

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT  
**BOARD OF DIRECTORS**

**BUSINESS MEETING MINUTES**  
**WEDNESDAY, JANUARY 18, 2017**

**JANUARY IS SCHOOL DIRECTOR  
RECOGNITION MONTH**

**COMMITTEE MEETINGS**

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

**DINNER AND WORK STUDY SESSION**

- 6 p.m. in Commonwealth Room

**COMMUNICATION AUDIT FOCUS GROUP**

*Rich Bagin*, Executive Director  
National School Public Relations Association

**BUSINESS MEETING**

- 7:30 p.m. in Commonwealth Room

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# BUSINESS MEETING AGENDA AND MINUTES

January 18, 2017 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

## I. CALL TO ORDER

*The meeting was called to order at 7:35 p.m. by President Larry Augustine.*

## II. PLEDGE OF ALLEGIANCE

## III. ROLL CALL

Director	District	Present	Absent
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 – 13; Directors absent – 4*

#### 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  
Kenneth Erb—Telepresence and Communication Technology Facilitator  
Jessica Harry—Special Education Program Supervisor  
Marcia Hoffman—Human Resources Director  
Dr. John Kurelja—Chief Administrative Officer  
Charles Peterson, Jr.—Chief Financial Officer  
Dr. Kevin Singer—Executive Director  
Jennifer Spotts—Public Relations Manager  
Rob Welch—Building Trades Teacher at Work Foundations +  
Jennifer Williams—Director of Special Education and Early Childhood Services  
Parent of student from Work Foundations +  
Two students from Work Foundations +  
One member of the CSIU Education Association

#### V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Feb. 15, 2017 at the CSIU central office.

#### VI. APPROVAL OF MINUTES

*Motion by Mr. Neidig and seconded by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Dec. 14, 2016.*

*The motion was unanimously passed.*

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

##### VII. SPOTLIGHT SEGMENT

1. **School Director Recognition – Jennifer Williams**, director of Special Education and Early Childhood; **Jessica Harry**, Special Education program supervisor; **Robert Welch**, Building Trades Teacher

Two students in the Work Foundations + program presented directors with samples of the work they produce in the building trades program. They shared their experiences at WF+ and how they are encouraged to seek employment using the skills they acquire while attending the program. One student has been working as an aide in an Early Intervention classroom and expressed her interest in becoming a full-time CSIU employee upon graduation. Her mother addressed the Board to thank them for their support of this program and the opportunities it created for her daughter.

## COMMITTEE REPORTS

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

*Mr. McGann reported that a committee meeting was held with discussion of the following: student transportation services request for proposal; CSIU going live with the financial information system on Jan. 1; and the issue of property tax reform.*

#### CONSIDERATION OF ACTION ITEMS – FISCAL

##### 1. Projected 2016-17 and Preliminary 2017-18 CSIU General Operating Budgets

The preliminary 2017-18 CSIU General Operating Budget of \$1,119,823 was presented to directors for initial consideration. If approved, it will be released to member-district boards of directors for their consideration. After a majority of the school boards give their consent, the GOB will be presented to CSIU directors for final adoption.

Mr. Peterson explained that the GOB covers three areas: Guest Teacher, Incarcerated Youth and Alternative Placement Programs. Districts only pay for services they use. Talking points will be provided to each CSIU board representative and each district superintendent to show explain the CSIU GOB, what the GOB means for the IU and what the GOB means for each specific district.

Directors were also asked to approve the projection of \$1,043,034 for the 2016-17 general operating budget. (**Attachment No. 1**)

##### 2. Program Balance Sheet

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

Balance 12/1/16		\$1,900,535.33
Deposits		8,410,071.00
Disbursements		
Payroll Transfers	(\$1,413,562.72)	
Bank Charges	(324.93)	
Payroll Disbursements	(980,418.37)	
Monthly Checks	(1,911,117.40)	
PSERS ACH	(1,826,295.78)	
Void Checks dated before 12/1/16	579.00	
Total Disbursements	(\$6,131,140.20)	(\$6,131,140.20)
Balance 12/31/16		\$4,179,466.13

**Voided Checks/Direct Deposits  
Dated Before 12/1/16**

Check #	Vendor	Amount	Reason	Check Date
206343	Kahlee Swanger	\$300.00	Void -Unused Funds	07/08/16
209314	Capital Area I.U.	65.00	Incorrect Vendor	11/22/16
209345	Our Lady Of Lourdes Regional H.S.	214.00	Incorrect Vendor	11/22/16
	Total	<u>\$579.00</u>		

**Other Accounts**

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 12/1/16	\$ 739,835.55	\$ 0.00	\$3,590.29	\$32,589.82
Transfers	1,413,562.72	1,979.00	0.00	0.00
Deposits	0.00	0.00	0.00	0.00
Interest	7.80	0.00	0.00	0.82
Withdrawals	(2,152,386.19)	(1,979.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 12/31/16	<u>\$ 1,019.88</u>	<u>\$0.00</u>	<u>\$3,590.29</u>	<u>\$32,590.64</u>

