

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF REGULAR MONTHLY MEETING
WEDNESDAY, NOVEMBER 16, 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

HEAD START GOVERNANCE

Patricia Edwards, Head Start Programs Manager

Terri Locke, Early Intervention Preschool Programs Supervisor

BUSINESS MEETING

- 7:30 p.m. in Commonwealth Room

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BUSINESS MEETING AGENDA AND MINUTES
November 16, 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 – 12; Directors absent – 5

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

Sharon Beagle—CSIU Education Association Representative
John Brenchley—Chief Innovation Officer
Lynn Cromley—Assistant Executive Director/Chief Administrative Officer
Kim Eroh—Pinnacle Place Director
Kenneth Erb—Telepresence and Communication Technology Facilitator
Marcia Hoffman—Human Resources Director
Nancy Joraskie—Executive Office Support Specialist/Alternate Board Recording Secretary
Dr. John Kurelja—Chief Administrative Officer
Charles Peterson, Jr.—Chief Financial Officer
Amanda Samms—Pinnacle Place Client
Tammy Sempko—Pinnacle Place House Manager
Dr. Kevin Singer—Executive Director
Jennifer Spotts—Public Relations Manager
Jennifer Williams—Director of Special Education and Early Childhood Services
One CSIU Education Association Member

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Dec. 14 at the CSIU central office.

VI. APPROVAL OF MINUTES

Motion by Mr. Abate and seconded by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Oct. 19, 2016.

The motion was unanimously passed.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. Pinnacle Place

Kim Eroh, Director; **Tammy Sempko**, House Manager; and **Amanda Samms**, Resident Ms. Eroh and Ms. Sempko provided an overview of the program and the opportunities used to teach young mothers. Ms. Samms, who has resided at Pinnacle Place for the past year, spoke about her experiences and the value of the program.

EXECUTIVE SESSION

The meeting was recessed at 7:50 p.m. for an executive session regarding litigation matters. The meeting was reconvened at 8 p.m.

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. He gave updates on the audits.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2016-17 financial activity as of Oct. 31, 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

Balance 10/1/16		\$4,171,435.14
Deposits		3,140,626.86
Disbursements		
Payroll Transfers	(\$1,391,620.51)	
PSDLAF Transfers	(\$500,100.00)	
Bank Charges	(\$467.64)	
Payroll Disbursements	(\$711,713.62)	
Monthly Checks	(\$1,949,212.49)	
PSERS ACH	(\$157,885.89)	
Void Checks dated before 10/1/16	\$18,110.29	
Total Disbursements	(\$4,692,889.86)	(4,692,889.86)
Balance 10/31/16		\$2,619,172.14

Voided Checks/Direct Deposits Current Month

Check #	Payee	Amount	Reason	Check Date
208329	A-1 Lock & Key	\$ 73.25	Duplicate Payment	10/11/16
	Total	\$ 73.25		

**Voided Checks/Direct Deposits
Dated Before 10/1/16**

Check #	Vendor	Amount	Reason	Check Date
207162	Govinda Kharel	\$ 850.00	Lost in Mail	8/16/16
207279	Govinda Kharel	446.28	Lost in Mail	8/23/16
208104	Shoe Department Encore	132.98	Incorrect Vendor	9/27/16
207828	Ion Wave Technologies, Inc.	16,500.00	Duplicate Payment	9/20/16
206091	Maria Antonieta Ruiz-Nunez	150.00	Void -Stale Dated	6/28/16
205330	Angelica Whichard	31.03	Void -Stale Dated	5/26/16
	Total	<u>\$18,110.29</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 10/1/16	\$ 19,930.82	\$ 0.00	\$3,590.29	\$32,589.82
Transfers	1,391,620.51	398,348.00	0.00	0.00
Deposits	0.00	0.00	0.00	0.00
Interest	10.17	0.00	0.00	0.00
Withdrawals	(1,410,561.33)	(398,348.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 10/31/16	<u>\$ 1,000.17</u>	<u>\$ 0.00</u>	<u>\$3,590.29</u>	<u>\$32,589.82</u>

