head Start senior instructor	Early Head Start instructor	Aug. 9, 2016
S. Katherine Boyles	One-on-one instructional support program assistant	Instructional support program assistant	Aug. 9, 2016
Jamie M. Brent	Early Head Start senior instructor	Early Head Start instructor	Aug. 9, 2016
Ami E. Goudreau	Early Intervention teacher	Early Intervention program evaluation consultant	Aug. 22, 2016
Kristen N. Miller	Early Head Start senior instructor	Early Head Start instructor	Aug. 9, 2016
Carol L. Steward	Special education teacher – itinerant support	Early Intervention teacher	Aug. 9, 2016
Heather J. Toevs	Early Intervention teacher	Early Intervention program evaluation consultant	Aug. 9, 2016

5. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Diane T. Altomare	Speech therapist	Dec. 5, 2016
Deborah E. Burge	Senior instructor	Aug. 18, 2016
Meghan E. Drumheller	Career counselor specialist	Aug. 8, 2016
Michael E. Farronato	Home and school visitor	Aug. 9, 2016
Rhonda L. Gilliom	Adult education case manager	Jan. 1, 2017
Jillian L. Johnson	Career counselor specialist	Sept. 30, 2016
Jessica M. Kipp	Student transportation administrative assistant	July 29, 2016
Suzanne M. Lenhart	Early Head Start senior family partner/home visitor	Aug. 26, 2016
Amanda F. Lyons	Business support services technician	Aug. 11, 2016
Pamela E. Moore	Classroom assistant	June 3, 2016
Pamela A. Murray	PEPPM program assistant	Sept. 16, 2016
Cynthia D. Price	Classroom assistant	Aug. 2, 2016
Kristy L. Truitt-Reichner	Senior instructor	June 2, 2016
Sharon L. Walter	Special education teacher	Nov. 4, 2016

6. Substitute Teachers and Aides

Directors are asked to approve the following substitute teachers and aides to work in CSIU classrooms and programs for the 2016-17 school year:

Substitute Teachers	Teachers (continued)	Substitute Aides
Beth A. Bellve	Alison E. Horne	Christine M. Ditzler
Aaron M. Billett	Lynne M. Ivoroy	Kenneth A. Geise
Marie A. Bourassa	Robert E. Horne	Heather L. Hendrickson
M. Jorjia Clinger	Nicole M. Maresca	Catherine M. Persing
Schylar J. Cook	Ellen A. Matragrano	
Janet S. Dougherty	Brandi L. Miller	
Timothy J. Egan	Carol K. Mullany	
William A. Fait	Allan C. Schappert	
Joan A. Grimord	Barbara Y. Simons	
Alycia E. Haas	Donna A. Vought	
Kristin M. Hansel	Jenelle M. Wooten	
Loretta M. Hasey		

7. Tenured Employee List

Annually in September, directors are asked to accept a cumulative list of employees who have attained tenure in their CSIU employment (as defined by Public School Code, Section 1101). That list is included in directors' agenda packets. Names of staff who received tenure during the past school year are underlined. (**Attachment No. 13**)

8. In-School Speech and Physical Therapy Services

Our executive director recommends approval of the following contracts: AMN Healthcare, Inc. of San Diego, Calif., to provide speech therapy services and substitute speech therapy services for the period of Aug. 25, 2016 through June 30, 2017; and Schulykill Intermediate Unit to provide physical therapy services for two identified students during the 2016-17 school year. **(Attachment No. 14)**

9. In-School Interpreter Services

Our executive director recommends approval of a contract with Interpretak of Rochester, N.Y., to provide education interpreting services and substitute interpreting services for the period of Sept. 6, 2016 through June 30, 2017. **(Attachment No. 15)**

10. Furlough of Occupational Therapist

Our executive director recommends furlough of one full-time equivalent occupational therapist (elimination of 1 full-time position) due to decrease in pupil enrollment in Mount Carmel Area School District. 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. 16)**

11. Collective Bargaining Agreement

At the recommendation of the CSIU negotiating team, directors are asked to approve the Collective Bargaining Agreement between the CSIU Board of Directors and the CSIU Education Association (Psychologists, Licensed Social Workers, and Home and School Visitors), effective July 1, 2014 through June 30, 2018. **(Attachment No. 17)**

Motion by Mr. Keiser and second by Mr. McGann to approve new employees, position transfer, professional development transfer, title changes, resignations, substitute teachers and aides, tenured employees list, contract for in-school speech and physical therapy services, contract for in-school interpreter services, furlough of occupational therapist and Collective Bargaining Agreement between the CSIU Board of Directors and the CSIU Education Association (Psychologists, Licensed Social Workers, and Home and School Visitors).

