

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT  
**BOARD OF DIRECTORS**

**MINUTES OF THE REGULAR MONTHLY MEETING  
WEDNESDAY, JUNE 21, 2017**

**COMMITTEE MEETINGS**

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

**PICNIC DINNER**

- 6 p.m. on Cornerstone Patio

**WORK STUDY SESSION**

- 6:30 p.m. in Commonwealth Room

**CYBER OPTIONS**

*John Kurelja, Chief Academic Officer*

**EXECUTIVE SESSION**

- 7 p.m. in Commonwealth Room

**BUSINESS MEETING**

- 7:30 p.m. in Commonwealth Room



Central Susquehanna  
Intermediate Unit

*Enriching learning...  
Enriching lives*

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

# 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. Student Competitions .....	4

## BOARD REORGANIZATION AND GOVERNANCE

I. BOARD REORGANIZATION .....	5
II. BOARD GOVERNANCE	
1. Resignation of Director and Appointment of Replacement.....	5

## COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT	
Consideration of Action Items – Fiscal	
1. Program Balance Sheet .....	6
2. Payment Requests .....	7
3. CSIU Programs and Services Budget.....	8
4. Authorization for Banking Transactions .....	8
5. Depositories .....	8
6. Transfer to Capital Reserve Fund .....	9
Consideration of Action Items – Cooperative Business Services and Operations	
1. Facilities Use Agreement .....	9
2. KPN Partnership with Colonial Life/Malvern Marketing Group, LLC.....	9
3. KPN/PEPPM Endorsement Agreement with PSBA.....	9
4. KPN Interlocal Agreement with InterMountain ESD .....	9
5. Workers Compensation Coverage .....	9
6. Cooperative Purchasing Customer Appreciation Rebate Program.....	10
7. Postage Meter Lease .....	10
II. PERSONNEL COMMITTEE REPORT	
Consideration of Action Items	
1. New Employees .....	11
2. Substitute Teachers and Para-educators (Aides).....	12
3. Furlough .....	12
4. Position Transfers and/or Salary Adjustments .....	12
5. Title Changes .....	14
6. Position Reclassifications .....	14

7. Resignations .....	15
8. Resignation and Release Agreement.....	15
9. Senior Leader Salary Adjustments .....	15
10. Head Start/Early Head Start COLA.....	15
11. Act 93 MOU Amendment.....	15
12. Employee Assistance Program (EAP) Contract with ESI Employee Assistance Group.....	16
<b>III. TECHNOLOGY COMMITTEE REPORT</b>	
<b>Consideration of Action Items – Computer Services</b>	
1. TAI Consulting Services.....	17
<b>IV. POLICY COMMITTEE REPORT</b>	
1. Board Policies – Section 600 Finances .....	17
2. Board Policies – Section 200 Pupils and Section 300 Employees .....	18

## **NEW BUSINESS**

<b>I. POLICY AND PROGRAM MATTERS</b>	
<b>Northumberland Area Head Start and Early Head Start</b>	
1. Monthly Report for April .....	19
<b>Special Education</b>	
1. IDEA Eligibility Application.....	19
<b>Statewide Migrant Education Program</b>	
1. High School Summer Camp Program .....	19
2. Middle School Summer Camp Program .....	19
<b>II. ADMINISTRATIVE REPORTS .....</b>	<b>20</b>
<b>III. ADJOURNMENT .....</b>	<b>20</b>

## **INFORMATION ITEMS**

<b>I. BOARD GOVERNANCE MATTERS</b>	
1. Election of Directors .....	21
2. Terms of Office.....	21
<b>II. FISCAL MATTERS</b>	
<b>Finance, Budget and Accounting</b>	
1. Public Surplus – Online Auction .....	22
2. Building Authority .....	22
3. Tax Deferred Plan Document Review .....	22
4. Communications .....	22
<b>III. PERSONNEL MATTERS</b>	
1. Return from Leave of Absence.....	23
2. Leave of Absence .....	23
3. Professional Exchange: Cuba.....	23
4. Staff Travel .....	24
<b>IV. POLICY AND PROGRAM MATTERS</b>	
1. Computer Fair State Winners .....	24

# BUSINESS MEETING AGENDA AND MINUTES

June 21, 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.....	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	
Scott Karpinski.....	Shikellamy.....	X	
Jeffrey Kashner.....	Shamokin Area.....		X
Dennis Keiser.....	Mifflinburg Area.....	X	
Joseph Klebon.....	Southern Columbia Area.....		X
Jody Love.....	Millville Area.....	X	
Norman Mael.....	Bloomsburg Area.....	X	
Daniel F. McGann, <b>Secretary</b> .....	Berwick Area.....	X	
Lawrence I. Neidig, <b>Treasurer</b> .....	Line Mountain.....	X	
Bruce E. Rhoads, <b>Vice President</b> .....	Central Columbia.....	X	
Tera Unzicker-Fassero.....	Lewisburg Area.....(arrived at 7:37 p.m.).....		X
David Weader.....	Danville Area.....		X
Douglas L. Whitmoyer.....	Warrior Run.....	X	

*Directors present – 12; Directors absent – 5*

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

John Brenchley—Chief Innovation Officer  
Rae Ann Crispell—Curriculum Services Coordinator  
Lynn Cromley—Assistant Executive Director/Chief Administrative Officer  
Susan Darrah—CSIU Education Association Representative  
Tanya Dynda—Technology Integration Support Specialist  
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  
Christine Mitcheltree—Professional Development and Curriculum Services Support Specialist  
Dr. Kevin Singer—Executive Director  
Jennifer Williams—Director of Special Education and Early Childhood Services

#### V. ANNOUNCEMENTS

The CSIU Board of Directors will not meet in July. The next regular meeting will begin at 7:30 p.m. on Wednesday, Aug. 16 at the CSIU central office.

