

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF REGULAR MONTHLY MEETING
WEDNESDAY, FEBRUARY 15, 2017**

COMMITTEE MEETINGS

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

DINNER

- 6 p.m. in Susquehanna B

WORK STUDY SESSION

- 6:45 p.m. in Susquehanna B

EDUCATION MAJORS AS SUBSTITUTE TEACHERS

John Kurelja, Chief Academic Officer

EXECUTIVE SESSION

- 7:05 p.m. in Susquehanna B

BUSINESS MEETING

- 7:30 p.m. in Commonwealth Room

BUSINESS MEETING TABLE OF CONTENTS

Page

INTRODUCTION

I. CALL TO ORDER.....	3
II. PLEDGE OF ALLEGIANCE.....	3
III. ROLL CALL.....	3
IV. CSIU STAFF AND OTHERS IN ATTENDANCE	4
V. ANNOUNCEMENTS.....	4
VI. APPROVAL OF MINUTES	4
VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT ...	4
VIII. SPOTLIGHT SEGMENT	
1. Property Tax Independence Act	4

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT	
Consideration of Action Items – Fiscal	
1. Program Balance Sheet	5
2. Payment Requests	6
Consideration of Action Items – Cooperative Business Services and Operations	
1. KPN Bid Awards	6
2. KPN Definite Quantity Line–Item Bids.....	6
3. Public Surplus–Online Auction	6
II. PERSONNEL COMMITTEE REPORT	
Consideration of Action Items	
1. New Employees	7
2. Termination of Employment	7
3. Position Transfer	7
4. Substitute Teacher and Para-Educator.....	8
5. Resignations.....	8
6. Holiday Schedule – 12 Month Non-Instructional Staff	8
7. Para-Educator Professional Development Transfer	8
8. Position Reclassifications	9
III. TECHNOLOGY COMMITTEE REPORT	9
IV. POLICY COMMITTEE REPORT	
1. Board Policies – Section 200 Pupils.....	10

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS	
HS/EHS Governing Requirements	
1. Budget Carryover Request	11
2. Monthly Report for December	11
3. Land Acquisition.....	11
II. ADMINISTRATIVE REPORTS	12
III. ADJOURNMENT	12

INFORMATION ITEMS

I. FISCAL MATTERS	
Finance, Budget and Accounting	
1. Communications	13
2. Section 907–A Report for 2015-16 Fiscal Year	13
II. PERSONNEL MATTERS	
1. Completion of New Employment Probationary Period	13
2. Return from Leaves of Absence.....	14
3. Staff Travel	14

BUSINESS MEETING AGENDA AND MINUTES

February 15, 2017 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:30 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 – 11; Directors absent – 6

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

- John Brenchley — Chief Innovation Officer
- Lynn Cromley — Assistant Executive Director/Chief Administrative Officer
- Kenneth Erb — Facilities Coordinator
- Melissa Fisher — CSIU Education Association Representative
- Susan Kinney — Executive Office Manager/Board Recording Secretary
- Dr. John Kurelja — Chief Administrative Officer
- Dr. Kevin Singer — Executive Director
- Jennifer Spotts — Public Relations Manager
- Jennifer Williams — Director of Special Education and Early Childhood Services

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on March 15, 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. Abate and seconded by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Jan. 18, 2017.

The motion was unanimously passed.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VII. SPOTLIGHT SEGMENT

1. Property Tax Independence Act – John Brenchley, Chief Innovation Officer

Mr. Brenchley shared resources available to various publics on property tax reform and how the current proposal shifts property taxes to increases in other taxes. He also showed the TV news clip about the forum hosted by CSIU where school and community leaders also presented information.

COMMITTEE REPORTS

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

Mr. Whitmoyer reported that a committee meeting was held and the auditors will be presenting at the March meeting.

