

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, MAY 17, 2017**

COMMITTEE MEETINGS

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

DINNER

- 6 p.m. in Susquehanna B

WORK STUDY SESSION

- 6:45 p.m. in Susquehanna B

STRATEGIC PLAN UPDATE

*Lynn Cromley, Assistant Executive Director
and Chief Administrative Officer*

Rae Ann Crispell, Curriculum Services Coordinator

EXECUTIVE SESSION

- 7:15 p.m. in Commonwealth Room

BUSINESS MEETING

- 7:30 p.m. in Commonwealth Room



Central Susquehanna
Intermediate Unit

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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

May 17, 2017 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:34 p.m. by President Larry Augustine.

Mr. Augustine confirmed with Ms. Love and Mr. Mael, attending by telephone, that they could hear and understand, and also that they were able to be heard and understood by the directors in attendance.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate.....	Mid-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
Scott Karpinski.....	Shikellamy.....		x
Jeffrey Kashner.....	Shamokin Area.....	x	
Dennis Keiser.....	Mifflinburg Area.....		x
Jody Love.....	Millville Area.....	x (by phone)	
Norman Mael.....	Bloomsburg Area.....	x (by phone)	
Daniel F. McGann, Secretary	Berwick Area.....	x	
Lawrence I. Neidig, Treasurer	Line Mountain.....	x	
Thomas Reich.....	Southern Columbia Area.....		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 – 9; Directors absent – 8

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

John Brenchley—Chief Innovation Officer
Rae Ann Crispell—Curriculum Services Coordinator
Lynn Cromley—Assistant Executive Director/Chief Administrative Officer
Kenneth Erb—Facilities Coordinator
Marcia Hoffman—Director of Human Resources
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
Eleanore Striplin—CSIU Education Association Representative
Jennifer Williams—Director of Special Education and Early Childhood Services

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, June 21, 2017 at the CSIU central office.

Mr. Augustine announced that an Executive Session regarding personnel matters was held prior to the start of tonight's meeting.

Mr. Augustine also requested that board members submit their completed annual evaluations of the executive director.

VI. APPROVAL OF MINUTES

Motion by Mr. McGann and second by Mr. Rhoads to approve the minutes of the regular meeting of the CSIU Board of Directors on April 19, 2017, which included March 2017 items.

The motion was unanimously approved.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. Celebrate Communicate Day

Jennifer Williams, director of Special Education and Early Childhood Services, shared a video with the board about the recent Celebrate Communicate (CC) Day. Ms. Williams explained that this was the 21st year of providing a carnival-like environment for the students to use their alternative communication devices to interact with others. She reported that a record high 112 attendees representing 14 districts enjoyed a day with games, crafts, entertainment by Clyde Peeling's Reptiland and lunch. More than 75 volunteers provided support to the students.

BOARD GOVERNANCE

I. BOARD OFFICERS' ACTION

1. 2017-18 CSIU Board of Directors Meeting Schedule Revision

The schedule for 2017-18 meetings of the CSIU Board of Directors was approved at the April 2017 meeting. Because of PASA-PSBA's Leadership Conference schedule, a change in date from Oct. 18 to Oct. 11 is proposed. Directors are asked to approve the revised schedule. All meetings except October will be the third Wednesday of the month.

No July Meeting	January 17, 2018
August 16, 2017	February 21
September 20	March 21
October 11 (2nd week)	April 18
November 15	May 16
December 20	June 20

Motion by Mr. Rhoads and second by Mr. McGann to approve the revised 2017-18 CSIU Board of Directors Meeting Schedule.

The motion was unanimously approved.

COMMITTEE REPORTS

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

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2016-17 financial activity as of April 30, 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–April

Balance 4/1/2017		\$2,244,726.22
Deposits		\$5,866,893.23
Disbursements		
Payroll Transfers	(\$1,398,722.89)	
Bank Charges	(405.05)	
Payroll Disbursements	(721,204.71)	
PSERS ACH	(156,908.95)	
Monthly Checks	(2,382,877.47)	
Sales Tax 1st Qtr	(112.25)	
Voided Checks	573.00	
Total Disbursements	(\$4,659,658.32)	(\$4,659,658.32)
Balance 4/30/2017		\$3,451,961.13

Voided Checks Current Month

Check #	Vendor	Amount	Reason	Check Date
211970	PA School Study Council	\$ 100.00	Workshop cancelled	4/5/17
	Total	\$ 100.00		