*Mr. Augustine announced that Joseph Klebon, representative from Southern Columbia Area School District, was recently appointed to the CSIU Board of Directors.*

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

#### VI. APPROVAL OF MINUTES

*Motion by Mr. Keiser and second by Mr. Rhoads to approve the minutes of the regular meeting of the CSIU Board of Directors on May 17, 2017. The motion was unanimously approved.*

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

#### VIII. SPOTLIGHT SEGMENT

##### 1. Student Competitions

**Rae Ann Crispell**, curriculum services coordinator, introduced **Tanya Dynda**, technology integration support specialist; and **Christine Mitcheltree**, professional development and curriculum services (PDCS) support specialist, who highlighted information about the 24 Game Challenge Regional Tournament and the K'Nex STEM Design Challenge, both held this spring at the IU.

*Dr. Unzicker-Fassero arrived at the meeting at 7:37 p.m.*

# BOARD REORGANIZATION AND GOVERNANCE

## I. BOARD REORGANIZATION

Act 102 of 1970 requires intermediate unit directors to elect officers annually by July. In May, the board's nominations committee reported there was a full slate of candidates for the board offices and additional nominations would be considered at this meeting. The committee presents the following slate of candidates for 2017-18 board offices:

- President—Larry Augustine (*Selinsgrove Area*)
- Vice President—Bruce Rhoads (*Central Columbia*)
- Secretary—Daniel McGann (*Berwick Area*)
- Treasurer—Lawrence Neidig (*Line Mountain*)

Directors are asked to vote for the slate of candidates as presented or present nominations from the floor. The elected officers will serve July 1, 2017 through June 30, 2018.

*Mr. Augustine asked for nominations from the floor. There were none.*

*Motion by Dr. Unzicker-Fassero and second by Mr. Keiser to approve the slate of candidates presented as officers for 2017-18:*

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

Result: ***Motion passed:** Voting yes-13; Voting no-0*

## II. BOARD GOVERNANCE

### 1. Resignation of Director and Appointment of Replacement

**Thomas Reich**, Southern Columbia Area School District, has submitted his resignation from the Southern Columbia Area and CSIU boards. At its meeting on June 5, 2017, the Southern Columbia Area school board appointed **Joseph Klebon** as its representative to complete a three-year term on the CSIU Board of Directors, effective June 5, 2017 through June 20, 2019.

*Motion by Mr. Neidig and second by Mr. Rhoads to confirm Mr. Klebon's appointment as CSIU director.*

*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 May 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–May

Balance 5/1/2017		\$3,451,961.13
Deposits		\$5,184,505.69
Disbursements		
Payroll Transfers	(\$2,103,105.53)	
Bank Charges	(374.84)	
Payroll Disbursements	(716,931.85)	
Transfer to LPN	(1,427.00)	
PSERS ACH	(315,381.23)	
Monthly Checks	(2,432,611.82)	
Voided Checks	172,071.42	
Total Disbursements	(\$5,397,760.85)	(\$5,397,760.85)
Balance 5/31/2017		\$3,238,705.97

##### Voided Checks Current Month

Check #	Vendor	Amount	Reason	Check Date
212698- 213030	Various Vendors	\$166,662.33	Printing Error	5/23/17
212590	Weis Markets	2640.26	Printing Error	5/03/17
212752	York Ice Company	322.51	Incorrect Amount	5/09/17
212839	Jeffrey Myers, Jr.	381.88	Incorrect Amount	5/16/17
213042	James Salem	841.20	Incorrect Amount/Vendor	5/23/17
	Total	\$170,848.18		

**Voided Checks Current Month  
Dated Before 5/1/2017**

Check #	Vendor	Amount	Reason	Check Date
204838- 210238	Various Vendors	\$1,223.24	Stale Dated/ Replacements	5/05/16- 1/12/17
	Total	<u>\$1,223.24</u>		

**Other Accounts**

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 5/1/2017	\$ 1,450.44	\$ 64,030.00	\$3,590.29	\$32,591.44
Transfers	0.00	0.00	0.00	0.00
Deposits	2103105.53	12,266.00	0.00	0.00
Interest	23.39	0.00	0.00	0.00
Withdrawals	(1,402,573.41)	(76,296.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 5/31/2017	<u>\$ 702,005.95</u>	<u>\$ 0.00</u>	<u>\$3,590.29</u>	<u>\$32,591.44</u>