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 10/1/16	\$108,356.32	\$5,228,015.79	\$235,893.59	\$7,164,671.58
Deposits	500,100.00	3,021,464.18	1,071.49	0.00
Interest	107.91	1621.49	61.59	0.00
Withdrawals	(27,727.95)	(1,071.49)	0.00	0.00
Balance 10/31/16	<u>\$580,836.28</u>	<u>\$8,250,029.97</u>	<u>\$237,026.67</u>	<u>\$7,164,671.58</u>

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 10/31/16	\$ 1,949,212.49
Per Diem and Hourly Employees	
Pay Period Ending 10/06/16	\$ 29,431.69
Pay Period Ending 10/20/16	\$ 31,054.48
Total	<hr/> \$ 2,009,698.66

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids

Directors are asked to approve the list of recommended KPN definite quantity line-item bids – copy paper category for the 2017-18 purchasing cycle as presented.

(Attachment No. 3)

2. Facilities Use Agreements

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

1. Classroom space for preschool programs, effective July 1, 2016 through June 30, 2017, at the following locations: Warrior Run Middle School, Turbotville, at a cost not to exceed \$5,000 for any necessary classroom renovations such as carpeting; and Christ Evangelical Lutheran Church, Milton and Holy Spirit Evangelical Lutheran Church, Watsontown at a cost of \$2,400. **(Attachment No. 4)**
2. M-C Federal Credit Union for property located at 1339 St. Mary Street, Lewisburg for the LPN program. The three-year option of renewing at the current cost of \$100,000 per year is consistent with market value and the facility meets the program needs. The additional three-year term is Jan. 1, 2017 through Dec. 31, 2019. **(Attachment No. 5)**
3. Classroom space for preschool programs at Northumberland County Career and Technology Center, Coal Township. Approximately 7,500 sq. ft. for the 2016-17 fiscal year will cost \$2,057 per month. **(Attachment No. 6)**

3. Contracts and Agreements

CSIU Administration recommends approval of the following contracts and agreements for CSIU programs:

1. Contract with **National School Public Relations Association (NSPRA)** of Rockville, Md., to conduct a communication audit beginning in January 2017 at an amount not to exceed \$25,000. **(Attachment No. 7)**

2. Services agreement with **Blackboard K-12** of Washington, D.C., for its Community Engagement Solution at a one-time implementation fee of \$41,317.27, and an annual cost of \$6,560.60 for updates, maintenance, hosting, service and support of an integrated communications system. (**Attachment No. 8**)
3. Sales Proposal with **Robots4Autism** of Dallas, Texas, to provide a comprehensive research-based curriculum that utilizes evidence-based practices with automated individual student progress data to support the development of social and emotional behavior skills, delivered via Miles the Robot. The cost for the 90-day program is \$2,750, with an additional payment of not to exceed \$4,750 for the remainder of the 2016-17 school year. (**Attachment No. 9**)
4. Agreement for Education and Technology Pool Counsel Legal Services Consultation with **Sweet, Stevens, Katz and Williams, LLP**, of New Britain, Pa., for the term Nov. 1, 2016 through June 30, 2017 at a cost of \$10,000. Member districts will contribute \$300 each to participate and receive telephone and electronic mail advice and options regarding related issues. (**Attachment No. 10**)
5. Licensing purchase for **Lynda.com**, of Carpinteria, Calif., an online learning company, for all CSIU employees for the period Dec. 1, 2016 through Nov. 30, 2017 at a cost of \$20,000. (**Attachment No. 11**)
6. Agreement with **Dellicker Strategies, LLC**, of Lehigh Valley, Pa., to expand and enhance the CSIU's hybrid learning service offerings to regional schools and develop new related lines of business, at a cost of \$20,000 through January 2017. (**Attachment No. 12**)

4. Renewal of Insurance Coverage

The CSIU's insurance broker has received quotes for renewal of CSIU's school leaders' legal liability, privacy and network liability and technology professional liability for the period Dec. 1, 2016 through Nov. 30, 2017. The recommended quote from PSBA is being finalized for Board approval, and will be presented at the meeting. (**Attachment No. 13**)

CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES

1. Addendum to Agreement for Services - Global Data Consultants, LLC

Directors are asked to approve an addendum to the agreement with Global Data Consultants, LLC of Chambersburg, Pa., for continued software development services (programming). 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 \$225,000 as a result of increased programming time necessary to implement the Affordable Care Act requirements into the FIS system. Funds for this expenditure are available in the computer services budget. (**Attachment No. 14**)

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

- to accept the monthly financial reports for October;
- to pay the obligations listed on the documents presented for October;
- to approve KPN Definite Quantity Line–Item Bids as listed;
- to approve the facilities use agreements as presented;
- to approve the contracts and agreements as presented;
- to approve the renewal of insurance coverage as presented; and
- to approve the addendum to the agreement for services as presented.

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Keiser, Ms. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer*

Result: *Motion passed: Voting yes-12; Voting no-0*

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

CONSIDERATION OF ACTION ITEMS

1. New Employees

Instructional Staff

Angela M. Combs, Coal Township, received a bachelor’s degree from Bloomsburg University. She has been employed as a preschool teacher at Kelly Geist Learning Center, Coal Township. Ms. Combs is recommended as **Head Start instructor**, effective Nov. 17, 2016, at an annual salary of \$22,518. Funds for this replacement position are available in the Head Start budget.

Lynne M. Ivory, Northumberland, received a master’s degree from Lock Haven University. She has been employed as a substitute teacher at CSIU and Milton Area School District. Mrs. Ivory is recommended as a **special education teacher**, effective Nov. 17, 2016, at an annual salary of \$54,249. Funds for this replacement position are available in the special education budget.

Non-instructional Staff

Heather C. Andrews, Catawissa, received a bachelor’s degree from Bloomsburg University. She has been employed as a part-time incarcerated youth case manager for the CSIU. Ms. Andrews is recommended as **career counselor specialist**, effective Nov. 17, 2016, at an annual salary of \$32,500. Funds for this replacement position are available in the YES grant.

Keith R. Ferguson, Milton, received a bachelor’s degree from Mansfield University. He has been employed as a full-time deputy captain for the Federal Bureau of Prisons, United States Penitentiary–Lewisburg. Mr. Ferguson is recommended as **one-on-one aide**, effective Nov. 17, 2016, at an annual salary of \$10,059. Funds for this new position are available in the special education budget.

2. Change of Hire Date

Directors previously approved the new hire of **Michael G. Lord**, behavior support consultant, to begin employment on Nov. 29, 2016. Mr. Lord has been released from his current employer’s contract and will begin employment effective Nov. 14, 2016.

3. Staff Transfer

The executive director recommends the transfer of **Melanie Haas** from part-time to a full-time adult education case manager, effective Nov. 17, 2016 at an annual salary of \$33,000 for 260 days. Ms. Haas has employed by the CSIU adult education program since 1993 as an instructor, family literacy parent educator, and has also worked as an incarcerated youth case manager.

4. Stipend Payment

Our executive director recommends a stipend payment in the amount of \$500 to be released in December 2016 to **John W. Mordan**, corrections education–science teacher, who served as a teacher mentor during the 2015-16 school year.

5. Stipend Payment Correction

Last month stipend amounts were approved for the following instructional staff members who are serving as lead teachers during the 2016-17 school year. They were approved at an annual stipend payment of \$500. See below for the correct proposed stipend payments.

Name	Title	Effective Date	Amount
Teresa J. Erb	Alternative education teacher	October 2016	\$ 250
	Montour Learning Center	December 2016	\$ 350
		February 2017	\$ 600
Jeffrey M. Kiss	Alternative education teacher	October 2016	\$ 250
	Ashler Manor	December 2016	\$ 350
		February 2017	\$ 600

6. Substitute Teachers

Directors are asked to approve **Suzanne L. Fitzgerald** and **Stephanie L. Knaus** as substitute teachers to work in CSIU classrooms and programs for the 2016-17 school year.

7. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Reason	Effective
Timothy A. Gilliom	Home and school visitor	Retirement	Nov. 15, 2016
Geraldine L. Swank	Early Intervention instructional assistant	Retirement	Dec. 19, 2016
Brianne E.E. Witmer	Assistant instructor	Accepted other employment	Nov. 11, 2016

8. Modified and Supplemental Statement of Charges

Labor counsel advises that directors approve the Modified and Supplemental Statement of Charges to be sent to Employee No. 16-1395. (**Attachment No. 15**)

9. Designation of CSIU Confidential Positions

Our executive director recommends approval of the designation of confidential positions within the CSIU. (**Attachment No. 16**)

10. Fair Labor Standards Act (FLSA) Classification of CSIU Positions

Our executive director recommends approval of the classification of exempt and non-exempt employees within the CSIU. (**Attachment No. 17**)

Motion by Mr. Keiser and second by Mr. Rhoads to approve new employees, change of hire date, staff transfer, stipend payment, stipend payment correction, substitute teachers, resignations, Modified and Supplemental Statement of Charges, designation of CSIU confidential positions and Fair Labor Standards Act (FLSA) classification of CSIU positions.

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Keiser, Ms. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer*

Result: ***Motion passed:** Voting yes-12; Voting no-0*

III. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair

Victor Abate and Jeffrey Kashner, Committee Members

Mr. Rhoads reported that a meeting was held this evening, and provided an update on the FIS software.

IV. POLICY COMMITTEE REPORT – Daniel McGann, Chair

Bruce Rhoads and Scott Karpinski, Committee Members

Mr. McGann reported that no meeting had been held.

1. Board Policies – First Reading

Directors are asked to approve at first reading the following policies.

Section: 100 Programs

100 Program of Services

100.1 Comprehensive Planning

101 Mission Statement

102 Academic Standards

103 Nondiscrimination in Educational Programs/Services

103.1 Nondiscrimination – Qualified Students With Disabilities

104 Nondiscrimination in Employment and Contract Practices

105 Curriculum

105.1 Review of Instructional Materials by Parents/Guardians and Students

- 105.2 Exemption From Instruction
- 108 Adoption of Textbooks
- 109 Instructional Materials
- 113 Special Education
 - 113.1 Discipline of Students With Disabilities
 - 113.2 Behavior Support
 - 113.3 Screening and Evaluations for Students With Disabilities
 - 113.4 Confidentiality of Special Education Student Information
 - 113.5 Early Intervention
- 121 Field Trips
- 122 Equal Access
- 125 Adult Education
- 127 Assessment System
- 138 English as a Second Language/Bilingual Education Program
- 142 Migrant Students
- 146 Student Services

(Attachment No. 18)

Motion by Mr. McGann and seconded by Mr. Keiser to approve board policies at first reading as presented.

The motion was unanimously approved.

2. Board Policies – Second Reading and Adoption

Directors are asked to approve at second reading and to adopt the following policies.

Section 000 Board Procedures: 007 Policy Manual Access

Section 300 Employees: 336 Personal Necessity Leave

Section 800 Operations: 827 Conflict of Interest

(Attachment No. 19)

Motion by Mr. McGann and seconded by Mr. Rhoads to approve board policies at second reading and adoption as presented.

The motion was unanimously approved.

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 Head Start/ Early Head Start Monthly Report for September as a part of the shared governance responsibility by the CSIU board. (**Attachment No. 20**)

2. Northumberland Area Head Start and Early Head Start – Bus Purchase and Post Award Budget Revision

Directors are asked to approve the purchase of a school bus for the Head Start program. The bus will be purchased from Brightbill of Lebanon, Pa., at a cost of \$52,382. This purchase also requires board approval for the submission of a Post Award Budget Revision. Directors are also asked to authorize the budget revision for funding of the bus. (**Attachment No. 21**)

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

The motion was unanimously approved.

II. BOARD GOVERNANCE

1. Mail Ballot for 2017 CSIU Director Elections and Budget Approval

Since 1981, directors have authorized the election of CSIU directors and district action on the CSIU's General Operating Budget to be conducted by mail ballot. It is the administration's recommendation to continue this practice for 2017. District boards may petition the CSIU Board to hold a convention for director elections and budget approval, but requests must be received from a majority of districts (nine) before Feb. 1, 2017.

Director Elections: Five current terms on the CSIU Board of Directors end June 30, 2017. Those district boards will be eligible in the spring to nominate a director to a three-year term on the CSIU Board from July 1, 2017 through June 30, 2020.