Voided Checks Current Month Dated Before 4/1/2017

Check #	Vendor	Amount	Reason	Check Date
211330	Heather C. Andrews	\$ 300.00	Unused Funds	3/7/17
149386	Bloomsburg University	100.00	Void	5/21/10
149391	CA Juillard Inc.	73.00	Void	5/21/10
	Total	\$ 473.00		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 4/1/2017	\$ 1,042.89	\$ 0.00	\$3,590.29	32,591.44
Transfers	1,398,722.89	0.00	0.00	0.00
Deposits	0.00	64,030.00	0.00	0.00
Interest	15.60	0.00	0.00	0.00
Withdrawals	(1,398,722.89)	0.00	0.00	0.00
Voided Checks/ Returned Direct Deposit	391.95	0.00	0.00	0.00
Balance 4/30/2017	\$ 1,450.44	\$ 64,030.00	\$3,590.29	32,591.44

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 4/1/2017	\$397,211.63	\$7,265,503.63	\$242,776.72	\$7,183,955.79
Deposits	0.00	1,805,827.10	1,071.49	0.00
Interest	157.04	2683.41	107.86	0.00
Withdrawals	(32,269.37)	(3,501,071.49)	0.00	0.00
Balance 4/30/2017	\$365,099.30	\$5,572,942.65	\$243,956.07	\$7,183,955.79

3. 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 4/30/17	\$2,382,877.47
Per Diem and Hourly Employees	
Pay Period Ending 4/06/17	\$ 42,825.57
Pay Period Ending 4/20/17	\$ 47,999.73
Total	<u>\$2,473,702.77</u>

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. CSIU Capital Reserve Fund

Directors are asked to approve the recommendation of the establishment of a Capital Reserve Fund under the authority of the Pa. Municipal Code to be used only for capital improvements; replacement of, addition to and improvement to public works; deferred maintenance; and for the replacement of school buses. **(Attachment No. 3)**

2. Facilities Use Agreement

Directors are asked to approve the continuation of the lease with Market Street Rentals for property located at 1000 Market Street, Suite 37, Bloomsburg. Office space of 850 sq. ft. is used for the Adult Education program. The renewal is for the period of July 1, 2016–June 30, 2017. The monthly rate of \$700 is unchanged. **(Attachment No. 4)**

3. Student Transportation Contracts

Directors are asked to approve the attached list of student transportation contracts. Following a request for proposals, five bus contractors are recommended for approval, which will provide the opportunity for the student transportation department to match the most efficient and economical contract to the required route. **(Attachment No. 5)**

4. Keystone Purchasing Network (KPN) Fuel Oil Bid Awards

Directors are asked to approve contracts to provide KPN members with fuel oil for the 2017-18 purchasing cycle with the following vendors:

- Mansfield Oil Co. (Gainesville, Ga.) – 1 line items
- Petroleum Traders (Fort Wayne, Ind.) – 4 line items
- Talley Petroleum (Grantville, Pa.) – 10 line items

(Attachment No. 6)

5. Keystone Purchasing Network (KPN) Bid Awards

Directors are asked to approve the list of recommended KPN bid awards for HDPE lockers and restroom partitions and bus parts. **(Attachment No. 7)**

CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES

1. Cyber Security Assessment Package – ePlus Technology, Inc. Contract

Directors are asked to approve entering into a \$20,000 contract through PEPPM with **ePlus Technology, Inc.** of Camp Hill to provide security assessment and consulting, wireless infrastructure assessment, and LAN/WAN infrastructure services. **(Attachment No. 8)**

2. Agreement for Services - Bar-Tek Software Services, Inc.

Directors are asked to approve an agreement with **Bar-Tek Software Services, Inc.** of Mountville for continued software development services. The term of this agreement shall be for the fiscal year 2017-18 for a maximum of \$30,000 (previous contract was \$40,000), and will provide programming time necessary to implement enhancements in the legacy Fox-Pro financial product. Funds for this expenditure are available in the computer services budget. **(Attachment No. 9)**

3. Agreement for Services - Data Knowledge, Inc. (DKI)

Directors are asked to approve an agreement with **Data Knowledge, Inc. (DKI)** of Northport, Fla. for continued software development services. The term of this agreement shall be for the fiscal year 2017-18 for a maximum of \$100,000 (same as previous contract), and will provide programming time necessary to implement changes on various input screens and reports in the Financial Information System. Funds for this expenditure are available in the computer services budget. **(Attachment No. 10)**