Roll Call Vote: *Voting yes: Mr. Brecker, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Keiser, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-13; Voting no-0***

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

Mr. Rhoads reported that no meeting was held this evening.

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

Mr. McGann reported that a meeting would be held on Sept. 22, 2016.

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 June
2. Monthly Report for July
3. Program Information Report (PIR) for Head Start and Early Head Start
4. 2016 Community Assessment

(Attachment No. 18)

Motion by Mr. McGann and second by Mr. Keiser to approve Head Start documents as presented.

Roll Call Vote: *Voting yes: Mr. Brecker, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Keiser, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: *Motion passed: Voting yes-13; Voting no-0*

II. ADMINISTRATIVE REPORTS (Attachment No. 20)

1. Executive Leadership

Kevin Singer, Executive Director

Dr. Singer presented the CSIU Administrative Reorganization Recommendation to the Board. He will present the results of Phase 2 for approval at the October meeting.

(Attachment No. 21)

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 - Marcia Hoffman, Director of Human Resources

Ms. Hoffman reported that a tentative Collective Bargaining Agreement between the CSIU Board of Directors and the CSIU Education Association (Psychologists, Licensed Social Workers, and Home and School Visitors) was reached in one negotiating session. The agreement was approved this evening.

III. ADJOURNMENT

Motion by Mr. McGann and second by Mr. Neidig to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

June 30, 2016, a letter from Patricia Hozella (Director, PDE Bureau of Special Education) notifying CSIU that the Special Education Plan for 2016-17 has been approved in accordance with 22 PA Code, Chapter §14.104. Any revisions to this plan must be submitted for approval to the Bureau of Special Education at least thirty (30) calendar days prior to the anticipated date of implementation.

July 1, 2016, via email from Carrie Thompson (Purchasing Agent 2, PA Department of Human Services – Bureau of Financial Operations) notifying CSIU of the revised Purchase Order #4300488967 for Adult Basic Education services to be provided at Danville State Hospital. A line item increase for services to be purchased results in the revised purchase order amount of \$45,183.60, an increase of \$3,227.40.

July 6, 2016 via email from Jim Domen (Procurement Manager, PDE – Bureau of Management Services) notifying CSIU of the revised Purchase Order #4300459950 for the 2015-16 Education Leading to Employment and Career Training (ELECT) Data grant. Adjustments were made between line items. The purchase order amount remains unchanged at \$71,642.

July 7, 2016 via email from Maribel Martinez (Management Technician, PDE – Division of Student Services) notifying CSIU of an amendment to the Refugee School Impact Grant (RSIG) grant agreement, FC#4100068857A. This amendment will extend the grant period from Aug. 14, 2016 to Sept. 30, 2016. The revised award amount is \$158,324, an increase of \$13,724. This communication was reconfirmed in a letter dated July 21, 2016 from Carmen M. Medina.

July 7, 2016, a letter from Deb Blascovich (ELECT Program Officer, PDE – Division of Student Services) notifying CSIU of the approved 2015/2018 Education Leading to Employment and Career Training (ELECT) contract, FC#4100071396. This contract is effective July 1, 2015 and expires June 30, 2018. The grant period of July 1, 2015 through June 30, 2016 provides for an award amount of \$462,154. Funding for subsequent fiscal years is subject to availability of funds.

July 7, 2016, a letter from Deb Blascovich (ELECT Program Officer, PDE – Division of Student Services) notifying CSIU of the approved 2015–18 Education Leading to Employment and Career Training (ELECT) Technical Assistance contract, FC#4100071675. This contract is effective July 1, 2015 through June 30, 2018. The grant period of July 1, 2015 through June 30, 2016 provides for an award amount of \$240,000. Funding for subsequent fiscal years is subject to availability of funds.

July 12, 2016 via email from Jim Domen (Procurement Manager, PDE – Bureau of Management Services) notifying CSIU of the revised Purchase Order #4300646183 for 2015-16 English as a Second Language (ESL) services. Adjustments were made between line items. The purchase order amount remains unchanged at \$369,875.83.

July 13, 2016 via email from Roxanne Walden (Purchasing Agent I, PDE – Bureau of Management Services, Division of Procurement, Grants & Payables) notifying CSIU of Purchase Order #4300513306 in the amount of \$12,775.43 for services to be provided through June 30, 2018 related to Persistently Dangerous Schools.

July 14, 2016 via email from Grantsolutions.gov notifying CSIU of changes to Grant #03CH010273-01-02. This action decreases Head Start funded enrollment from 204 to 168, effective Aug. 29, 2016. There have been no changes to the funding amounts. The program year funding for the period of Dec. 1, 2015 through Nov. 30, 2016 remains at \$2,702,630.