Berwick Area – Daniel McGann
Bloomsburg Area – Norman Mael
Central Columbia – Bruce Rhoads
Mid-West – Victor Abate
Shikellamy – Scott Karpinski

Budget Approval: Chief Financial Officer Charles Peterson has suggested the following timeline for completion of current-year budget revisions and development of the proposed 2017-18 General Operating Budget (GOB).

November – December 2016: Current-year 2016-17 budget projections are revised, and 2017-18 budget requests are developed by program and business office staff.

December 14, 2016: Proposed GOB is reviewed with Board Finance Committee.

January 18, 2017: Proposed GOB is reviewed with CSIU directors, and presented for consideration of initial approval and release to districts.

February 1–April 5, 2017: Upon approval by CSIU directors, proposed GOB is considered by member district boards of directors.

April 19, 2017: Upon approval by a majority of member district boards of directors, proposed GOB is presented for final adoption by CSIU board.

April 28, 2017: Given all of the above, GOB is submitted to PA Department of Education, as required by law.

Directors are asked to approve the notification of member districts that the 2017 election of CSIU directors and approval of the CSIU's 2017-18 General Operating Budget will be conducted by mail ballot; and to advise member districts that, according to state law, they may petition the CSIU board to hold a convention for such purposes, but a majority of districts must do so before Feb. 1, 2017.

Motion by Mr. Neidig and seconded by Mr. Karpinski to notify member districts that the 2017 election of CSIU directors and approval of the CSIU's 2017-18 General Operating Budget will be conducted by mail ballot; and to advise member districts that, according to state law, they may petition the CSIU board to hold a convention for such purposes, but a majority of districts must do so before February 1, 2017.

The motion was unanimously passed.

III. ADMINISTRATIVE REPORTS (Attachment No. 22)

- 1. Executive Leadership**
Kevin Singer, Executive Director
- 2. Administrative Services**
Lynn Cromley, Assistant Executive Director/Chief Administrative Officer
- 3. Educational Services**
John Kureljia, 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**

IV. ADJOURNMENT

The meeting was adjourned by President Augustine at 8:29 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Nancy Joraskie
Alternate Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

Sept. 26, 2016, a letter from Susan D'Annunzio (21st CCLC Program Supervisor, PDE – Division of Student Services) notifying CSIU of the approved 2015-16 budget and program revision for FC#4100068052 – 21st Century Community Learning Center Afterschool Grant Program. Expenditure amounts were adjusted among categories. There is no change to the 2015-16 grant award amount of \$400,000.

Sept. 26, 2016, a letter from Susan D'Annunzio (21st CCLC Program Supervisor, PDE – Division of Student Services) notifying CSIU of the approved 2016-17 budget and revision for FC#4100068052 – 21st Century Community Learning Center Afterschool Grant Program. Expenditure amounts were adjusted among categories. There is no change to the 2016-17 grant award amount of \$400,000.

Oct. 4, 2016, a letter from Mary A. Gailbreath (Vice President-Administration and Secretary/Treasurer, Charles Stewart Mott Foundation) notifying CSIU of a payment of \$175,000 for Grant No. 2004-01485.04. Funds are to be used to support the Pennsylvania Statewide Afterschool Youth Development Network.

Oct. 7, 2016, a letter from Carmen Medina (Chief, PDE – Division of Student Services) notifying CSIU that the 2016-17 Migrant Education Program Grant (CSC Migrant Technical Assistance) has been approved. Project #017-16-0106 in the amount of \$670,000 is effective from July 1, 2016 through Sept. 30, 2017.

Oct. 7, 2016, a letter from Carmen Medina (Chief, PDE – Division of Student Services) notifying CSIU of the approved 2016-17 Migrant Education-Coordination Program-MSIX State Data Quality Grant in the amount of \$87,540. The period of this grant will begin on July 1, 2016 and end on Sept. 30, 2017.

Oct. 11, 2016, a letter from Yvonne Cook (President, Highmark Foundation) notifying CSIU of a payment of \$112,500 for Grant #21453. Funds are to be used to support bullying prevention strategies in Pennsylvania and support school and community systems to strengthen bullying prevention efforts through informed and collaborative practice.