4. Agreement for Services - Global Data Consultants, LLC

Directors are asked to approve an agreement with **Global Data Consultants, LLC** of Chambersburg for continued software development services. The term of this agreement shall be for the fiscal year 2017-18 for a maximum of \$300,000 (same as previous contract), and will provide programming time necessary to implement changes on various input screens in the Financial Information System. Funds for this expenditure are available in the computer services budget. **(Attachment No. 11)**

5. Agreement for Services - MindShine Technologies, LLC

Directors are asked to approve an agreement with **MindShine Technologies, LLC** of Alpharetta, Ga. for continued software development services. The term of this agreement shall be for the fiscal year 2017-18 for a maximum of \$100,000 (previous contract was \$290,000), and will provide programming time necessary to implement enhancements in the Human Resource and Payroll Modules of the Financial Information System. Funds for this expenditure are available in the computer services budget. **(Attachment No. 12)**

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

- *accept the monthly financial reports for April and pay the obligations listed on the documents presented for April;*
- *approve the establishment of a Capital Reserve Fund; a lease renewal; student transportation contracts; KPN fuel oil bid awards; and KPN bid awards; and*
- *approve five contracts for computer services.*

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Kashner, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Rhoads, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-9; 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

Melissa A. Amato, Coal Township, received a master's degree from Bloomsburg University. She has been employed as a case manager II with Northumberland County Behavioral Health, Sunbury. Ms. Amato is recommended as a **career counselor specialist**, a non-exempt position, at an hourly rate of \$17, for an estimated annual salary of \$33,150, effective May 31, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the YES to the Future Program budget.

Holly B. Doyle, Linden, received a bachelor's degree from Pennsylvania College of Technology, Williamsport. She has been employed as an office manager/title clerk at Williamsport Motors, Williamsport. Ms. Doyle is recommended as **Head Start administrative assistant**, a non-exempt position, at an hourly rate of \$13.59, for an estimated annual salary of \$26,500.50, effective May 18, 2017. Funds for this replacement position are in the Head Start budget.

Maria G. Feeser, York, received a diploma from Mazamitla High School, Mexico. She has been employed as a parent involvement coordinator/student support specialist assistant with Lincoln Intermediate Unit. Ms. Feeser is recommended as a **Migrant Education student support specialist**, a non-exempt position, at an hourly rate of \$19, for an estimated annual salary of \$37,050, effective June 1, 2017 (contingent upon the receipt of required clearances). Funds for this new position are in the Migrant Education budget.

Jeffrey Harvey, Picture Rocks, received a master's degree from Adam Smith University, Hawaii. He has been employed as a staff development director with Valley View Rehab and Nursing Center, Montoursville. Mr. Harvey is recommended as a **nursing education resource specialist**, an exempt position, at an annual salary of \$56,000, effective June 12, 2017. Funds for this new position are in the WATCH Project and non-traditional apprenticeship budgets.

2. Stipend Payment

The executive director recommends a stipend payment in the amount of \$1,000 for **Barbara J. Morgan**, Special Education teacher – special assignment, who served as a teacher mentor during the 2016-17 school year. This payment is per the current collective bargaining agreement.

3. Substitute Para-educators (Aides)

Directors are asked to approve **Michala R. Holland, Crystal L. Killmon, Polly A. Reynolds** and **Kristy L. Truitt-Reichner** as substitute para-educators (aides) to work in CSIU classrooms and programs for the 2016-17 school year.

4. Position Transfers

Our executive director recommends position transfers for the following staff members:

Name	Current Title	Current Salary	New Title	New Salary	Reason	Effective Date
Stephanie P. Colvin-Roy	special projects managing coordinator	\$63,761	The Center for the Promotion of Social & Emotional Learning (CPSEL) training and organizational development associate	\$69,000	increased responsibilities in creation/ management of CPSEL	May 18, 2017
Rae Ann Crispell	curriculum services coordinator	\$82,400	supplemental education services program manager	\$82,400	change in responsibilities	Aug. 1, 2017
Lyndi S. Hertzler	client support specialist I	\$38,500	client support specialist II	\$40,000	technology group career ladder	May 18, 2017
Christine R. Mitcheltree	professional development and curriculum services support specialist	\$49,294	curriculum and instruction support specialist	\$68,000	increased responsibilities	July 1, 2017
Amy F. Moritz	youth development coordinator	\$56,292	strategic partnerships managing coordinator	\$60,000	additional responsibilities in creating/ coordinating the work for CPSEL	May 18, 2017
Amy E. Weller	ACCESS and Early Intervention technical assistant	\$33,930 (\$17.40/ hour)	Early Childhood administrative assistant	\$35,587.50 (\$18.25/ hour)	increased responsibilities	May 18, 2017

5. Title Change

Our executive director recommends a title change for Yvette M. Beaumont from 21st Century Community Learning Centers operations coordinator to 21st Century Community Learning Centers operations and data coordinator, effective May 28, 2017.

6. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Reason	Effective Date
Rebekah DePinto	behavior intervention assistant	Resignation	June 8, 2017
Roberta K. Garlock	reading/resource teacher	Retirement	June 7, 2017
David L. Manney	cooperative purchasing services program manager	Retirement	June 30, 2017
Elise A. Moser	Early Head Start senior family partner/home visitor	Resignation	May 17, 2017
Christy D. Powlus	Pre-K Counts assistant instructor	Resignation	May 3, 2017
Sandra L. Raker	classroom assistant	Retirement	June 13, 2017
Candace A. Willard	Alternative Education teacher	Retirement	June 9, 2017

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

7. Non-Bargaining Unit Staff Salary Adjustments and Position Titles for 2017-18

With the support of the Personnel Committee, administration proposes a salary increase of three percent for non-bargaining unit staff for the 2017-18 fiscal year.

Directors are asked to approve the 2017-18 salaries for non-bargaining unit staff members, effective July 1, 2017, as listed. (**Attachment No. 14**)

8. Furlough

Our executive director recommends the furlough of **Michelle L. Johnson**, community outreach coordinator with the Parent Child Home Program, effective June 30, 2017, due to loss of program funding.

Motion by Mr. Neidig and second by Mr. Rhoads to approve new employees, stipend payment, substitute para-educators (aides), positions transfers, title change, resignations, non-bargaining unit salary adjustments and position titles for 2017-18 and a furlough as listed.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Kashner, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Rhoads, Mr. Whitmoyer*

Result: ***Motion passed:** Voting yes-9; Voting no-0*

III. TECHNOLOGY COMMITTEE REPORT– BRUCE RHOADS, CHAIR Victor Abate and Jeffrey Kashner, Committee Members

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

Mr. McGann reported that a meeting was held on May 4, 2017.

1. Board Policies – Section 600 Finances

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

- 601 Fiscal Objectives
- 604 Budget Planning and Adoption
- 608 Bank Accounts
- 609 Investment of Funds
- 610 Purchases Subject to Bid/Quotation
- 611 Purchases Budgeted
- 612 Purchases Not Budgeted
- 613 Cooperative Purchasing
- 614 Payroll Authorization
- 615 Payroll Deductions
- 616 Payment of Bills
- 617 Petty Cash
- 619 Intermediate Unit Audit
- 620 Fund Balance
- 622 GASB Statement 34/Capital Assets
- 624 Taxable Fringe Benefits
- 625 Procurement Cards
- 626 Federal Fiscal Compliance
 - 626 – Attachment – Allowability of Costs – Federal Programs
 - 626 – Attachment – Cash Management – Federal Programs
 - 626 – Attachment – Administration of Federal Funds
 - 626 – Attachment – Procurement – Federal Programs
 - 626 – Attachment – Grant Subrecipient Monitoring Procedures – Federal Programs

(Attachment No. 15)

Motion by Mr. McGann and second by Mr. Kashner to approve the first reading of the Section 600 board policies.

The motion was unanimously approved.

**V. NOMINATIONS COMMITTEE REPORT – Tera Unzicker-Fassero, Chair
Darlene Garcia-Johnson and Jeffrey Kashner, Committee Members**

The Board President appointed the following board members to the Nominations Committee: Tera Unzicker-Fassero, Chair; Darlene Garcia-Johnson and Jeffrey Kashner. The Committee met prior to tonight’s meeting. Election of officers for 2017-18 will take place at the June reorganization meeting.

Mr. Kashner, reporting on behalf of the committee, informed the board there would be a full slate of candidates, those currently serving as officers, recommended at the June meeting. Nominations will also be accepted from the floor. Mr. Augustine thanked Mr. Kashner and the other committee members for their work.

NEW BUSINESS

I. ADMINISTRATIVE MATTERS

1. Legal Services for 2017-18

Included in directors' agenda packets is a listing of CSIU's current legal advisors, and the scope of each firm's services and fees for 2017-18. Directors are asked to approve continuation of agreements with those legal advisors for 2017-18. **(Attachment No. 16)**

Motion by Mr. Neidig and second by Mr. McGann to approve the listing of legal advisors for 2017-18 as presented

The motion was unanimously approved.