**Investment Accounts**

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 5/1/2017	\$365,099.30	\$5,572,942.65	\$243,956.07	\$7,183,955.79
Deposits	0.00	2,450,622.01	1,071.49	0.00
Interest	155.02	2845.29	113.73	0.00
Withdrawals	(7,943.39)	(2,001,071.49)	0.00	0.00
Balance 5/31/2017	<u>\$307,310.93</u>	<u>\$6,025,338.46</u>	<u>\$245,141.29</u>	<u>\$7,183,955.79</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 5/31/17	\$2,432,611.82

**Per Diem and Hourly Employees**

Pay Period Ending 5/04/17	\$ 44,627.90
Pay Period Ending 5/18/17	\$ 55,192.81
Total	<u>\$2,532,432.53</u>



### **3. CSIU Programs and Services Budget**

During tonight's presentation, Chief Financial Officer Chuck Peterson will review the CSIU's revised 2016-17 and proposed 2017-18 Programs and Services Budgets (PSB). The PSB is a compilation of budgets for programs and services that serve clients throughout Pennsylvania and other states, and are funded by grant awards, contracts and service purchases. Included are activities related to: special education; corrections education; early childhood education; adult and family services; customized training and technical support; grant development; and central support services.

As the fiscal year ends June 30, revisions to program budgets are necessary to accurately reflect expected final program activity, as contracts and program amounts fluctuate in response to client needs. Staff look at each program's final allocation, generated revenue, earned interest and expected expenditures, and revise current-year budgets one last time, which PDE's Division of School Accounting calls a "sound and proper management process" for audit protection.

Directors are asked to approve revisions to the 2016-17 Programs and Services Budget of \$79.4 million and to approve the proposed 2017-18 Programs and Services Budget of \$78 million. (**Attachment No. 3**)

### **4. Authorization for Banking Transactions**

According to board policy, directors annually must authorize staff to make banking transactions, such as depositing funds, making investment transactions, transferring funds between accounts, signing stop-payment and certified check authorizations, and initiating debits for payments to PSERS and other government agencies. Directors are asked to name the following staff as authorized agents of the Board for conducting such transactions during the 2017-18 fiscal year:

- Kevin Singer, Executive Director
- Charles Peterson, Jr., Chief Financial Officer
- Jennifer Gardner, Financial Accounting Manager
- Kevin Kilgus, Payroll and General Accounting Manager
- Leisa Diehl, Business Support Services Supervisor
- Vera Betz, Business Support Services Assistant
- Ellen Wilhour, Payroll Coordinator

The board president, secretary and treasurer, whose signatures appear on all checks, are responsible for disbursement of funds.

### **5. Depositories**

Directors are asked to authorize the following financial institutions as CSIU depositories for the 2017-18 fiscal year:

- First National Bank
- Pennsylvania Local Government Investment Trust (PLGIT)
- Pennsylvania School District Liquid Asset Fund (PSDLAF)

**6. Transfer to Capital Reserve Fund**

Directors are asked to approve the transfer of \$2 million to the recently established Capital Reserve Fund. The fund will be used for capital improvements including replacement of, addition to and improvement of the CSIU's land and facilities. **(Attachment No. 4)**

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

**1. Facilities Use Agreement**

Directors are asked to approve the continuation of the lease with Broad Street Business Exchange for a portion of the premises located at 100 W. Broad St., Hazleton. Office and storage space of approximately 992 sq. ft. is used by the Migrant Education program. The renewal is for the period of July 1, 2017 through Aug. 31, 2018. The monthly rate for July and August will be \$1,509, and will increase to \$1,529 beginning Sept. 1, 2017. **(Attachment No. 5)**

**2. KPN Partnership with Colonial Life/Malvern Marketing Group, LLC**

Directors are asked to approve forming a partnership with Colonial Life/Malvern Marketing Group, LLC for the purpose of distributing Colonial Life products and services to KPN member companies and their employees. KPN will charge an administrative fee based on a sliding scale from one to two percent of sales for a two-year term beginning July 1, 2017 through June 30, 2019. **(Attachment No. 6)**

**3. KPN/PEPPM Endorsement Agreement with Pennsylvania School Boards Association (PSBA)**

Directors are asked to approve an agreement with PSBA to endorse the KPN and PEPPM programs by providing vendor space at the annual conference, advertising space in the PSBA Bulletin and marketing support to PSBA members. The term of the agreement is Sept. 15, 2017 through Sept. 14, 2020. **(Attachment No. 7)**

**4. KPN Interlocal Agreement with InterMountain Educational Services District (ESD)**

Directors are asked to approve an agreement with InterMountain ESD of Pendleton, Ore. to market KPN contracts to its member school districts in Oregon. KPN will revenue share 50 percent of the administrative fee with InterMountain ESD on all KPN contract sales occurring from this partnership. **(Attachment No. 8)**

**5. Workers Compensation Coverage**

Since the mid-1980s, the CSIU has been a member of the Pennsylvania Insurance Consortium for Schools (PICS) Workers Compensation program. Directors are asked to renew that coverage for 2017-18 at an annual premium of \$259,989, an increase of 3.81 percent. **(Attachment No. 9)**