Oct. 17, 2016, a letter from Carmen Medina (Chief, PDE – Division of Student Services) notifying CSIU of the approved budget revision for the 2016-17 Migrant Education Program Grant (CSC Migrant Technical Assistance) – Project #017-16-0106. The budget revision reflects an increase in the Restricted Indirect Cost Rate. The statement of work has not changed and the grant award amount remains \$670,000.

Oct. 19, 2016, a letter from Carmen Medina (Chief, PDE – Division of Student Services) notifying CSIU of the approved 2016-17 Refugee School Impact Grant (RSIG) in the amount of \$65,635. The contract will provide services to eligible PA refugee immigrant children and their families.

Oct. 19, 2016, a letter from Pamela Kolega (Program Officer, PDE Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the approved budget revision for the 2015-16 Refugee School Impact Grant (RSIG). FC #4100068857 is in the amount of \$71,373.

Oct. 19, 2016, via email from Maribel Martinez (Management Technician, PDE Bureau of Curriculum, Assessment and Instruction) notifying the CSIU of the approved 2016-17 Homeless Children and Youth grant agreement. Project #081-16-0001 is in the amount of \$200,000 and will be used to incur costs from July 1, 2016 to Sept. 30, 2017.

II. PERSONNEL MATTERS

1. Completion of New Employment Probationary Period

Will M. Christensen, WATCH Project career coordinator, has successfully completed his new employee probationary period, effective Oct. 19, 2016.

2. Unpaid Leave of Absence

Our executive director has approved an unpaid leave of absence for **Heidi J. Daub**, classroom assistant, effective Nov. 1–Dec. 1, 2016.

3. Completion of Competency Assessment Checklist

Sabrina J. Parker, classroom assistant, has successfully completed the competency assessment checklist, effective Nov. 17, 2016.

4. Staff Travel

Executive Director **Kevin Singer** will attend the *Association of Educational Service Agencies (AESA) 31st Annual Conference* Nov. 30–Dec. 3, 2016 in Savannah, Ga. He will meet with other executive directors concerning issues affecting service centers, and will also follow up with Mike Cook concerning the status of proposal presented to University of Kansas earlier this year. Funds for airfare, lodging, conference registration and meals are available in the executive budgets.

Chief Academic Officer **John Kurelja** will attend the *Association of Educational Service Agencies (AESA) 31st Annual Conference* Nov. 30–Dec. 3, 2016 in Savannah, Ga. He will attend sessions that will offer information on technology, professional development and expanding and refining effort at improving student achievement. Funds for airfare, lodging, conference registration and meals are available in the curriculum/staff development budgets.

Thomas Robel, grants, development and special projects manager, and Ann Scoufalos, ESL technical assistance coordinator, will attend the *Association of Educational Service Agencies (AESAs) 31st Annual Conference* Dec. 1–3, 2016 in Savannah, Ga. They will attend sessions and also co-present a workshop titled *ELL Differentiation Tool: 21st Century Resource for 21st Century Implementation*, which highlights a digital tool developed by the Center for Schools and Communities in conjunction with PDE and in consultation with the University of Wisconsin. This tool is a key component of the 2016 PA English Language Development Standards Framework statewide implementation plan. Funds for airfare, lodging, conference registration and meals are available in the ESL budget

Jeffrey Kimball, cooperative purchasing services director, will attend the *Association of Educational Purchasing Agencies (AEPA) Executive Board Meeting* Jan. 11-13, 2017 in Scottsdale, Ariz. While there, he will attend the executive board planning workshop and bid committee meeting to form plans for 2017 AEPA spring meeting, AEPA 2018 bids as well as reviewing AEPA's strategic plan. He will also meet with KPN national vendor, Rodeo Ford. Funds for airfare, lodging and meals are available in the joint purchasing budget.

Jeffrey Kimball, cooperative purchasing services director, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *California Association of Public Procurement Officials Conference* Jan. 24–25, 2017 in Napa, Calif. While there, they will exhibit and market the KPN and PEPPM cooperative purchasing program. Funds for airfare, lodging and meals are available in the joint purchasing budget.