**Investment Accounts**

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 12/1/16	\$544,927.57	\$9,309,694.67	\$238,154.32	\$7,164,671.58
Deposits	0.00	3,324,879.19	1,071.49	0.00
Interest	149.58	2070.96	65.42	8422.00
Withdrawals	(50,000.00)	(5,501,071.49)	0.00	0.00
Balance 12/31/16	<u>\$495,077.15</u>	<u>\$7,135,573.33</u>	<u>\$239,291.23</u>	<u>\$7,173,093.58</u>

**2. Payment Requests**

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

<b>Accounts Payable</b>	<b>Amount</b>
General Fund 12/31/16	\$1,911,117.40
<b>Per Diem and Hourly Employees</b>	
Pay Period Ending 12/01/16	\$30,627.38
Pay Period Ending 12/15/16	\$29,251.04
Pay Period Ending 12/29/16	\$38,231.90
Total	<u>\$2,009,227.72</u>

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

**1. KPN Bid Awards and Extensions**

Directors are asked to approve the KPN bid awards and contract extensions as listed. (**Attachment No. 4**)

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

- *to approve the Projected 2016-17 and Preliminary 2017-18 CSIU General Operating Budgets as presented;*
- *to accept the monthly financial reports for December;*
- *to pay the obligations listed on the documents presented for December; and*
- *to approve the KPN bid awards and extensions as presented.*

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

**1. New Employee**

**Non-Instructional Staff**

**John E. DuFour**, Clearfield, received a bachelor’s degree in computer science and a master’s degree in mathematics from Mississippi State University, Mississippi State, Miss. He has been employed as the technology support technician at Bellefonte Area School District. Mr. DuFour is recommended as a **telecommunications technology specialist**, effective Jan. 20, 2017, at an annual salary of \$42,500. Funds for this replacement position are in the technology budget.



**2. 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>
Keith R. Furguson	one-on-one aide	\$10,059	one-on-one instructional support program assistant	\$14,887	Jan. 19, 2017

**3. Substitute Teacher**

Directors are asked to approve **Carol M. Gentilucci** as substitute teacher to work in CSIU classrooms and programs for the 2016-17 school year.

**4. Resignations**

The following staff members have submitted resignations from CSIU employment:

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective Date</b>
Robert E. Buch	facilities support senior technician	Retirement	Jan. 26, 2017
Judith A. Carl	ODR special education coordinator	Retirement	June 1, 2017
Darlene M. Dwyer	Center for Schools and Communities administrative & project manager	Retirement	June 30, 2017
Kelly A. Erb	Early Intervention teacher	Resignation	Feb. 3, 2017
Ann L. Garges	Head Start services assistant	Retirement	June 29, 2017
Brandy L. Norris	classroom associate	Resignation	Jan. 13, 2017

*\*Please note that effective date listed above is the last date paid, last working day.*

*Motion by Mr. Keiser and second by Mr. McGann to approve a new employee, para-educator professional development transfer, substitute teacher, and resignations.*

Roll Call Vote: *Voting yes: Mr. Augustine, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Keiser, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Rhoads, Dr. Unzicker-Fassero, 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 had nothing to report.*

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

*Mr. McGann reported that the committee may be presenting the first reading of the 200 section at the February meeting.*

**NEW BUSINESS**

**I. POLICY AND PROGRAM MATTERS**

*According to federal regulations, the CSIU Board of Directors is the governing body of the CSIU's Head Start programs; therefore the following items are presented for approval:*

- 1. By-Laws of Northumberland Area Head Start/Early Head Start Policy Council**  
Directors are asked to approve the *By-Laws of the Northumberland Area Head Start/Early Head Start Policy Council*. The By-Laws were approved by the Policy Council on Dec. 8, 2016. (**Attachment No. 5**)
- 2. Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan**  
Directors are asked to approve the *Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan*. The Plan was approved by the Policy Council on Dec. 8, 2016. (**Attachment No. 5**)
- 3. Monthly Report for November**  
Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for November. (**Attachment No. 6**)

*Motion by Mr. McGann and second by Mr. Keiser to approve the policy and program matters as presented.*

*The motion was unanimously approved.*

### **III. ADMINISTRATIVE REPORTS (Attachment No. 7)**

- 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 8:04 p.m.*

**Respectfully submitted,**

**Daniel McGann**  
**Secretary**

**Susan Kinney**  
**Recording Secretary**

## INFORMATION ITEMS

### I. FISCAL MATTERS

#### FINANCE, BUDGET AND ACCOUNTING

##### 1. Communications

Dec. 1, 2016, an email from Deb Blascovich (ELECT Program Officer, PDE–Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the fully executed contract (FC #4100071396A) for the 2016-17 Education Leading to Employment and Career Training (ELECT) in the amount of \$462,154 for the period of July 1, 2016 through June 30, 2017. Estimated number of eligible students to be served as part of this agreement is 115.

