

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF REGULAR MONTHLY MEETING
WEDNESDAY, OCTOBER 19, 2016**

COMMITTEE MEETINGS

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

DINNER

- 6 p.m. in Susquehanna B

WORK STUDY SESSION

- 6:45 p.m. in Susquehanna B

COOPERATIVE PURCHASING AND SOFTWARE SERVICES

John Brenchley, Chief Innovation Officer

LYNDA.COM AND ROBOT INITIATIVE

Jeffrey Kay, Senior Information Technology Project Coordinator

BUSINESS MEETING

- 7:30 p.m. in Commonwealth Room

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BUSINESS MEETING AGENDA AND MINUTES

October 19, 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 President Larry Augustine.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate	Midd-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 – 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, Nov. 16 at the CSIU central office.

VI. APPROVAL OF MINUTES

Motion by Ms. Love and seconded by Mr. Rhoads to approve the minutes of the regular meeting of the CSIU Board of Directors on Sept. 21, 2016.

The motion was unanimously passed.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. Annual Personnel Report

Marcia Hoffman, Human Resources Director

Ms. Hoffman shared with directors a series of graphs and charts that visually represent the following annual statistics:

- Staff Census
- Staff Education Levels
- Sick Leave Bank Utilization
- Credit Reimbursement
- Total Payroll Amount
- Unemployment Compensation Costs
- Workers’ Compensation Costs
- Health Flexible Spending Account

(Attachment A)

COMMITTEE REPORTS

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

Mr. McGann reported that the Finance Committee met this evening.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2016-17 financial activity as of September 30, 2016 are presented for acceptance. The revenue and expenditure reports by program are included in directors' agenda packets. (**Attachment No. 1**) The monthly financial statements follow:

General Fund — July

Balance 9/1/16		\$2,326,336.50
September Deposits		\$7,808,430.85
September Disbursements		
September Payroll Transfers	(\$1,410,279.07)	
September Bank Card ACH	(\$5,978.09)	
September Bank Charges	(\$454.33)	
September Payroll Disbursements	(\$864,872.53)	
Monthly Checks	(\$1,860,729.16)	
NSF Check Charge	(\$12.00)	
September PSERS ACH	(\$1,824,511.46)	
Void Checks dated before 9/1/16	\$3,504.43	
Total September Disbursements	(\$5,963,332.21)	(\$5,963,332.21)
Balance 9/30/16		\$4,171,435.14

Voided Checks/Direct Deposits Current Month

Check #	Payee	Amount	Reason	Check Date
207613	Scholastic, Inc.	\$477.14	Incorrect Amount	9/06/16
	Total	\$477.14		

Voided Checks/Direct Deposits Dated Before 9/1/16

Check #	Vendor	Amount	Reason	Check Date
207280	Jaime Kile	\$ 75.00	Lost in Mail	8/23/16
206935	AT&T Mobility	3,429.43	Incorrect Amount	8/09/16
	Total	\$3,504.43		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 9/1/16	\$ 19,920.60	\$0.00	\$3,590.29	\$32,587.36
September Transfers	1,410,279.07	0.00	0.00	0.00
September Deposits	0.00	0.00	0.00	0.00
September Interest	10.22	0.00	0.00	2.46
September Withdrawals	(1,410,279.07)	0.00	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 9/30/16	\$ 19,930.82	\$0.00	\$3,590.29	\$32,589.82

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 9/1/16	\$124,551.06	\$2,551,766.89	\$234,766.23	\$7,156,491.68
September Deposits	0.00	5,676,654.42	1,071.49	0.00
September Interest	25.82	665.97	55.87	8179.9
September Withdrawals	(16220.56)	(3,001,071.49)	0.00	0.00
Balance 9/30/16	\$108,356.32	\$5,228,015.79	\$235,893.59	\$7,164,671.58

2. Payment Requests

The following obligations are listed on the documents included in directors' agenda packets. **(Attachment No. 2)** Funds for payment are available in program budgets.