July 18, 2016, a letter from Carmen M. Medina (Chief, PDE – Division of Student Services) notifying CSIU of the approved federal award for 2016-17 Migrant Education Services. The award amount is \$1,403,766 for the period of July 1, 2016 through Sept. 30, 2017. This grant will provide supplemental services to eligible PA migrant children, youth and their families. It will also serve migrant preschool children and involve parents in their children's education.

July 18, 2016, a letter from Carmen M. Medina (Chief, PDE – Division of Student Services) notifying CSIU of the approved federal award for 2016-17 Migrant Education Services. The award amount is \$670,000 for the period of July 1, 2016 through Sept. 30, 2017. This grant will provide the statewide services of an Identification and Recruitment Coordinator and a Parent Involvement and Special Projects Coordinator.

July 18, 2016, a letter from Deb Blascovich (ELECT Program Officer, PDE – Division of Student Services) notifying CSIU of the approved 2016-17 funding for the Education Leading to Employment and Career Training (ELECT) contract, FC#4100071396. The grant period of July 1, 2016 through June 30, 2017 provides for an award amount of \$462,154. Funding for subsequent fiscal years is subject to availability of funds.

July 18, 2016, a letter from Deb Blascovich (ELECT Program Officer, PDE – Division of Student Services) notifying CSIU of the approved 2016-17 funding for the Education Leading to Employment and Career Training (ELECT) Technical Assistance contract, FC#4100071675. The grant period of July 1, 2016 through June 30, 2017 provides for an award amount of \$240,000. Funding for subsequent fiscal years is subject to availability of funds.

July 22, 2016, a letter from Susan McCrone (Division Chief, PDE – Division of Federal Programs) notifying CSIU of the Math & Science Partnerships Grant in the amount of \$368,608 for the award period of July 1, 2016 through Sept. 30, 2017. Project #FA-075-15-0616 will receive final approval via the eGrants system.

July 22, 2016 via email from Brenda Kylen (Data and Fiscal Project Officer, PDE – Division of Student Services) notifying CSIU of the approved budget revision for FC#4100070446 - Migrant Education Child Care Services Grant. Adjustments were made between budget categories. The budget amount remains unchanged at \$63,844.

July 31, 2016 via email from Jim Domen (Procurement Manager, PDE – Bureau of Management Services) notifying CSIU of Purchase Order #4300511031 for 2016-17 21st Century Support and Technical Assistance services. The purchase order is valid through June 30, 2017, in the amount of \$1,000,369.94. Funds will be used to provide support and technical assistance to 21st Century Community Learning Centers currently in operation throughout the Commonwealth as well as additional 21st Century Community Learning Centers initiatives that may be implemented in the future.

Aug. 9, 2016, a letter from Susan D’Annunzio (Student Services Supervisor, PDE – Division of Student Services) notifying CSIU of the approved budget revision for FC#4100068052 – 2015-16 21st Century Community Learning Center Afterschool Program Grant. Adjustments were made between budget categories. The budget amount remains unchanged at \$400,000.

Aug. 23, 2016 via email from Emily Rosenberry (Procurement Administrative Officer, PDE – Bureau of Management Services) notifying CSIU of Purchase Order #4300512768 for 2016-17 Education Leading to Employment and Career Training (ELECT) Evaluation services. The purchase order is valid through June 30, 2017, in the amount of \$71,641.75. Funds will be used to collect, analyze and report to PDE ELECT participant information and services provided by school based ELECT programs throughout the Commonwealth.

II. PERSONNEL MATTERS (Attachment No. 19)

1. Completion of New Employment Probationary Period

Marca L. O’Hargan, career counselor specialist, has successfully completed her new employment probationary period, effective Sept. 19, 2016.

2. Unpaid Leave of Absence

Our executive director has approved an unpaid leave of absence for the following:

Name	Position	Effective
Elise A. Moser	Early Head Start senior family partner/home visitor	Oct. 4, 2016 through Dec. 30, 2016
Kelly A. Thomas	assistant instructor	Aug. 29, 2106 through Oct. 7, 2016

3. Staff Travel

Stephanie Colvin-Roy, special projects managing coordinator, attended the *I Can Problem Solve (ICPS) Implementer Training* Aug. 9–10, 2016 in Sturgeon Bay, Wis. She was contracted by an ICPS implementing site to conduct training. All expenses were covered through NoVo Foundation funding and fees were charged to the organization.

Stephanie Colvin-Roy, special projects managing coordinator, attended the *Mindset, Grit, Optimism Professional Development Program* Aug. 30–Sept. 1, 2016 in Anchorage, Alaska. She was contracted to conduct training for the Alaska Council of School Administrators. All expenses were covered by the fees charged for the program.