**6. Cooperative Purchasing Customer Appreciation Rebate Program**

Directors are asked to approve the proposed *5th Annual Cooperative Purchasing Customer Appreciation Rebate Program for Local Districts*, which is designed to reward CSIU member school districts and career and technical centers for participating in the CSIU's cooperative purchasing programs. CSIU Administration proposes the rebate remain at 35 percent of the fee the CSIU receives from each LEA's contract sales for 2017-18. **(Attachment No. 10)**

**7. Postage Meter Lease**

Directors are asked to approve a lease with MailFinance, Inc. of Milford, Conn. for lease of a postage meter and scale at the central office at a cost of \$324.95 per month. The term of the lease is July 1, 2017 through June 30, 2022. **(Attachment No. 11)**

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

- *accept the monthly financial reports for May and pay the obligations listed on the documents presented for May;*
- *approve the CSIU Programs and Services Budgets for 2016-17 and 2017-18;*
- *authorize staff to make banking transactions and approve depositories for 2017-18;*
- *approve a transfer to the Capital Reserve Fund;*
- *approve a facilities use agreement;*
- *approve a partnership with Colonial Life/Malvern Marketing Group, LLC; a KPN/PEPPM endorsement agreement with PSBA; and a KPN Interlocal agreement with InterMountain ESD;*
- *approve workers compensation coverage for 2017-18;*
- *approve the 5th Annual Cooperative Purchasing Customer Appreciation Rebate Program for Local Districts; and*
- *a postage meter lease.*

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

##### Instructional Staff

**Emily R. Faith**, Elizabethville, received a master's degree from State University of New York at New Paltz. She has been employed as a speech language pathologist with Williams Valley School District, Tower City. Ms. Faith is recommended as a **speech therapist**, an exempt position, at an annual salary of \$49,159, effective August 8, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the special education budget.

**Kerry L. Fitch**, New Berlin, received a bachelor's degree from Bloomsburg University. She has been employed as a middle school autism support teacher by Capital Area Intermediate Unit, Enola. Ms. Fitch is recommended as a **special education teacher**, an exempt position, at an annual salary of \$71,291, effective Aug. 8, 2017 (contingent upon the receipt of required clearances). Funds for this new position are in the special education – district contract budget.

**Heather A. Krebs**, Coal Township, received a bachelor's degree from Susquehanna University. She has been employed as a first grade teacher by Our Lady of Lourdes Regional School, Coal Township. Ms. Krebs is recommended as a **reading resource teacher**, an exempt position, at an annual salary of \$56,857, effective Aug. 8, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the non-public school services budget.

**Liesl M. Lewis**, Danville, received a master's degree from Bloomsburg University. She has been employed as a long-term substitute reading specialist by Benton Area School District. Ms. Lewis is recommended as a **reading resource teacher**, an exempt position, at an annual salary of \$58,611, effective Aug. 8, 2017. Funds for this replacement position are in the non-public school services budget.

**Stacey G. Walmsley**, Bloomsburg, received a master's degree from Bloomsburg University. She has been employed as a reading specialist by Warrior Run School District. Ms. Walmsley is recommended as a **reading resource teacher**, an exempt position, at an annual salary of \$73,044, effective Aug. 8, 2017. Funds for this replacement position are in the non-public school services budget.

##### Non-Instructional Staff

**Angela M. Jefferies**, Harrisburg, received a bachelor's degree from Ashford University, Clinton, Iowa. She has been employed as a senior recruiter by NHS Human Services Inc., Lafayette Hill. Ms. Jefferies is recommended as a **Center for Schools and Communities administrative and support manager**, an exempt position, at an annual salary of \$60,000, effective June 22, 2017. Funds for this replacement position are in the Center for Schools and Communities budget.

**Bryant A. Johnson**, Montgomery, received his diploma from Montgomery High School. He has been employed as a part-time substitute aide by CSIU. Mr. Johnson is recommended as an **aide**, a non-exempt position, at an hourly rate of \$7.35, for an estimated annual salary of \$10,201.80, effective August 8, 2017. Funds for this replacement position are in the special education budget.

**Christy P. Lamon**, Nescopeck, received her diploma from Central Columbia High School. She has been employed as an assistant to the business manager by Columbia-Montour Area Vo-Tech School, Bloomsburg. Ms. Lamon is recommended as a **client support specialist**, an exempt position, at an annual salary of \$39,500, effective July 5, 2017 (contingent upon the receipt of required clearances). Funds for this new position are in the computer services budget.

**Katherine R. Noss**, Mechanicsburg, received a bachelor's degree from Duke University, Durham, N.C. She has been employed as a bakery manager with Wegmans Food Markets, Mechanicsburg. Ms. Noss is recommended as a **Migrant Education recruiter/student support specialist**, a non-exempt position, at an hourly rate of \$18.98, for an estimated annual salary of \$37,011, effective July 24, 2017 (contingent upon the receipt of required clearances). Funds for this new position are in the Migrant Education budget.

**Maggie E. Smith**, Mifflinburg, received a bachelor's degree from Pennsylvania College of Technology. She has been employed as a personal banker by West Milton State Bank, West Milton. Ms. Smith is recommended as a **client support specialist**, an exempt position, at an annual salary of \$39,500, effective June 22, 2017. Funds for this new position are in the computer services budget.