Accounts Payable	Amount
General Fund 09/30/16	\$ 1,860,729.16

Per Diem and Hourly Employees

Pay Period Ending 9/08/16	\$ 21,464.31
Pay Period Ending 9/22/16	\$ 24,159.94
Total	\$ 1,906,353.41

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. School Bus Drivers and Aides

Directors are asked to approve the following list of bus drivers and aides for the 2016-17 school year.

Employer	Position	First Name	Last Name
CSIU	Aide	Tiffany	Balliet
CSIU	Aide	Andrea	Reigle
CSIU	Driver	Wendy	Bauman
CSIU	Driver	Mark	Borges
CSIU	Driver	Bonnie	Foulds
CSIU	Driver	Kim	Hart
CSIU	Driver	Randy	Kerstetter
CSIU	Driver	Karen	Krohn
CSIU	Driver	Ron	Mowery
CSIU	Driver	Larry	Robbins
CSIU	Driver	William	Spade
CSIU	Driver	Ken	Wirt
CSIU	Driver	Adam	Wolfe
CSIU	Driver	Grace	Yost
CSIU	Driver & Aide	Karen	Williams
Erdman	Driver	Janet	Doone
Erdman	Driver	Mary	Erdman
Erdman	Driver	Gene	Mattern
Fishing Creek	Aide	Amber	Daily
Fishing Creek	Aide	Kristine	Dane
Fishing Creek	Driver	Patsy	Beck
Fishing Creek	Driver	Stephen	Daily
Fishing Creek	Driver	Laurie	Foust
Fishing Creek	Driver	Deborah	Hemsarth
Fishing Creek	Driver	Gary	Keough
Fishing Creek	Driver	Sandra	Milroy
Fishing Creek	Driver	Frances	Mullen
Fishing Creek	Driver	Nancy	Scala
Kaseman	Driver	King	Kaseman

Employer	Position	First Name	Last Name
McMichael	Aide	April	Seely
McMichael	Driver	Linda	Cole
McMichael	Driver	Seth	Cole
McMichael	Driver	Leonard	McMichael
McMichael	Driver	Kevin	Parks
Mowery	Driver	Patty	Miller
Rhinard	Driver	Rachel	Allbeck
Rohrer	Driver	Galen	Beaver
Rohrer	Driver	Evelyn	DeFiore
Rohrer	Driver	Dave	Fellencer
Rohrer	Driver	Jessica	Haas
Rohrer	Driver	Harold	Jamison
Rohrer	Driver	Patti	Jamison
Rohrer	Driver	Malinda	Nissley
Rohrer	Driver	Nathan	Sanders
Rohrer	Driver	Amber (AJ)	Shambach
Rohrer	Driver	Linda	Wendt
Rohrer	Driver	Bonnie	Willette
Rohrer	Driver	Janet	Yearger
Rohrer	Driver	Betty	Zellers-Meiser

CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES

1. Addendum to Agreement for Services - MindShine Technologies, LLC

Directors are asked to approve an addendum to the agreement with MindShine Technologies, LLC of Alpharetta, Ga., for continued software development services. The current agreement, which was approved June 15, 2016 for a maximum amount of \$150,000, will be increased to an amount not to exceed \$250,000 as a result of increased programming time necessary to implement enhancements in the human resource and payroll modules of the FIS system. Funds for this expenditure are available in the computer services budget. **(Attachment No. 3)**

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

- *to accept the monthly financial reports for September;*
- *to pay the obligations listed on the documents presented for September;*
- *to approve school bus drivers and aides for 2016-17 school year; and*
- *to approve the addendum to the agreement for services as presented.*

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Ms. DeYong, Ms. Garcia-Johnson, Mr. Kashner, Mr. Keiser, Ms. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Weader, 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. 12)

1. New Employees

Instructional Staff

Kelsey J. Bainbridge, Orangeville, received a diploma from Central Columbia High School, Bloomsburg. She has been employed as part of the sales team at Lowes Home Improvement, Bloomsburg. Ms. Bainbridge is recommended as **aide**, effective Oct. 20, 2016. Funds for this new position are in alternative placement budget.