1. Program Balance Sheet

The reports of fiscal year 2016-17 financial activity as of Jan. 31, 2017 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 1/1/2017		\$4,179,466.13
Deposits		\$3,831,631.06
Disbursements		
Payroll Transfers	(\$ 1,392,511.33)	
Bank Charges	(282.39)	
Payroll Disbursements	(1,861,523.90)	
Transfer to LPN	(1,147.00)	
Bank Card ACH	(1,475.17)	
Monthly Checks	(2,043,530.72)	
Void Checks dated before 1/1/2017	1,259.95	
Total Disbursements	(\$ 5,299,210.56)	(\$5,299,210.56)
Balance 1/31/2017		\$2,711,886.63

Voided Checks/Direct Deposits Dated Before 1/1/17

Check #	Vendor	Amount	Reason	Check Date
209628	QBS Inc.	\$1,200.00	Duplicate payment	12/06/16
209732	Service Electric Cablevision	59.95	Closed account	12/14/16
	Total	\$1,259.95		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 1/1/2017	\$ 1,019.88	\$ 0.00	\$3,590.29	\$32,590.64
Transfers	1,392,511.33	249,803.00	0.00	0.00
Deposits	0.00	0.00	0.00	0.00
Interest	7.71	0.00	0.00	0.00
Withdrawals	(1,392,511.33)	(249,803.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 1/31/2017	\$ 1,027.59	\$ 0.00	\$3,590.29	\$32,590.64

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 1/1/2017	\$495,077.15	\$7,135,573.33	\$239,291.23	\$7,173,093.58
Deposits	0.00	2,120,600.46	1,071.49	0.00
Interest	166.88	2,647.59	87.95	0.00
Withdrawals	(21,886.05)	(2,001,071.49)	0.00	0.00
Balance 1/31/2017	\$473,357.98	\$7,257,749.89	\$240,450.67	\$7,173,093.58

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 1/31/17	\$ 2,043,530.72
Per Diem and Hourly Employees	
Pay Period Ending 1/12/17	\$ 24,487.44
Pay Period Ending 1/26/17	\$ 34,661.32
Total	\$ 2,102,679.48

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. KPN Bid Awards

Directors are asked to approve the KPN bid awards as listed. **(Attachment No. 3)**

2. KPN Definite Quantity Line–Item Bids: Athletic Supply, Cafeteria Supply and Custodial Supply Category

Directors are asked to approve the KPN Definite Quantity Line–Item Bids as listed. **(Attachment No. 4)**

3. Public Surplus–Online Auction

Directors are asked to authorize the use of Public Surplus to sell items as listed. **(Attachment No. 5)**

Motion by Mr. Whitmoyer and second by Mr. Neidig:

- *to accept the monthly financial reports for January;*
- *to pay the obligations listed on the documents presented for January; and*
- *to approve the KPN bid awards, KPN Definite Quantity-Line Item Bids; and Public Surplus Online Auction items to sell as presented.*

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

Result: ***Motion passed: Voting yes-11; Voting no-0***

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

CONSIDERATION OF ACTION ITEMS

1. New Employees

Non-Instructional Staff

Ashlee R. Bower, Sunbury, received a master’s degree in nursing informatics from the American Sentinel University, Aurora, Colo. Ms. Bower has been employed as an informatics nurse specialist for UPMC Susquehanna Health, Williamsport. Ms. Bower is recommended as **nursing assistant educator**, at an annual salary of \$63,000, effective Feb. 21, 2017. Funds for this new position are in the LPN/Geisinger budget.

Kelly A. Carollo, Lewisburg, received a diploma from Mifflinburg Area School District. She has been employed as an educational initiative secretarial assistant for the CSIU, and more recently as a library technician for the Lewisburg Area School District. Ms. Carollo is recommended as **student transportation administrative assistant**, at an annual salary of \$25,500, effective Feb. 21, 2017 contingent upon receipt of required clearances. Funds for this replacement position are in the transportation budget.

Karen E. Johns, Danville, received an associate’s degree from Keystone College, La Plume. She has been employed as a human resources associate at Merck & Co. Inc., Danville, and most recently as a credit balance specialist at Geisinger Health System, Danville. Ms. Johns is recommended as **human resources administrative assistant**, at an annual salary of \$38,025, effective Feb. 17, 2017. Funds for this replacement position are in the human resources budget.

2. Termination of Employment

Our executive director recommends that employment be terminated for **Jeanne B. McNeil**, career counselor specialist, effective February 3, 2017, for not meeting performance expectations during the probationary period.