Rijelle Kraft, family support technical assistance coordinator, and **Karen Shanoski**, partnership project coordinator, attended the *National Alliance of Children's Trust and Prevention Funds Annual Meeting* Sept. 20-26, 2016 in Scottsdale, Ariz. While there, they participated in professional development sessions aimed at strengthening their ability to supervise the Pennsylvania Children's Trust Fund program. The meeting offered a networking forum with other state leaders to develop strategies to use in CTF statewide programs. Funds for airfare, conference registration, lodging and meals were available in the Children's Trust Fund budget.

Mark Carollo, network and systems administrator, will attend an *Epylon Corporation Meeting* Sept. 26, 2016 in Danville, Calif. While there he will meet regarding a website design project. Funds for airfare, lodging, parking and meals are available in the joint purchasing budget.

Shileste Morris, senior program development and organizational manager, and **Laura Saccente**, PSAYDN director, will attend the *State Afterschool Network Lead Meeting* Sept. 27–29, 2016 in Cambridge, Mass. This meeting is a requirement of the Mott Foundation grant. Funds for airfare, lodging and meals are available in the Mott budget.

Laura Saccente, PSAYDN director, will attend the *White-Riley-Peterson Fellowship Training* Oct. 2–7, 2016 in Greenville, S.C. This training is a requirement of the White-Riley-Peterson Fellowship acceptance. All expenses for travel are covered by a stipend.

Kimberly Delbo, Central Susquehanna LPN Career Center (CSLPNCC) director, will attend the *Effectively Leading an ACEN–Accredited Program: A Workshop for the New Nurse Administrator* Oct. 14, 2016 in Atlanta, Ga. While there she will be oriented to the responsibilities in maintaining compliance with Accreditation Commission for Education in Nursing (ACEN) standards and criteria which will provide helpful direction related to reporting and maintenance of documentation. Funds for airfare, lodging, conference registration and meals are available in the CSLPNCC budget.

Karen Shanoski, partnership project coordinator; **Tiedra Marshall**, family support coordinator; **Allyson Fulton**, family support coordinator; and **Wenda Deardorff**, family support specialist, will attend the *Parents as Teachers National Conference* Oct. 17-19, 2016 in St. Louis, Mo. While there they will be provided with professional development and networking opportunities. They will also be preparing for the role of

host at the 2017 national conference. Ms. Shanoski will also attend on Oct. 16 as the PAT state office representative. Ms. Marshall will attend on Oct. 15 and 16 as a PAT trainer. Funds for airfare, lodging, conference registration and meals are available in the PAT budget.

Vaughn Murray, education programs information management coordinator; **Norma Paisley-Moore**, Northeast Migrant Education Program recruiter/student support specialist; **Lori Potutschnig**, Northeast Migrant Education Program recruiter/student support specialist; and **Jose Reyes-Lua**, Statewide Migrant Education Program recruitment coordinator, will travel to San Antonio, Texas, Oct. 18–20, 2016 to attend the *2016 National Identification and Recruitment Forum*. While there, they will receive updates of programs from the federal office of migrant education, attend training on new techniques of recruitment, and participate in workshop sessions that will provide information to enhance the outreach efforts of identification and recruitment of migrant families. Statewide recruitment coordinator and regional staff will deliver two workshop sessions focusing on the community recruitment of out-of-school youth and service delivery. Funds for transportation, lodging, meals and conference registration are available in the Migrant Education Program and the migrant tech budgets.

Jeffrey Kimball, cooperative purchasing services director, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *27th Annual Regional Conference and Expo of the National Institute of Governmental Purchasing of the Arizona State Capitol Chapter* Oct. 19–20, 2016 in Mesa, Ariz. While there, they will market KPN and PEPPM contracts to NIGP members. Funds for airfare, lodging and meals are available in the joint purchasing budget.

Karen Shanoski, partnership project coordinator, will attend the *Parents as Teachers (PAT) Board Meeting* Oct. 26-28, 2016 in St. Louis, Mo. She has been elected to serve as a representative of PAT state officers at the national PAT board of directors meeting. All expenses are covered by PAT National Center.

Lynda Becker, youth development coordinator, will attend the *28th Annual Conference of the National Association for the Education of Homeless Children and Youth* Oct. 29–Nov. 1, 2016 in Orlando, Fla. While there, she will attend and present a workshop at the only national conference that focuses on homeless education. Funds for airfare, conference registration, lodging and meals are available in the homeless education budget.

Stephanie Colvin-Roy, special projects managing coordinator, will attend the *International Bullying Prevention Association (IBPA) National Conference* Nov. 6–8, 2016 in New Orleans, La. While there, she will present on behalf of NoVo and I Can Problem Solve (ICPS) program to promote social emotional learning, fostering empathy and responsible decision making through ICPS and other strategies. Funds for airfare, lodging and meals are available in the NoVo budget.