Wendy L. Leiby, Selinsgrove, received a cosmetology teacher license from Empire Beauty School. She has been employed as the cosmetology program director at McCann School of Business and Technology, Sunbury. Ms. Leiby is recommended as **corrections education–cosmetology teacher**, effective Oct. 3, 2016. Funds for this new position are in corrections education budget.

Non-instructional Staff

Kristin M. Hansel, Danville, received a bachelor’s degree from Pennsylvania State University, Harrisburg. She has been employed as a substitute teacher for the CSIU. Ms. Hansel is recommended as **Early Head Start senior family partner/home visitor**, effective Oct. 20, 2016. Funds for this replacement position are available in the Early Head Start budget.

Jeanne B. McNeil, Paxinos, received a bachelor’s degree from East Stroudsburg University, East Stroudsburg. She has been employed as an office manager by Peter E. McNeil, M.D. Family Practice, Mount Carmel. Ms. McNeil is recommended **employment outreach specialist**, effective Oct. 20, 2016. Funds for this new position are available in the YES program budget.

Judy A. Rodriquez, Freeland, received a bachelor’s degree from Wilkes University. She has been employed as a behavioral health worker at Northeast Counseling Services, Hazleton. Ms. Rodriquez is recommended as **Migrant Education student support specialist**, effective Oct. 20, 2016. Funds for this new position are in the Migrant Education budget.

2. Career Ladder Position Adjustments

Position adjustments are recommended for approval in accordance with the Board approved technology group career ladder. The following 14 staff members have met the designated requirements to move to the next level, and their advancement is recommended by the executive director, effective July 1, 2016. (**Attachment No. 4**)

Name	Current Title	Proposed Title
Pollyanna V. Barrall	Client support specialist I	Senior client support specialist III
Lisa J. Cardennis	Senior client support specialist II	Client support consultant III
John D. Dunton	Client support specialist III	Senior client support specialist I
Lori B. Dyer	Senior software quality assurance specialist III	Software quality assurance advisor II
JoEllen C. Fedder	Senior client support specialist I	Senior client support specialist III
Matthew S. Gochnaur	Senior software quality assurance specialist II	Senior software quality assurance specialist III
Penny M. Graybill	Senior client support specialist II	Client support consultant III
Leslie A. Hartline	Client support and data analyst	Client support and data analyst III
Derek J. Klingman	Programmer/analyst III	Senior programmer/analyst III
Nicholas E. Kriner	Computer programmer III	Senior programmer/analyst I
Sandra L. Mattern	Client support specialist III	Senior client support specialist I
Brian J. Paulhamus	Technical support consultant I	Technical support consultant II
Joyce E. Schaeffer	Client support consultant I	Client support analyst I
Lori A. Stehle	Systems analyst II	Systems analyst III

3. Administrative Reorganization Position Adjustments

The executive director recommends position adjustments for the following 21 staff members. These adjustments follow from a strategic analysis in Phase 2 of the CSIU reorganization. (**Attachment No. 5**)

