

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT  
**BOARD OF DIRECTORS**

**MINUTES OF REGULAR MONTHLY MEETING  
WEDNESDAY, DECEMBER 14, 2016**

**COMMITTEE MEETINGS**

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

**DINNER**

- 6 p.m. in Susquehanna B

**WORK STUDY SESSION**

- 6:45 p.m. in Susquehanna B

**CURRICULUM**

*John Kurelja*, Chief Academic Officer

*Rae Ann Crispell*, Curriculum Services Coordinator

**EXECUTIVE SESSION**

**BUSINESS MEETING**

- 7:30 p.m. in Commonwealth Room

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

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**BUSINESS MEETING AGENDA AND MINUTES**  
**December 14, 2016 CSIU Board of Directors Meeting**  
**CSIU Central Office • 90 Lawton Lane, Milton**

**I. CALL TO ORDER**

*The meeting was called to order at 7:40 p.m. by President Larry Augustine.*

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

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

*Directors present – 10; Directors absent – 7*

**IV. CSIU STAFF AND OTHERS IN ATTENDANCE**

- David Baird—Northeast Migrant Education Program Site Director
- 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
- Dr. John Kurelja—Chief Administrative Officer
- Charles Peterson, Jr.—Chief Financial Officer
- Dr. Kevin Singer—Executive Director
- Susan Smyth—CSIU Education Association Representative
- Jennifer Spotts—Public Relations Manager
- Two members of the public

**V. ANNOUNCEMENTS**

The next regular meeting will begin at 7:30 p.m. on Wednesday, Jan. 18, 2017 at the CSIU central office.

*Mr. Augustine announced that an Executive Session regarding real estate matters was held prior to the start of tonight’s meeting.*

**VI. APPROVAL OF MINUTES**

*Motion by Mr. Rhoads and seconded by Mr. Neidig to approve the minutes of the regular meeting of the CSIU Board of Directors on Nov. 16, 2016.*

*The motion was unanimously passed.*

**VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT**

**VIII. SPOTLIGHT SEGMENT**

**1. Northeast Migrant Education Program**

**David Baird**, site director for the Northeast Migrant Education program, shared information regarding the program which is celebrating its 50th anniversary, as well as the Refugee School Impact Grant. He shared an overview of the eligibility and the parent involvement in the program, the diversity and supplemental academic services provided and the partnerships and collaborators involved.

## 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 during which time the committee had its first look at the 2017-18 CSIU General Operating Budget. The preliminary GOB will be presented for board approval at the January 2017 meeting. Mr. McGann also reported that financial reports were reviewed and appear better than forecast during the budgeting process, indicating a surplus of \$172,000 instead of a \$730,000 deficit.*

#### CONSIDERATION OF ACTION ITEMS – FISCAL

##### 1. Program Balance Sheet

The reports of fiscal year 2016-17 financial activity as of Nov. 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

Balance 11/1/16		\$2,619,172.14
Deposits		4,514,869.55
Disbursements		
Payroll Transfers	(\$2,161,584.47)	
Bank Charges	(763.32)	
Bank Card ACH	(1,263.76)	
Payroll Disbursements	(717,634.88)	
Monthly Checks	(2,191,188.92)	
PSERS ACH	(161,205.14)	
Void Checks dated before 11/1/16	134.13	
Total Disbursements	(\$5,233,506.36)	(5,233,506.36)
Balance 11/30/16		\$1,900,535.33

##### Voided Checks/Direct Deposits Dated Before 11/1/16

Check #	Vendor	Amount	Reason	Check Date
203640	Nicholas Oldt	\$ 9.44	Void -Stale Dated	3/10/16
203905	Daltan Bryant	0.83	Void -Stale Dated	3/24/16
203927	Aaron Kalinowski	12.99	Void -Stale Dated	3/24/16
204187	Madison Hoffman	5.44	Void -Stale Dated	4/07/16

204199	Angel Noll	25.29	Void -Stale Dated	4/07/16
204535	Malachi Foltz	43.65	Void -Stale Dated	4/21/16
204557	Angel Noll	15.59	Void -Stale Dated	4/21/16
204560	Danielle Perry	8.15	Void -Stale Dated	4/21/16
208432	Wagner's Stationery	12.75	Incorrect Vendor	10/11/16
	Total	<u>\$134.13</u>		