**2. Substitute Teachers and Para-educators (Aides)**

Directors are asked to approve the following substitute teachers and para-educators (aides) to work in CSIU classrooms and programs during the 2016-17 school year:

**Substitute Teachers**

Ryan D. Lecky  
Marisa D. Rhodes  
Jolene M. Stassel

**Substitute Para-educators (Aides)**

Susan P. Hertzog  
Tegan M. Kessler

**3. Furlough**

Our executive director recommends the furlough of **Danielle M. Wilson**, family literacy parent educator, effective June 30, 2017, due to loss of program funding.

**4. Position Transfers and/or Salary Adjustments**

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

<b>Name</b>	<b>From</b>	<b>Current Salary</b>	<b>To</b>	<b>Proposed Salary</b>	<b>Reason</b>	<b>Effective Date</b>
Marley Artley	Classroom & Client Support Administrative Assistant	\$28,431	Computer Services Administrative Assistant	\$30,150	department reorganization	July 1, 2017
David Baird	Site Director for Migrant Education	\$65,583	No Change	\$77,000	increased scope and budget	July 1, 2017
Joni Campbell	Client Support Assistant	\$24,219	Classroom & Client Support Administrative Assistant	\$25,450	department reorganization	July 1, 2017
Heather Doyle	Customer Service Representative	\$32,019	ODR Administrative and Technical Specialist	\$35,997	increased scope and budget	July 1, 2017
Dawn Evans	Head Start Assistant Instructor	\$14,876	Head Start Family and Health Coordinator	\$18,540	increased responsibilities	July 11, 2017
Maxine Harvey	Instructional Support Program Assistant	\$15,651	Transition Work Experience Job Coach	\$29,000	new position	Aug. 8, 2017
Tony Hauger	Facilities Support Technician	\$36,017	No Change	\$37,818	increased responsibilities	July 1, 2017
Michala Holland	Substitute Aide	\$13,950	Head Start Assistant Instructor	\$14,097	filling a vacancy	Aug. 8, 2017
Tonya Hottenstein	Statewide Adoption & Permanency Network (SWAN) Helpline Coordinator	\$52,788	Statewide Adoption & Permanency Network (SWAN) Helpline Lead Coordinator	\$57,000	increased responsibilities	July 1, 2017
Karen Lehman	Youth Development Project Manager	\$75,009	Youth Development Program Manager	\$79,510	increased scope and budget	July 1, 2017
Thomas Packer	Inventory Distribution & Safety Technical Assistant	\$32,351	Off-Site Facilities Support Technician	\$35,276	new position	July 1, 2017
Pamela Reeves	Licensed School Social Worker	\$73,867	Licensed Clinical School Social Worker	\$75,820	earned PA clinical social worker license	Sept. 1, 2017
Matt Seiberlich-Hess	Web Architect & Application Development Coordinator	\$65,904	Web Architect & Application Development Coordinator III	\$71,500	career ladder advancement	July 1, 2017

<b>Name</b>	<b>From</b>	<b>Current Salary</b>	<b>To</b>	<b>Proposed Salary</b>	<b>Reason</b>	<b>Effective Date</b>
Tammy Sempko	Pinnacle Place House Manager	\$44,960	Pinnacle Place Coordinator	\$47,658	new position	July 1, 2017
Traci Sharr	Corrections Education Secretarial Assistant	\$27,105	Corrections Education Administrative Assistant	\$28,763	increased responsibilities	July 1, 2017
Jennifer Spotts	Public Relations Project Manager	\$67,221	Communications Manager	\$71,254	increased responsibilities	July 1, 2017

## 5. Title Changes

Our executive director recommends a title change for the following staff members:

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Effective Date</b>
Meghan J. Deitterick	Early Intervention Teacher	Early Intervention Program Evaluation Consultant	July 10, 2017
Adrienne D. Rowe	Special Education Teacher	Alternative Education Teacher	August 8, 2017

## 6. Position Reclassifications

Upon further review of job descriptions and analysis of the duties tests and current salary threshold 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 June 21, 2017. Titles and salaries remain unchanged.

<b>Name</b>	<b>Title</b>
Shannon L. Campbell	Regional Team Supervisor
Marilyn D. Constable	Head Start/Early Head Start Family and Health Team Supervisor
Wenda L. Deardorff	Family Support Specialist
Eleanor S. Diehl	Regional Team Supervisor
Kathy A. Gessner	Regional Team Supervisor
Ashley Graves	Project Development Specialist
Carmen Gonzalez	Program Technical Support Assistant
Denise Y. Holohan	Early Head Start child development and instructional manager
Mary G. Messenger	Regional Team Supervisor
Lawrence A. Miles	Migrant Technology Support Specialist
Ann R. Share	Early Head Start Child Development and Instructional Manager
Stephanie Thorn	Communications Technical Support Assistant
Paula Y. Wolfe	Early Head Start supervisor



**7. Resignations**

The following staff members have submitted resignations from CSIU employment:

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Effective Date</b>
Susan H. Aiken	Early Intervention teacher	Retirement	Oct. 6, 2017
Judith Lopez	Migrant Education recruitment specialist	Retirement	June 30, 2017
LuAnn Rebuck	reading/resource teacher	Retirement	June 2, 2017
Anita M. Williams	family literacy parent educator	Resignation	June 14, 2017