Name	Current Title	Proposed Title	Effective Date
Debra A. Barren	Staff accountant	Business support accounting manager	Oct. 20, 2016
Cindy D. Clotfelter	Cooperative benefit services assistant	Trust services technical specialist	July 1, 2016
Kathleen M. Dieffenderfer	Telecommunications and E-Rate administrative assistant	Telecommunications E-Rate facilitator	July 1, 2016
Leisa K. Diehl	Business support services manager	Business support services manager	July 1, 2016
Kenneth D. Erb	Telepresence and communication technology facilitator	Facilities coordinator	Oct. 20, 2016
Jennifer D. Gardner	Financial accounting manager	Grants and accounting manager	July 1, 2016
Sandra L. Greak	Transportation management assistant	Transportation coordinator	July 1, 2016
Jeffrey C. Kay	Senior information technology project coordinator for EIRS project	Special projects technology manager	July 1, 2016
Kevin L. Kilgus	Payroll and general accounting manager	Business administrator	July 1, 2016
Kevin L. Kilgus	Business administrator	Business administrator	July 1, 2017
Michelle L. Kipple	Information technology program assistant	Cooperative purchasing data specialist	July 1, 2016
Melanie A. Klees	Grant and budget analyst technical specialist	Grant and budget analyst technical specialist	July 1, 2016
Jared D. Lehman	Cooperative business services and operations project manager	Cooperative purchasing supervising manager	July 1, 2016

Name	Current Title	Proposed Title	Effective Date
Jared D. Lehman	Cooperative purchasing supervising manager	Cooperative purchasing supervising manager	July 1, 2017
Jean A. Lepley	Grant and budget technical specialist	Grant and budget technical specialist	July 1, 2016
Tessa L. Lyons	Grant and budget analyst II	Grant and budget analyst technical specialist	July 1, 2016
Diane B. Morgan	Cooperative benefit services technical specialist	Executive assistant to the chief financial officer	July 1, 2016
Shileste O. Morris	Senior program development and organizational manager	Center for Schools and Communities Assistant Director	July 1, 2016
Shileste O. Morris	Center for Schools and Communities Assistant Director	Center for Schools and Communities Director	July 1, 2017
Elizabeth A. Rathfon	Technical and project support assistant to facilities office coordinator	Assistant facilities coordinator	July 1, 2016
Todd J. Roney	Client implementation facilitator II	Client solutions manager	July 1, 2016
Mandy L. Rothermel	Benefits analyst	Benefits and wellness manager	July 1, 2016
Carol S. Styers	PEPPM program assistant	Cooperative purchasing order specialist	July 1, 2016
Jennifer C. Williams	Director of Special Education and Early Childhood Services	Director of Special Education and Early Childhood Services	July 1, 2016

4. Grant Funded Position Adjustment

Our executive director recommends a salary adjustment for **Christina A. Pulman**, ESL and diploma project coordinator, due to grant funding increase, effective Oct. 20, 2016.

5. Para-educator Professional Development Transfer

The following staff members have met the requirements of the CSIU para-educator professional development policy and are recommended for transfer.

Name	From	To	Effective Date
Shannon N. Ross	Aide	Instructional support program assistant	Oct. 20, 2016
Richard C. Scarantino	One-on-one aide	One-on-one instructional program assistant	Oct. 20, 2016

6. Stipends

The executive director recommends stipend payments for the following instructional staff who work as lead teachers during the current academic year.

Name	Title	Effective Date
Teresa J. Erb	Alternative education teacher Montour Learning Center	Oct. 2016 and Feb. 2017
Jeffrey M. Kiss	Alternative education teacher Ashler Manor	Oct. 2016 and Feb. 2017

7. Substitute Teachers and Para-educators (aides)

Directors are asked to approve the following substitute teachers and para-educators (aides) to work in CSIU classrooms and programs for the 2016-17 school year.

Substitute Teachers	Substitute Teachers (cont'd)	Substitute Aides
Michelle M. Diggins	Tammy N. Rice	John J. Dougherty
Kenneth A. Geise	Maria A. Southerton	Barbara A. Foura
Peter J. Grimord	Katelynn S. Stricker	BethAnn Ledezma
Mary Lou Lebo		
Morgana L. Miller		

8. In-School Physical Therapy and Language Interpreting Services

Our executive director recommends approval of the following contracts: Cumberland Therapy Services, LLC to provide physical therapy services and substitute physical therapy services for the period of July 1, 2016 through June 30, 2017; and Eterpreting LLC to provide language interpreting services for the period of Oct. 1, 2016 through June 30, 2017. (**Attachment No. 6**)