3. Position Transfer

Our executive director recommends the following position transfer:

Name	Current Title	Current Salary	New Title	New Salary	Effective Date
Kerri S. Kubalak	WATCH Project career technician	\$29,250	WATCH Project career coordinator	\$33,600	Feb. 16, 2017

4. Substitute Teacher and Para-Educator

Directors are asked to approve **Jennifer L. Bender** as substitute teacher and **Bryant A. Johnson** as substitute para-educator 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:

Name	Position	Reason	Effective Date
Donna M. Good	computer services administrative assistant	Retirement	April 6, 2017
Jerry M. Heintzelman	second shift operations support technician	Retirement	April 6, 2017
Ryan E. Korn	Alternative Education for Disruptive Youth (AEDY) managing coordinator	Resignation	Feb. 10, 2017

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

6. Holiday Schedule – 12-Month Non-Instructional Staff

Directors are asked to approve the 2017-18 holiday schedule for 12-month non-instructional staff. (**Attachment No. 6**)

7. 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.

Name	Current Title	Current Salary	New Title	New Salary	Effective Date
Jamie N. Truckle	one-on-one aide	\$10,059	one-on-one instructional support program assistant	\$14,887	Feb. 16, 2017

8. Position Reclassifications

Upon further review of job descriptions and analysis of the duties’ tests for the Fair Labor Standards Act (FLSA), the following staff members are recommended to be reclassified from non-exempt (hourly/eligible for overtime) to exempt (not eligible for overtime), effective Feb. 16, 2017. Titles and salaries are unchanged.

Name	Current Title
Kathleen M. Dieffenderfer	telecommunications E-rate facilitator
Jill L. Gemberling	software quality assurance specialist I
Jacqueline E. Hemrick	software quality assurance specialist I
Lyndi S. Hertzler	client support specialist I
Cassie D. Mitcheltree	cooperative purchasing marketing specialist
Tammy M. Sempko	Pinnacle Place house manager
Jamie A. Stahl	client support specialist I

Motion by Mr. Keiser and second by Mr. Abate to approve new employees, termination of employment, position transfer, substitute teacher and para-educator, resignations, holiday schedule for 12-month non-instructional staff, para-educator professional development transfer and position reclassifications.

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

Result: *Motion passed: Voting yes-11; Voting no-0*

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

Mr. Rhoads reported that a committee meeting was held and software development is on schedule. He said several contracts will be presented for approval at the March meeting.

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

Mr. Rhoads reported that following approval of the first reading this evening, the Section 200 policies will be considered for adoption next month. The board is now halfway through the policy adoption process. Administrative Regulations are currently being developed.

1. Board Policies – Section 200 Pupils

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

- 200 Precedence of Policies
- 203 Immunizations and Communicable Diseases
- 203.1 HIV Infection
- 204 Attendance
- 207 Confidential Communications of Students
- 209 Health Services/Medical Records
- 209.1 Food Allergy Management
- 210 Medications
- 210.1 Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
- 216 Student Records
- 218 Student Discipline
- 218.1 Weapons
- 218.2 Terroristic Threats
- 220 Student Expression/Distribution and Posting of Materials
- 221 Dress and Grooming
- 222 Tobacco
- 224 Care of Intermediate Unit Property
- 226 Searches
- 227 Controlled Substances/Paraphernalia
- 230 Public Performances by Students
- 233 Suspension and Expulsion
- 235.1 Surveys
- 237 Electronic Devices
- 248 Unlawful Harassment
- 249 Bullying/Cyberbullying

(Attachment No. 7)

Motion by Mr. Rhoads and second by Mr. Keiser to approve first reading of the Section 200 policies as presented.

The motion was unanimously approved.

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. Northumberland Area Head Start/Early Head Start Budget Carryover Request

Directors are asked to approve a carryover request from the 2016 to 2017 budget year; this request replaces the previously approved post-award budget revision. This carryover will be used to purchase the bus approved at the November 2016 meeting.

(Attachment No. 8)

Motion by Mr. Neidig and second by Mr. Keiser to approve the budget carryover request as presented.

The motion was unanimously approved.

2. Monthly Report for December

Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for December. **(Attachment No. 9)**

Motion by Mr. Abate and second by Mr. Keiser to acknowledge and approve the December HS/EHS report as presented.

The motion was unanimously approved.