Dec. 6, 2016, an email from Brenda Kylen (Data and Fiscal Project Officer, PDE–Division of Student Services) notifying CSIU of the Migrant Student Information System (MSIX) and Data Quality Grant Project #017-16-0107 in the amount of \$87,540 for the period of July 1, 2016 through Sept. 30, 2017. Funds will be used for Pennsylvania to collect and submit to the federal data collection system (MSIX) basic educational and health information on all students in the Migrant Education programs.

Dec. 7, 2016, an email from Brenda Kylen (Data and Fiscal Project Officer, PDE–Division of Student Services) notifying CSIU that the carryover and extension request for Federal Grant Project #017-15-0101 has been approved. The original ending date was September 30, 2016; the revised ending date is May 31, 2017. The reason for this carryover is based on shifting work time allocations due to receipt of the MSIX grant by CSIU.

Dec. 16, 2016, an email from Brenda Kylen (Data and Fiscal Project Officer, PDE–Division of Student Services) notifying CSIU that the budget revision for the Migrant State Grant (FC #4100072984) has been approved. The agreement amount remains \$37,139 and there were no changes to the statement of work. This revision moves budgeted expenditures among line items to better reflect actual activity.

Dec. 19, 2016, via email from Kathy Vradenburgh, a letter from Carl R. Beck (Bureau Director, PDE–Office of Child Development and Early Learning) notifying CSIU of the fully executed grant agreement for 2016–17 State Early Intervention, Federal 619 IDEA B and Federal 611 Component I. Project #131-16-0-016A in the amount of \$4,954,546 is for the period of July 1, 2016 through June 30, 2017. The funding breakdown is as follows: State Early Intervention (\$4,050,121); Federal 619 IDEA B (\$360,712); and Federal 611 Component I (\$543,713).

Dec. 27, 2016, an email from Maribel Martinez (Management Technician, PDE–Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the fully executed settlement agreement for Refugee School Impact Grant. FC #4100074596 in the amount of \$9,539.17 is for services rendered during the period of Aug. 15, 2016 through Sept. 30, 2016.

Dec. 29, 2016, an email from Jesse Bowman (Workforce Development Analyst II, PA Department of Labor & Industry–Bureau of Workforce Development Administration) notifying CSIU of the approved amendment for Grant Agreement Number 427-16. The purpose of the amendment is to extend the end date until Dec. 31, 2017 to allow the Grantee to meet its deliverables under this project. All other provisions of the Grant Agreement remain in full effect.

## II. PERSONNEL MATTERS

### 1. Completion of New Employment Probationary Period

The following staff successfully completed their new employee probationary period.

Name	Title	Effective Date
Kimberly A. Delbo	Director of the Central Susquehanna LPN Career Center	Jan. 2, 2017
Kerri S. Kubalak	WATCH Project career technician	Jan. 20, 2017
Kristy M. Sones	WATCH Project career coordinator	Jan. 20, 2017

### 2. Unpaid Leave of Absence

Our executive director has approved the following leaves of absence:

Name	Position	Effective Date	Return Date
Jamie L. Aurand	classroom associate	Jan. 5, 2017	March 30, 2017
Lisa M. Vetovich	Head Start assistant instructor	Jan. 4, 2017	Feb.1, 2017

### 3. Extended Leave of Absence

Our executive director has approved an extension of unpaid leave of absence for **Elise A. Moser**, Early Head Start senior family partner/home visitor, effective Jan. 2, 2017–Feb. 3, 2017.

### 4. Return from Leave of Absence

**Brandy L. Norris**, classroom associate, has returned from a leave of absence, effective Dec. 16, 2016.

### 5. Staff Travel

Chief Financial Officer **Charles Peterson, Jr.** will attend the *2017 Association of School Business Officials (ASBO) Executive Leadership Forum* Feb. 16–18, 2017 in Miami, Fla. While there, he will attend the ASBO executive committee meeting, the ASBO board meeting and the leadership forum. All expenses will be covered by ASBO.

**Jeffrey Kimball**, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *North Carolina ASBO Conference* Feb. 14–15, 2017 in Greensboro, N.C. While there, they will exhibit and market PEPPM and KPN cooperative purchasing contracts to members of the North Carolina ASBO. Funds for estimated expenses of \$977 each are available in the joint purchasing budget.

**Jeffrey Kimball**, director of cooperative purchasing services, will attend the *Veritiv National Sales Meeting* March 2–4, 2017 in Orlando, Fla. While there, he will attend the meeting and present KPN to the sales representatives from across the country. He will also network with regional sales managers and representatives to promote the use of the KPN Veritiv contract. Funds for estimated expenses of \$820 are available in the joint purchasing budget. Lodging costs will be covered by Veritiv.

**Jared Lehman**, cooperative purchasing supervising manager, will attend the *National School Board Association Conference* March 25–26, 2017 in Denver, Colo. While there, he will exhibit to promote PEPPM and KPN. Funds for estimated expenses of \$1,516 are available in the joint purchasing budget.

**Jeffrey Kimball**, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *National Association of Educational Purchasing Conference and Exhibits* March 26–28, 2017 in Reno, Nev. While there, they will exhibit and market PEPPM and KPN national contracts to higher education purchasing officials. Funds for estimated expenses of \$1,600 each are available in the joint purchasing budget.