**Other Accounts**

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 11/1/16	\$ 1,000.17	\$0.00	\$3,590.29	\$32,589.82
Transfers	2,161,584.47	0.00	0.00	0.00
Deposits	0.00	0.00	0.00	0.00
Interest	11.91	0.00	0.00	0.00
Withdrawals	(1,422,761.00)	0.00	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 11/30/16	<u>\$ 739,835.55</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 11/1/16	\$580,836.28	\$8,250,029.97	\$237,026.67	\$7,164,671.58
Deposits	0.00	3,558,869.24	1,071.49	0.00
Interest	124.69	1866.95	56.16	0.00
Withdrawals	(36,033.40)	(2,501,071.49)	0.00	0.00
Balance 11/30/16	<u>\$544,927.57</u>	<u>\$9,309,694.67</u>	<u>\$238,154.32</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 11/30/16	\$ 2,191,188.92

**Per Diem and Hourly Employees**

Pay Period Ending 11/03/16	\$ 35,408.39
Pay Period Ending 11/17/16	\$ 35,536.04
Total	<u>\$ 2,262,133.35</u>

## CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

### 1. PEPPM Items

Directors are asked to approve the following lists for PEPPM:

- product line bid awards—contract extension for E-rate through Dec. 31, 2018;
- catalog awards—contract extension through Dec. 31, 2017; and
- 2017 product line bid awards through Dec. 31, 2017.

**(Attachment Nos. 3, 4 and 5)**

### 2. PNC Purchasing Card Credit Line

Directors are asked to authorize the Chief Financial Officer to execute an Amendment to the PNC Visa Purchasing Card Agreement, that increases the CSIU's credit limit to \$200,000. **(Attachment No. 6)**

### 3. PASBO Student Transportation Consulting

Directors are asked to approve a contract with PASBO for student transportation consulting services at a cost of \$125 per hour and not to exceed \$5,000.

**(Attachment No. 7)**

### 4. Meeting Room Manager Software

Directors are asked to authorize the upgrade of Meeting Room Manager Software at a cost of \$25,411.36. **(Attachment No. 8)**

*Motion by Mr. McGann and second by Mr. Rhoads:*

- *to accept the monthly financial reports for November;*
- *to pay the obligations listed on the documents presented for November;*
- *to approve the PEPPM lists as presented;*
- *to approve the PNC VISA purchasing card credit limit to \$200,000;*
- *to approve the PASBO student transportation consulting services as presented; and*
- *to approve the upgrade of the Meeting Room Manager Software at a cost of \$25,411.36.*

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Ms. DeYong, Ms. Garcia-Johnson, Mr. Kashner, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Rhoads, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-10; 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**

**Dee A. Notarangelo**, Milton, graduated from the Milton Area School District. She has been employed as a housekeeper at Evangelical Community Hospital, Lewisburg. Ms. Notarangelo is recommended as **Head Start assistant instructor**, effective Dec. 15, 2016, at an annual salary of \$13,648. Funds for this replacement position are in the Head Start budget.

**Renee R. Palkendo**, Catawissa, received a bachelor’s degree in early childhood education from Bloomsburg University. She has been employed as a group supervisor at the Susquehanna Valley Child Development Center, Bloomsburg. Ms. Palkendo is recommended as **Head Start instructor**, effective Dec. 15, 2016, at an annual salary of \$21,930. Funds for this replacement position are in the Head Start budget.

**Brenda M. Ray**, Sunbury, graduated from Shikellamy Area School District. She has been employed as a one-on-one direct care staff at Suncom Industries, Northumberland. Ms. Ray is recommended as a **one-on-one aide**, effective Dec. 15, 2016, at an annual salary of \$14,917. Funds for this new position are in the special education budget.

**Jamie N. Truckle**, Klingerstown, received a bachelor’s degree from the University of Maryland University College, Upper Marlboro, Md. She has been employed as a cake decorator at Weis Markets, Sunbury. Ms. Truckle is recommended as a **one-on-one aide**, effective Jan. 3, 2017, at an annual salary of \$10,059. Funds for this new position are in the special education budget.