II. POLICY AND PROGRAM MATTERS

NORTHUMBERLAND AREA HEAD START AND EARLY HEAD START

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: (Attachment No. 17 a, b)

1. Head Start/Early Head Start Internal Dispute Resolution Procedures

Directors are asked to approve revisions to the Internal Dispute Resolution Procedures that reflect the new Head Start program performance standards. **(Attachment No. 17a)**

2. Monthly Report for March

Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for January. **(Attachment No. 17b)**

Motion by Mr. Brecker and second by Mr. Kashner to approve the HS/EHS Internal Dispute Resolution Procedures and the March Monthly Report as presented.

The motion was unanimously approved.

SPECIAL EDUCATION

1. Early Intervention Assurance for the Operation of Special Education Services and Programs for 2017-18 Program Year

The CSIU is required to submit documentation annually to the Pennsylvania Department of Education (PDE) assuring that all early intervention special education services and programs operated by the CSIU are in compliance with all state and federal laws, regulations and procedures. Directors are asked to authorize staff to submit the *Early Intervention Assurance for the Operation of Special Education Services and Programs* for the 2017-18 program year. **(Attachment No. 18)**

Motion by Mr. McGann and second by Mr. Rhoads to approve the Early Intervention Assurance as presented.

The motion was unanimously approved.

III. PSBA VOTING DELEGATE

The CSIU is entitled to appoint a voting member to participate in the 2017 PSBA Delegate Assembly on Friday, Oct. 20. The Assembly occurs at the conclusion of the regularly scheduled events of the main PASA-PSBA School Leadership Conference.

*Motion by Mr. Rhoads and second by Mr. McGann to nominate Mr. Brecker to serve as the voting member to participate in the 2017 PSBA Delegate Assembly.
There were no other nominations.*

The motion was unanimously approved.

IV. ADMINISTRATIVE REPORTS (Attachment No. 20)

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**

V. ADJOURNMENT

The meeting was adjourned by President Augustine at 8:01 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. BOARD GOVERNANCE

1. Director Election 2017

The following directors appear on the ballot for 2017 election to the CSIU Board of Directors to a full three-year term. Ballots have been sent to each district superintendent for directors to use in voting.

Nominee	District	Length of Term
Daniel McGann	Berwick Area	July 1, 2017 – June 30, 2020
Norman Mael	Bloomsburg Area	July 1, 2017 – June 30, 2020
Bruce Rhoads	Central Columbia	July 1, 2017 – June 30, 2020
Victor Abate	Mid-West	July 1, 2017 – June 30, 2020
C. Scott Karpinski	Shikellamy	July 1, 2017 – June 30, 2020

II. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Quarterly Financial Status Report – *Charles Peterson, Chief Financial Officer*

Mr. Peterson shared with directors the Third 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. 19**)

2. Public Surplus – Online Auction

The following items will be included on the CSIU’s next online auction using the Public Surplus auction service for public and educational agencies: used office panels; used Gravely tractor with snow blower; wooden picnic tables; used radial arm saw; and used wood lathe.

3. Communications

April 4, 2017, a letter dated March 30, 2017 from Susan McCrone (Division Chief, Pennsylvania Department of Education, Division of Federal Programs) notifying CSIU of the approved Title IIB, Mathematics and Science Partnerships Grant - Project #075-16-0616. The grant amount is \$368,608 for the period of June 1, 2016 through May 31, 2017.

April 4, 2017, an email from Jim Domen (Procurement Manager – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of an amendment to Purchase Order #4300518474 for services related to the Alternative Education Disruptive Youth (AEDY) Program. The amended purchase order encumbers FY17 funds of \$297,136.90 and expires on June 30, 2018. The amended purchase order two-year total is now \$516,617.89.

April 14, 2017, an email from Brenda Kylan (Data and Fiscal Project Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of an amended allocation for the 2016-17 Migrant Education Program (MEP) Grant Agreement. The 2016-17 allocation shall increase \$232,429 (from \$1,403,766 to \$1,636,195). This funding increase is the result of adding the following counties to the CSIU MEP service area: Centre, Clinton, Cumberland, Dauphin, Huntingdon, Juniata, Mifflin and Perry.

III. PERSONNEL MATTERS

1. Extension of Leaves of Absence

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

Name	Title	Effective Date	Return Date
Gretchen A. Hoff	Special Education teacher	April 10, 2017	May 17, 2017
Cheryl L. MacPherson	classroom assistant	April 24, 2017	August 8, 2017

2. Health Insurance Savings Report

Since 1993, the CSIU has offered a monetary incentive program for employees who are eligible to receive health insurance coverage elsewhere. The monetary incentive provides payment to each employee in lieu of CSIU-provided health insurance coverage. The following table shows the savings to the CSIU over the past five years through the monetary incentive program.