9. Human Resources Consulting Services

Our executive director recommends approval of a contract with JDugan Employee Relations, LLC as an independent contractor to assist the director of human resources in completing a number of time-sensitive projects. The term of the contract is Oct. 1, 2016 through June 30, 2017, at an amount not to exceed \$9,000. (**Attachment No. 7**)

10. Rates for Substitute Teachers and Substitute Para-educators (Aides)

Our executive director recommends approval of the following rates for substitutes:
Teacher rate \$100 per day and Para-educator (Aide) rate \$10 per hour.
(Attachment No. 9)

11. Resignation

Katrina L. Little, associate instructor, has submitted her resignation, effective Oct. 24, 2016.

12. Change of Resignation Date

Directors have previously accepted the resignation of **Susan A. Miller**, coordinator of Early Intervention, effective Jan. 1, 2017. The approved date has since changed to Oct. 31, 2016.

Motion by Mr. Keiser and second by Mr. Rhoads to approve new employees, career ladder position adjustments, administrative reorganization position adjustments, grant funded position adjustment, para-educator professional development transfer, stipends, substitute teachers and para-educators (aides), in-school physical therapy and language interpreting services human resources consulting services, rates for substitute teachers and substitute para-educators (aides), resignation and change of resignation date.

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Ms. DeYong, Ms. Garcia-Johnson, Mr. Kashner, Mr. Keiser, Ms. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Weader, 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 formal 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 was held on Sept. 22, 2016. Progress was made on the 100 series and a few revisions to policies that were already approved. These policies will be presented at the November meeting, following legal review.

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. Annual Report to the Public 2015-16
2. Head Start Program Performance Standards Final Rule
3. Monthly Report for August
4. Head Start/Early Head Start Standards for Conduct
5. Policy Council By-Laws

(Attachment No. 8)

Motion by Mr. Abate and second by Mr. Weader to approve Head Start/Early Head Start documents as presented.

The motion was unanimously approved.

2. Board Policy Revisions

Directors are asked to accept at first reading the following Board Policy Revisions:

- No. 007–Policy Manual Access
- No. 336–Personal Necessity Leave
- No. 827–Conflict of Interest

(Attachment No. 10)

Motion by Mr. McGann and second by Mr. Keiser to approve board policy revisions as presented.

The motion was unanimously approved.

II. ADMINISTRATIVE REPORTS (Attachment No. 13)

- 1. Executive Leadership**
Kevin Singer, Executive Director
- 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**

III. ADJOURNMENT

The meeting was adjourned by President Augustine at 8:20 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

Sept. 2, 2016, a letter from Carmen Medina (Chief, PDE – Division of Student Services) notifying CSIU of the approved federal grant award – Education for Homeless Children and Youth for fiscal year 2016-2017. The grant period will be July 1, 2016 through Sept. 30, 2017, with an award amount of \$200,000. An approval letter and executed grant agreement will be forwarded when the grant has received final approval.

Sept. 2, 2016, via email from Brenda Kylen (Data and Fiscal Project Officer, PDE - Division of Student Services) a letter notifying CSIU of the 2015-2016 Carryover and Extension Request for Federal Grant Project #017-15-0101 (Migrant Education Program). The ending date for this program has been extended from Sept. 30, 2016 to Dec. 31, 2016. The grant amount is unchanged.

Sept. 2, 2016 via email from Jim Domen (Procurement Manager, PDE – Bureau of Management Services) notifying CSIU of the revised Purchase Order #4300394534 for AEDY Consult Services. The purchase order is being amended to add line items 20-25 for the three-month extension period of July 1, 2016 through Sept. 30, 2016. There can be no lapse in service for this program while PDE is preparing a new five-year contract. Funds added for this time period total \$175,214.22, bringing the revised total purchase amount to \$596,848.78.