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

**8. Resignation and Release Agreement**

Directors are asked to approve the recommendation of administration to approve the Resignation and Release Agreement for Employee #16-1395. **(Attachment No. 12)**

**9. Senior Leader Salary Adjustments**

At the recommendation of the executive director, directors are asked to approve salary adjustments for qualifying senior leaders, effective July 1, 2017 as follows:

<b>Name</b>	<b>Percent</b>	<b>2016-17 Salary</b>	<b>2017-18 Salary</b>
Lynn Cromley	3	\$160,306	\$165,115
Charles Peterson, Jr.	3	\$156,703	\$161,404
John Brenchley	3	\$150,800	\$155,324
John Kurelja	3	\$150,000	\$154,500

**(Attachment No. 13)**

**10. Head Start/Early Head Start Cost of Living Adjustment (COLA)**

Directors are asked to approve a Head Start/Early Head Start COLA of one percent. These funds will be used to support the board-approved CSIU salary increases for HS/EHS staff, as well as associated operating costs. **(Attachment No. 14)**

**11. ACT 93 Memorandum of Understanding Amendment**

The executive director recommends amending the Act 93 Memorandum of Understanding adopted by the Board in July 2016 by adding an updated listing of job titles.



The following job titles will be added to the MOU:

<b>Position</b>	<b>Name</b>
Benefits/Wellness Manager	Mandy Rothermel
Business Support Accounting Manager	Debra Barren
Client Solutions Manager	Todd Roney
Facilities Coordinator	Kenneth Erb
Office of Dispute Resolution (ODR) Parent Engagement Project Manager	Kati Clendenin
Special Projects Technology Manager	Jeffrey Kay
Telecommunications Technology Network Coordinator	Eric Shearer
Transportation Coordinator	Sandra Greak

**(Attachment No. 15)**

- 12. Employee Assistance Program Contract with ESI Employee Assistance Group**  
CSIU provides full-time employees and their household members with an Employee Assistance Program, which offers a variety of family and individual counseling services. Directors are asked to approve renewal of an agreement with ESI Group for provision of unlimited telephone counseling and referral service and up to six face-to-face counseling sessions per household family member per distinct issue each year. In addition, work-life services are provided to address employee and family non-clinical concerns, such as financial, legal, childcare and eldercare issues. ESI Group also provides a management consultation service for supervisory staff, an administrative referral system, on-site trauma response services, and general training for all staff.

The term of this agreement shall be July 1, 2017 through June 30, 2020 at a per employee cost of \$34.36 (a total of \$18,245.16 based on the current complement of 531 full-time staff members) for Year 1. Total costs in Years 2 and 3 will be dependent upon number of employees during that respective year. **(Attachment No. 16)**

*Motion by Mr. Keiser and second by Mr. McGann to approve new employees, substitute teachers and para-educators (aides), a furlough, positions transfers and/or salary adjustments, title changes, position reclassifications, resignations, resignation and release agreement, senior leader salary adjustments, HS/EHS cost of living adjustment, Act 93 MOU amendment and the Employee Assistance Program Contract as presented.*

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

**CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES**

**1. Technology Advantage Inc. (TAI) Consulting Services**

Directors are asked to approve entering into a contract with TAI, at an amount not to exceed \$140,000, effective July 1, 2017 through June 30, 2018 (with the option to continue) for the following services:

- E-Rate Consultation
- PIMS Client Support

**(Attachment No. 17)**

*Motion by Mr. Rhoads and second by Mr. Keiser to approve the TAI contract as presented.*

*The motion was unanimously approved.*

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

*Mr. McGann reported that a meeting was held on June 5, 2017. He also reported that the committee will begin reviewing the 700 section.*

**1. Board Policies – Section 600 Finances**

Directors are asked to rescind the following policies:

- 3110 Budget Planning and Preparation
- 3130 Budget Publication
- 3200 Income
- 3293 Depository
- 3294 Incurring Liabilities
- 3295 Fund Balance
- 3300 Expenditures
- 3310 Purchasing Guides
- 3320 Purchasing Procedures
- 3326 Disbursement
- 3330 Capitalization Policy
- 4142 Salary, Tax and Deductions
- 4147.1 Tax-Deferred Savings Programs
- 9351 Signing of Checks
- 9352 Management of Bank Accounts
- 9354 Authorization of Payments
- 9355 General Operating Budget Approval

And in their place, accept at second reading and adopt 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. 18)**

**2. Board Policies – Section 200 Pupils and Section 300 Employees**

Directors are asked to approve the following:

- Revisions to Policy No. 203 – Immunizations and Communicable Diseases
- First reading of Policy No. 331.1 – Job-Related Expense –  
Wireless Communication Device

**(Attachment No. 19)**

*Motion by Mr. McGann and second by Mr. Keiser to rescind and approve all policies as presented.*

*The motion was unanimously approved.*

## NEW BUSINESS

### I. 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:*

##### 1. Monthly Report for April

Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for April. (**Attachment No. 20**)

*Motion by Mr. McGann and second by Mr. Keiser to acknowledge and approve the monthly report as presented.*