Year	No. of Employees on Monetary Incentive	Avoided Health Coverage Costs	Total Monetary Incentive Costs	Total Savings
2013	142	\$1,954,488	\$390,898	\$1,563,590
2014	145	\$2,209,800	\$441,960	\$1,767,840
2015	131	\$2,071,896	\$415,000	\$1,656,896
2016 (BU).....	34.....	\$559,368.....	\$106,488.....	\$452,880
2016 (NBU).....	99.....	\$1,177,308.....	\$297,000.....	\$880,308
2016* Total	133	\$1,736,676	\$403,488	\$1,333,188
2017 (BU).....	36.....	\$563,846.....	\$116,640.....	\$447,206
2017 (NBU).....	108.....	\$1,217,203.....	\$324,000.....	\$893,203
2017** Total	144	\$1,781,049	\$440,640	\$1,340,409
Total Five-Year Savings				\$7,661,923

*Starting in 2016, bargaining unit (BU) staff continue to receive a payment equal to 20 percent of the current CSIU health insurance coverage cost for the plan per year paid semi-annually in December and June. Non-bargaining unit (NBU) staff is offered a flat \$3,000 annual payment paid bi-weekly.

**Beginning Jan. 1, 2017, a decision was made to make BU payments equal payments of \$135 per pay over 24 pay periods. NBU staff receive \$3,000 annually over 24 pay periods.

3. Staff Travel

Chief Financial Officer **Charles Peterson** will attend the *2017 Express Scripts Outcomes Symposium* June 5–8, 2017 in Dallas, Texas. He will represent PA Trust as the Trust Manager. This conference teaches best practice in managing prescription programs. All costs will be paid by PA Trust.

Eugene Parke Brown, youth development coordinator, will attend the *Tots and Technology–Learning in the Elementary Classroom Conference* June 11–13, 2017 in Galveston, Texas. As the designated 21st Century Community Learning Centers (CCLC) team STEM specialist, this training fits the need for STEM relevant skills, which include computer coding, educational software, augmented reality, video techniques, tech tools, maker spaces and digital badging. Funds for estimated expenses of \$1,672 are available in the 21st CCLC budget.

Chief Financial Officer **Charles Peterson** will attend the *2017 Montana Association of School Business Officials (ASBO) Annual Conference* June 14–16, 2017 in Fairmont, Mont. While there, he will represent ASBO International as its Vice President and attend the educational sessions and keynote addresses. All costs will be paid by ASBO.

Karen Lehman, youth development program manager, will attend the *Institute for Educational Leadership Engaging Families Conference* June 22–24, 2017 in San Francisco, Calif. While there, she will attend sessions with examples of evidenced-based practice and high-impact engagement work taking place across the country. She will also attend workshops appropriate for ELECT, such as home visitation, involving multi-generations in student success, goal setting for students, reducing chronic absence, and Latino family leadership in education. Funds for estimated expenses of \$2,807 are available in the 21st CCLC and ELECT budgets.

Cara Gray, youth development coordinator, and **Contrell Armor**, youth development program coordinator, will attend the *Reaching the Wounded Student Conference* June 25–28, 2017 in Orlando, Fla. While there, they will attend workshops regarding school safety, emotional literacy, counseling/therapeutic insights, creating community, learning/academic achievement and practitioner health and well-being. All workshops will assist their work with after school programming for K–12 students who have experienced poverty, abuse, violence, loss and family dysfunction. Funds for estimated expenses of \$2,807 and \$2,370, respectively, are available in the 21st CCLC budget.

Jared Lehman, cooperative purchasing supervising manager, and **David Manney**, cooperative purchasing services program manager, will attend the *International Society for Technology in Education 2017 Conference and Expo* June 26–28, 2017 in San Antonio, Texas. While there, they will exhibit at the conference to promote PEPPM and KPN. Estimated expenses of \$2,205 each are available in the joint purchasing budget.

Jeffrey Kimball, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing services marketing specialist, will attend the *Arizona Association of School Business Officials Conference* July 19–21, 2017 in Tucson, Ariz. They will market KPN and PEPPM cooperative purchasing contracts to potential members. Funds for estimated expenses of \$1,700 each are available in the joint purchasing budget.