3. Land Acquisition

The Board Officers and the administration of the Central Susquehanna Intermediate Unit are authorized and directed to take all steps and sign all documents necessary to consummate the purchase from the Central Pennsylvania Chamber of Commerce of the four lots contiguous on the East to the intermediate unit property, referred to as the Milton Industrial Park Tanner Addition, for a price of \$400,000. Such directive and authority shall include taking all measures and participating in all activities necessary to comply with the School Code with respect to the purchase, ownership, and leasing of real estate.

Motion by Mr. Rhoads and second by Mr. Keiser to take all steps necessary to purchase property referred to as Milton Industrial Park Tanner Addition as presented.

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

Result: ***Motion passed: Voting yes-11; Voting no-0***

II. ADMINISTRATIVE REPORTS (Attachment No. 11)

- 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**

III. ADJOURNMENT

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

Respectfully submitted,

Daniel McGann
Secretary

Susan Kinney
Recording Secretary

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

Dec. 30, 2016, a letter from Ms. Brianna Apfelbaum Kula of the Charles and Betty Degenstein Foundation notifying CSIU of a grant in the amount of \$1,000 to be used as funding for Pinnacle Place. Funds are to be used to support this maternity group home. No further instructions are associated with this grant.

Jan. 19, 2017, an email from James L. Towse (YDC/YFC Education Coordinator, PDE – Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the 2016-17 Youth Development Center Grant Agreement. FC #4100074795 in the amount of \$2,480,780 for services rendered during the period of July 1, 2016 through June 30, 2017. The CSIU agrees to provide education services at North Central Secure Treatment Unit.

Jan. 25, 2017, an email from Lisa Watson (Director of Management Services, Tuscarora Intermediate Unit 11) notifying CSIU of the 2016-17 professional services agreement for Early Intervention Verification Tool software development and upgrades, webinar development and delivery for regional trainings. The agreement period is July 1, 2016 through June 30, 2017, in the amount of \$173,517.

Jan. 25, 2017, an email from Ryan Bonfair (Purchasing Agent, Millersville University) notifying CSIU of the fully executed contract status for SP #400046355. The CSIU agrees to provide staffing for the Migrant Education Program at Project Areas of Berks County, Lancaster County and Lehigh Valley. The agreement period is Jan. 1, 2017 through Sept. 30, 2017, in the amount of \$190,142.

2. Section 907–A Report for 2015–16 Fiscal Year

Included in directors' agenda packets is a copy of the CSIU 907-A report for fiscal year 2015–16. Guidelines are attached for reference. (**Attachment No. 10**)

II. PERSONNEL MATTERS

1. Completion of New Employment Probationary Period

The following staff members successfully completed her employee probationary period.

Name	Title	Effective Date
Christy M. Hauger	Pre-K Counts administrative assistant	Feb. 9, 2017
Ellen C. Wilhour	payroll coordinator	Jan. 23, 2017

2. Return from Leaves of Absence

Our executive director has approved the following leaves of absence:

Name	Position	Salary	Return Date
Elise A. Moser	Early Head Start instructor	\$31,040	Feb. 6, 2017
Jennifer L. Rakovan	speech therapist	\$61,397	Jan. 30, 2017
Lisa M. Vetovich	Head Start assistant instructor	\$13,909	Jan. 31, 2017

3. Staff Travel

Chief Innovation Officer **John Brenchley** will attend the *2017 Association of Educational Purchasing Agencies (AEPA) Members and Vendors Spring Meeting* April 24–25, 2017 in Panama City, Fla. While there, he will meet with AEPA stakeholders to review marketing plans and vendor sales. The organization will also review its bylaws and operating plan to remain consistent nationwide. Funds for estimated expenses of \$1,405 are available in the joint purchasing budget.

Jeffrey Kimball, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *Association of Educational Purchasing Agencies (AEPA) Board Meeting* April 23–25, 2017 in Panama City, Fla. While there, they will attend the board meeting to conduct business of AEPA and meet with vendors to review their products, services and review marketing. Funds for estimated expenses of \$1,770 each are available in the joint purchasing budget.

Vaughn Murray, education programs information management coordinator, and **Thomas Naugle**, telecommunications technology support consultant, will attend the *National Association of State Directors of Migrant Education 2017 National Migrant Education Conference* from April 30-May 3, 2017 in Orlando, Fla. While there, they will network with others and represent the PA Migrant program. They have also submitted two proposals for presentations. Funds for estimated expenses of \$2,100 each are available in the Migrant Tech budget.