*The motion was unanimously approved.*

#### SPECIAL EDUCATION

##### 1. IDEA Eligibility Application

To be eligible to apply for funds under the Individuals with Disabilities Education Act (IDEA), any local education agency must have in effect policies and procedures consistent with state and federal regulations. The CSIU special education office submits annually the *Subgrantee Application under Part B of the IDEA as Amended in 2004*. Directors are asked to authorize staff to submit the IDEA Eligibility Application for fiscal year 2017-18. (**Attachment No. 21**)

*Motion by Mr. Neidig and second by Mr. Keiser to approve the authorization to submit the application as presented.*

*The motion was unanimously approved.*

#### STATEWIDE MIGRANT EDUCATION PROGRAM

##### 1. High School Summer Camp Program

Directors are asked to approve the contract with Creating and Facilitating Equality (CAFE), Tobyhanna, in the amount of \$40,000 for provision of the 2017 STEM one-week, residential summer program for Migrant Education high school students. (**Attachment No. 22**)

##### 2. Middle School Summer Camp Program

Directors are asked to approve the contract with CoolSpeak Youth Engagement Company, Pottstown, in the amount of \$57,500 for provision of the 2017 STEM one-week, residential summer program for Migrant Education middle school students. (**Attachment No. 23**)

*Motion by Mr. Keiser and second by Mr. Brecker to approve the summer camp programs as presented.*

*The motion was unanimously approved.*

## **II. ADMINISTRATIVE REPORTS**

- 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 7:57 p.m.*

**Respectfully submitted,**

**Daniel McGann**  
**Secretary**

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

## INFORMATION ITEMS

### I. BOARD GOVERNANCE MATTERS

#### 1. Election of Directors

Directors from *Berwick Area, Bloomsburg Area, Central Columbia, Midd–West and Shikellamy* school districts were nominated by their district boards to serve full three-year terms on the CSIU Board of Directors beginning July 1, 2017 and continuing through June 30, 2020.

Another director from *Southern Columbia Area* was also more recently appointed by his district board to complete the balance of an unexpired term on the CSIU Board. His name will appear on the 2018 Ballot for Election of CSIU Directors.

Directors from the 17 districts were given the opportunity to vote for the slate of candidates for the CSIU Board of Directors. All candidates were approved. **(Attachment No. 24)**

#### 2. Terms of Office

The terms of office for the CSIU Board of Directors are as follows:

District	Director	Began CSIU	Current Term Expires
Benton Area	Kathleen DeYong	February 2016	June 2019
Berwick Area	Daniel McGann	April 2011	June 2020 *
Bloomsburg Area	Norman Mael	May 2016	June 2020 *
Central Columbia	Bruce Rhoads	July 2011	June 2020 *
Danville Area	David Weader	September 2011	June 2018
Lewisburg Area	Tera Unzicker-Fassero	March 2013	June 2018
Line Mountain	Lawrence Neidig	January 2010	June 2019
Midd-West	Victor Abate	December 2011	June 2020*
Mifflinburg Area	Dennis Keiser	July 2012	June 2018
Millville Area	Jody Love	January 2016	June 2019
Milton Area	Darlene Garcia-Johnson	March 2016	June 2018* *
Mount Carmel Area	William Brecker	December 2013	June 2019
Selinsgrove Area	Larry Augustine	July 2012	June 2018
Shamokin Area	Jeffrey Kashner	December 2012	June 2018
Shikellamy	Scott Karpinski	December 2015	June 2020*
Southern Columbia Area	Joseph Klebon	June 2017	June 2019 **
Warrior Run	Douglas Whitmoyer	December 2011	June 2019

\* *re-appointed*

\*\**completing balance of unexpired term*

## II. FISCAL MATTERS

### FINANCE, BUDGET AND ACCOUNTING

#### 1. Public Surplus – Online Auction

The following CSIU items will be included on the Public Surplus auction site, a service for public and educational agencies: two lamp shades: 17 used office chairs: two used mobile classroom trailers: two used oak bi-fold doors: three used Apple iPhones model 6: one used key control box: one used desk: four used Avaya phones and one box of vinyl skirting.

#### 2. Building Authority

Administration continues to work with Solicitor Terry Light to evaluate the feasibility of establishing a Building Authority. More information and an item for approval will be forthcoming. (**Attachment No. 25**)

#### 3. Tax Deferred Plan Document Review

Administration continues to work with an attorney from Fox Rothschild, LLP to evaluate our Plan Documents for IRS compliance. More information and an item for approval will be forthcoming if needed. (**Attachment No. 26**)

#### 4. Communications

May 1, 2017, a letter dated April 25, 2017 from Sue Leonard (Division Chief - Pennsylvania Department of Education, Division of Analysis and Financial Reporting) notifying CSIU of the approved budget revision for the 2016-17 Special Education IDEA-B School Age (611) (062) project. The grant amount for agreement #062-17-0-0161 remains \$6,673,202.

May 3, 2017, an email from Grantsolutions.gov (Ms. Katrina Morgan - ACF Grants Officer) notifying CSIU that Grant #90CX6954-05-00 has been awarded. Year 5 federal share funding of the Transitional Living Program/Maternity Group Home (Pinnacle Place) has been approved in the amount of \$200,000 for the project period of May 1, 2017-April 30, 2018.