**Non-Instructional Staff**

**Heather L. Taggart**, Milton, received a master’s degree from West Virginia University, Morgantown, W. Va. She has been employed as a creative services assistant manager/ senior graphic designer at Gregory Welteroth Advertising, Montoursville. Ms. Taggart is recommended as **public relations technical specialist**, effective Jan. 3, 2017, at an annual salary of \$47,500. Funds for this replacement position are in the public relations budget.

**2. Position Transfer**

Our executive director recommends the following position transfer.

<b>Name</b>	<b>Current Title</b>	<b>Current Salary</b>	<b>New Title</b>	<b>New Salary</b>	<b>Effective Date</b>
Laura S. Adams	coordinator of Early Intervention services	\$66,415	Early Intervention program supervisor	\$74,000	Jan. 3, 2017

**3. Para-educator Professional Development Transfer**

The following staff member has met the requirements of the CSIU para-educator professional development policy and is recommended for transfer.

<b>Name</b>	<b>Current Title</b>	<b>Current Salary</b>	<b>New Title</b>	<b>New Salary</b>	<b>Effective Date</b>
Melonie R. Vognetz	instructional support program assistant	\$17,099	transition work experience job coach	\$29,000	Dec. 15, 2016
Eric J. Weikel	one-on-one aide	\$10,059	one-on-one classroom assistant	\$12,487	Dec. 15, 2016

**4. Substitute Teacher and Para-educator (Aide)**

Directors are asked to approve **Launie C. Ryer** as substitute teacher and **Jennifer L. Bender** as substitute para-educator (aide) to work in CSIU classrooms and programs for the 2016-17 school year.

**5. Resignations**

The following staff members have submitted resignations from CSIU employment:

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective</b>
Kelsey J. Bainbridge	aide	Resignation	Nov. 7, 2016
Tracie L. Bonner-Swortwood	ELECT student support specialist	Resignation	Nov. 21, 2016
Lorie M. Cudwadie	Migrant Education student support PASS specialist	Resignation	Dec. 5, 2016
Norma J. Paisley-Moore	Migrant Education recruiter/ student support specialist	Resignation	Nov. 30, 2016

**6. Recall from Furlough**

The executive director requests Board approval to recall **Paul R. Gola, occupational therapist**, to the status of a .5 Full-Time Equivalent employee, effective Jan. 3, 2017, consistent with the terms of the Collective Bargaining Agreement. Mr. Gola will be paid a rate of \$50.50 per hour and will work 29.5 hours per week.

*Motion by Mr. Keiser and second by Mr. Rhoads to approve new employees, position transfer, para-educator professional development transfer, substitute teacher and para educator (aide), resignations and recall from furlough.*

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Ms. DeYong, Ms. Garcia-Johnson, Mr. Kashner, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Rhoads, Mr. Whitmoyer*

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

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

*Mr. Rhoads had nothing to report.*

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

*Mr. McGann reported that a committee meeting was held Dec. 6, 2016, and the committee is currently working on the 200 series.*

**1. Board Policies – Section 100 Programs**

Directors are asked to rescind the following policies:

- 5116.2 Referrals and Evaluation
- 5117 School Attendance Areas
- 5122 Placement, Transfers, and Withdrawals
- 5125 Student Records
- 5141.6 Behavior Management and Safe Crisis Management
- 5145 Non-Discrimination - Students
- 6000 CSIU Programs and Activities
- 6140 Curriculum
- 6153 Field Trips/Community Activities

And in their place, accept at second reading and adopt the following Board 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. 9)**

*Motion by Mr. McGann and seconded by Mr. Rhoads to rescind board policies and accept at second reading and adopt 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 October as a part of the shared governance responsibility by the CSIU board. **(Attachment No. 10)**

*Motion by Mr. Neidig and second by Mr. Keiser to acknowledge and approve the Head Start/Early Head Start report as presented.*

*The motion was unanimously approved.*

**2. Nursing Assistant Residency Memorandum of Understanding**

Directors are asked to approve a Memorandum of Understanding with Geisinger Medical Center for the Central Susquehanna LPN Career Center and WATCH Project to develop and implement curriculum for a nursing assistant residency.