Sept. 2, 2016, via email from Brenda Kylen, a letter from Carmen Medina (Chief, PDE – Division of Student Services) notifying CSIU that the 2016-2017 Migrant Education Program Grant (CSC Migrant Technical Assistance) has been received by PDE in a substantially approved form. Funds for this grant may be obligated as of July 1, 2016. The Project Number is 017-16-0106, in the amount of \$670,000. An approval letter and executed grant agreement will be forwarded when the grant has received final approval.

Sept. 2, 2016, via email from Brenda Kylen, a letter from Carmen Medina (Chief, PDE – Division of Student Services) notifying CSIU that the 2016-2017 Migrant Education Program Grant has been received by PDE in a substantially approved form. Funds for this grant may be obligated as of July 1, 2016. The Project Number is 017-16-0101, in the amount of \$1,403,766. An approval letter and executed grant agreement will be forwarded when the grant has received final approval.

Sept. 6, 2016, via email from Kari Pardoe (Associate Program Officer – Charles Steward Mott Foundation) notifying CSIU of the approved proposal for the Pennsylvania Statewide Afterschool Youth Development Network. Grant #2004-01485.04 provides funding in the amount of \$225,000 over the three-year life of the grant, beginning Oct. 1, 2016.

Sept. 7, 2016, via email from Marla Doddo (Workforce Operations & Strategies Manager/EO Officer, Luzerne/Schuylkill Workforce Investment Board, Inc.) notifying CSIU of the 2016-17 Youth TANF Grant. The contract is effective July 1, 2016 through June 30, 2017, in the amount of \$47,010. The CSIU proposal includes serving migrant and English Language Learner students at the Hazleton Literacy Lab in Luzerne County.

Sept. 9, 2016, via email from Sally Mentzer (Special Projects Secretary – Capital Area Intermediate Unit #15) notifying CSIU of the fully executed contract for Foster Care Support Services. The term of this agreement shall be from July 1, 2016 through June 30, 2017. The maximum amount payable to CSIU under the terms of this agreement is \$144,816, inclusive of all operational, administrative, and logistical expenses related to providing services, excluding travel. An additional maximum amount of \$5,184 is available for eligible travel expenses.

Sept. 13, 2016, via email from Jim Domen (Procurement Manager, PDE – Bureau of Management Services) notifying CSIU of Purchase Order #4300518474 for AEDY Consult Services. This five-year purchase order is valid Oct. 1, 2016 through June 30, 2021, with Year One being valid Oct. 1, 2016 through June 30, 2017. The Year One amount is \$219,480.99.

Sept. 28, 2016, a letter from Ryan Bonafair (Purchasing Agent, Millersville University) notifying CSIU of the three-month extension granted for Service Purchase Contract #4000042006. The contract amount remains unchanged.

Sept. 28, 2016, via GrantSolutions email from Timothy Chappelle (ACF Grants Officer, US Dept. of Health and Human Services) notifying CSIU of the approved budget for Award #90FX0033-02-00 – Work Attributes Toward Careers in Health (WATCH) Project. Year 2 of this five-year award has a budget period of Sept. 30, 2016 through Sept. 29, 2017. The federal award amount is \$1,500,000.

Sept. 28, 2016, via email from Brenda Kylen, a letter from Carmen Medina (Chief, PDE – Division of Student Services) notifying CSIU of the fully executed state grant for Child Care Services for Children of Migratory Agricultural Workers in the amount of \$60,964 and Summer Services for Children of Migratory Agricultural Workers in the amount of \$37,139. The total amount of FC#4100072984 is \$98,103 for the period of July 1, 2016 through June 30, 2017.

Sept. 30, 2016, via email from Maribel Martinez (Management Technician, PDE – Division of Student Services) notifying CSIU of the 2016-2017 Refugee School Impact Grant (RSIG) Agreement. The term of FC #4100074521 is from Oct. 1, 2016 through Sept. 30, 2017, in the amount of \$65,635.