May 12, 2017, a letter from Brenda Kylan (Data and Fiscal Project Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved carryover and extension request for Federal Grant Project #017-16-0101. The original ending date of Sept. 30, 2017 has been extended to March 31, 2018. There is no change in funding level.

May 15, 2017, an email from Emily Rosenberry (Procurement Administrative Officer – Pennsylvania Department of Education, Bureau of Management Services) notifying the CSIU of the approved amendment for Purchase Order #4300511031 – 21st Century Support & Training. The purchase order is being amended to reflect the actual expenditures anticipated until year-end. This amendment does not change the overall total of the purchase order (\$1,000,372.60).

May 18, 2017, an email from Jim Domen (Procurement Manager - Pennsylvania Department of Education, Bureau of Management Services) notifying the CSIU of the approved amendment for Purchase Order #4300512033 – English as Second Language. The purchase order is being amended to increase and decrease quantities/prices. These changes will decrease the amount of the contract by \$0.08 (from \$369,876.12 to \$369,876.04).

May 24, 2017, an email from Brenda Kylen (Data and Fiscal Project Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2016-17 Migrant Education Childcare Grant – FC #4100072984 (Appendix B). This revision moves expenditures among categories to better reflect actual spending. There are no changes to the statement of work. The funding amount remains \$60,964.

May 25, 2017, an email from Brian Bell (Budget Analyst – Pennsylvania Department of Education, Office of Child Development and Early Learning) notifying CSIU of the approved 2017-18 Pre-K Counts renewal. PAC #130-17-0-014 is in the 5th year of renewal. The term of the renewal is July 1, 2017 through June 30, 2018, in the amount of \$765,000.

May 31, 2017, an email from Tonya L. Bassler (Fiscal Technician – Pennsylvania Department of Education, Division of Student Services) notifying the CSIU of the approved budget revision for FC #4100071396 – Education Leading to Employment and Career Training (ELECT). This revision moves expenditures among categories to better reflect actual spending. The funding amount remains \$462,154.

### III. PERSONNEL MATTERS

#### 1. Return from Leave of Absence

Name	Position	Salary	Return Date
Gretchen A. Hoff	Special Education Teacher	\$59,588	May 22, 2017

#### 2. Leave of Absence

Our executive director has approved a leave of absence for **Julie L. Bieber**, Early Head Start Instructor, effective June 20, 2017 through Sept. 21, 2017.

#### 3. Professional Exchange: Cuba

The Association of School Business Officials (ASBO) International has established its first professional exchange with Cuba, scheduled for Oct. 23–28, 2017. The purpose of the exchange is to meet with the Cuban Ministry of Education officials to learn about the challenges and advances in Cuban public education. The CSIU chief financial officer will be co-leading the delegation and has invited the CSIU executive director. They will participate in study topics and seek partnership opportunities for CSIU. Expenses for the CFO will be paid by ASBO. The executive budget will cover the costs of the executive director. **(Attachment No. 27)**



#### 4. Staff Travel

Assistant Executive Director **Lynn Cromley**; Chief Academic Officer **John Kurelja** and Chief Innovation Officer **John Brenchley** will attend the *Association of Educational Services Agencies (AESA) Summer Leadership Conference* July 17–20, 2017 in Providence, R.I. While there, they will be provided with professional development and networking opportunities with leaders from across the country to identify best practices, and events on leadership and strategic partnerships. Funds for airfare, lodging, conference registration and meals are available in the executive and split budgets.

**Jeffrey Kimball**, cooperative purchasing services director, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the *Fieldturf–Smartbuy Marketing Meeting* Aug. 21-22, 2017 in Portland, Ore. While there, they will review KPN contract sales and marketing materials with the staff, and review marketing plans to increase national sales. Funds for airfare, lodging and meals are available in the joint purchasing budget.

**Jeffrey Kimball**, cooperative purchasing services director, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the *National Institute for Governmental Purchasing, Inc. (NIGP) Annual Meeting and Exhibits* Aug. 27-29, 2017 in Salt Lake City, Utah. While there, they will market KPN contracts to NIGP members. Funds for airfare, lodging and meals are available in the joint purchasing budget.

Chief Innovation Officer **John Brenchley** will attend the *Association of Business Officials (ASBO)* Sept. 22–25, 2017 in Denver, Colo. While there, he will interface with Pa. customers in a more concentrated fashion and man the booth for PEPPM to help cover while staffing is being adjusted. Funds for airfare, lodging, conference registration and meals are available in the joint purchasing budget.

#### IV. PROGRAM MATTERS

##### 1. Computer Fair State Winners

After winning first place in the CSIU-sponsored regional middle school computer fair this spring, the following students went on to win awards at the state-level competition in May at Dickinson College.

##### **Animation**

*High School:* Second Place: Purr-Fect Match entered by Elizabeth Deroba, Addison Gemberling and Audrey Zilz (Central Columbia)

##### **Graphic Design**

*Middle School:* Second Place: Four Paws entered by Kiara Blocker (Mount Carmel Area)