**(Attachment No. 11)**

*Motion by Mr. Rhoads and second by Mr. McGann to approve the MOU as presented.*

*The motion was unanimously approved.*

### **III. 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**

### **IV. ADJOURNMENT**

*The meeting was adjourned by President Augustine at 8:06 p.m.*

**Respectfully submitted,**

**Daniel McGann  
Secretary**

**Susan Kinney  
Recording Secretary**

## INFORMATION ITEMS

### I. FISCAL MATTERS

#### FINANCE, BUDGET AND ACCOUNTING

**1. Quarterly Financial Status Reports - Charles Peterson, Chief Financial Officer**

Mr. Peterson shared with directors the Fourth Quarter Forecast Update – 2015-16 and the First Quarter Forecast Update – 2016-17 regarding the CSIU’s Programs and Services Budget, comprised of restricted and unrestricted funds. Included in the report are charts representing proposed, adjusted and actual revenue and expenditures for programs across the CSIU. (**Attachment No. 12**)

**2. Communications**

Nov. 1, 2016, a letter from Janice R. Black (President/CEO, The Foundation for Enhancing Communities) notifying CSIU of a grant in the amount of \$500 for the project “Way to Go Pinnacle Place.” Grant activities may take place during the grant year, beginning Nov. 25, 2016 and ending Nov. 24, 2017.

Nov. 4, 2016, a letter from Carmen Medina (Chief, PDE – Division of Student Services) notifying CSIU that the 2016-2017 Federal Grant for Migrant Education Program has been approved. Project #017-16-0101 in the amount of \$1,403,766 is effective from July 1, 2016 through Sept. 30, 2017.

Nov. 18, 2016, a letter from Jan Nicholson (President, The Grable Foundation) notifying CSIU of a grant in the amount of \$30,000 to support the Pennsylvania Statewide Afterschool Youth Development Network (PSAYDN). Grant Number 163R22 is for the period of Dec. 1, 2016 to Dec. 31, 2017.

Nov. 21, 2016, via email from Maribel Martinez (Management Technician, PDE – Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the fully executed contract for the 2016-2017 Refugee School Impact Grant (RSIG) in the amount of \$65,635 for the period of Oct. 1, 2016 through Sept. 30, 2017. The contract will provide services to eligible PA refugee immigrant children and their families.

Nov. 22, 2016, a letter from Janice R. Black (President/CEO, The Foundation for Enhancing Communities) notifying CSIU of a grant in the amount of \$2,000 from the Women’s Fund, a special initiative of The Foundation for Enhancing Communities. This grant is to be used for advancing youth employment at Pinnacle Place.

Nov. 23, 2016, via email from Ryan Bonafair (Purchasing Agent, Millersville University) notifying CSIU of Service Purchase Contract #4000046355 in the amount of \$190,142 for the period of Jan. 1, 2017 through Sept. 30, 2017. The CSIU will provide services for the Migrant Education Program for the Project Area Regions of Berks County, Lancaster County and Lehigh Valley.

## II. PERSONNEL MATTERS

### 1. Completion of New Employment Probationary Period

The following staff successfully completed their new employee probationary period.

Name	Title	Effective Date
Charles R. Bomboy Jr.	Corrections Education program principal	Nov. 23, 2016
Lyndi S. Hertzler	client support specialist I	Nov. 21, 2016
Karla D. Procopio	WATCH Project employment and outreach specialist	Nov. 29, 2016

### 2. Unpaid Leave of Absence

Our executive director has approved an unpaid leave of absence for **Brandy L. Norris**, classroom associate, effective Nov. 10–Dec. 12, 2016.

### 3. Return from Leaves of Absence

Name	Position	Return Date
Heidi J. Daub	classroom assistant	Nov. 17, 2016
Jessica M. Glenn	instructor	Oct. 31, 2016

### 4. Staff Travel

**David Manney**, PEPPM program manager, will attend the *Future of Education Technology Conference* Jan. 24–27, 2017 in Orlando, Fla. While there, he will market PEPPM national cooperative purchasing contracts to educators and technology coordinators from Florida and other states. He will also seek out new technology products and network with vendors. Funds for transportation, lodging and meals are available in the joint purchasing budget.

**Karen Shanoski**, partnership project manager, will attend the *Parents as Teachers (PAT) Board Meeting* June 29–30, 2017 in St. Louis, Mo. She has been elected to serve as a representative of PAT state offices at the national PAT board of directors. All expenses are covered by PAT.