II. PERSONNEL MATTERS (Attachment No. 12)

1. Completion of New Employment Probationary Period

The following staff have successfully completed their new employee probationary period.

Name	Title	Effective Date
Jamie M. Brent	Early Head Start instructor	Oct. 21, 2016
Marcia K. Hoffman	Director of Human Resources	Oct. 12, 2016
Christina M. Moser	Pre-K Counts program/recruitment coordinator	Sept. 1, 2016

2. Return from Leaves of Absence

Name	Position	Return Date
Ashley M. Graves	Project development specialist	Sept. 28, 2016
Kelly A. Thomas	Head Start assistant instructor	Oct. 17, 2016

3. Unpaid Leaves of Absence

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

Name	Position	Effective Date
Jessica M. Glenn	Instructor	Oct. 11–Dec. 16, 2016
Jennifer L. Rakovan	Speech therapist	Oct. 25, 2016–Jan. 27, 2017

4. Staff Travel

Donna Bunch, ELECT student support specialist, and **Hiliary Haddon**, ELECT student support lead specialist, attended the *Human Trafficking and Social Justice Conference* Sept. 22-23, 2016 in Toledo, Ohio. While there they received valuable information to share with other members of the ELECT program who work with teen parents in secure treatment centers, prisons, alternative settings and through probation. Funds for transportation, lodging, meals and conference registration were available in the ELECT budget.

Jeffrey Kimball, cooperative purchasing services director, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *Association of Educational Purchasing Agencies (AEPA) Board Meeting* Nov. 28-30, 2016 in Savannah, Ga. While there, they will attend the board meeting to review and approve AEPA bids and contract extensions, and also meet with new vendors to reviews their products and services. Funds for airfare, lodging, conference registration and meals are available in the joint purchasing budget.

Chief Financial Officer **Charles Peterson, Jr.**, will attend the *Association of Educational Service Agencies (AESAs) 31st Annual Conference* Nov. 30–Dec. 3, 2016 in Savannah, Ga. He will attend the sessions for professional development and will also participate in two presentations. Funds for airfare, lodging, conference registration and meals are available in split budgets.

Jeffrey Kimball, cooperative purchasing services director, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *National Athletic Directors Conference and Exhibits* Dec. 11-12, 2016 in Nashville, Tenn. While there, they will exhibit and market KPN contracts to high school athletic directors. Funds for airfare, lodging and meals are available in the joint purchasing budget.

III. POLICY AND PROGRAM MATTERS

1. Annual CSIU Back-to-School Report 2016-17

At the start of the current school year, the CSIU is operating the following programs, with the comparison to the figures from this time last year.

	Number of Instructors		Number of Students	
	2016-17	2015-16	2016-17	2015-16
Alternative Education	7	11	61	115
District-Based Programs:				
Autistic Support	4.5	4.0	69	73
Blind/Visually Impaired Support	4.0	3.5	85	75
Deaf/Hearing Impaired Support	5.0	5.0	89	79
Emotional Support	0	1.0	0	7
Five Star Programs	6.0	5.0	30	36
Learning Support	4.0	0	45	0
Life Skills Support	4.0	4.0	50	56
Multi-handicapped Support	4.0	5.0	22	26
Physical Support	0	2.0	0	109
Speech/Language Support	3.4	6.0	93	101
Total	34.9	35.5	483	562
Residential Facilities Programs:				
North Central Secure Treatment Unit	29	20	86	102
White Deer Run Treatment	0	1	0	24
Total	29	21	86	126
Early Intervention:				
Early Head Start	10	10	83	83
Head Start	13	14	222	246
Pre-K Counts	5	4	90	72
Preschool	20	21	604	352
Total	48	49	999	753
All Programs Total	118.9	116.5	1,629	1,556

2. ANNUAL CSIU PROGRAM STATISTICS 2015–16

Included in directors' meeting packets is a listing of programs and services conducted by the CSIU during 2015-16 and, where appropriate, the number of clients served.

(Attachment No. 11)