

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

BOARD OF DIRECTORS

MINUTES OF THE REGULAR MONTHLY MEETING

WEDNESDAY, AUGUST 16, 2017

COMMITTEE MEETINGS

- **Personnel Committee**
5 p.m. in Valley Room
- **Finance Committee**
5:30 p.m. in River Room
- **Technology/Marketplace Committee**
5:30 p.m. in Technology Meeting Room

DINNER

- 6 p.m. in Susquehanna B

WORK STUDY SESSION

- 6:45 p.m. in Susquehanna B

2018–2020 STRATEGIC PLAN UPDATE

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

*Rae Ann Crispell, Supplemental Education Services
Program Manager*

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.*

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BUSINESS MEETING AGENDA AND MINUTES

August 16, 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, <i>President</i>	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, <i>Secretary</i>	Berwick Area	x	
Lawrence I. Neidig, <i>Treasurer</i>	Line Mountain	x	
Bruce E. Rhoads, <i>Vice President</i>	Central Columbia	x	
Tera Unzicker-Fassero	Lewisburg Area	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 — Supplemental Education Services Program Manager
- Lynn Cromley — Assistant Executive Director/Chief Administrative Officer
- Patricia Edwards — Head Start Programs Manager
- Kenneth Erb — Facilities Coordinator
- Kim Eroh — Family Education Program Manager
- Marcia Hoffman — Director of Human Resources
- Susan Kinney — Executive Office Manager/Board Recording Secretary
- Terri Locke — Early Childhood Program Supervisor
- Charles Peterson, Jr. — Chief Financial Officer
- Dr. Kevin Singer — Executive Director
- Jennifer Spotts — Communications 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 Wednesday, Sept. 20 at the CSIU central office.

Mr. Augustine introduced Joseph Klebon, the recently appointed representative from Southern Columbia Area School District.

VI. APPROVAL OF MINUTES

Motion by Mr. Abate and second by Mr. McGann to approve the minutes of the regular meeting of the CSIU Board of Directors on June 21, 2017.

The motion was unanimously approved.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. Pinnacle Place

Kim Eroh, family education program manager, presented an update on Pinnacle Place and its participation in a national grant competition, the State Farm Neighborhood Assist Contest. Pinnacle Place serves homeless women ages 18–22 and their child, where they can stay up to 18 months. During their stay they receive comprehensive and intensive case management services and prepare to live on their own and without assistance.

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 June 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 for June 30 and July 31, 2017 follow:

General Fund — June

Balance 6/1/2017		\$3,238,705.97
Deposits		\$7,244,164.47
Disbursements		
Payroll Transfers	(\$1,532,425.50)	
Bank Charges	(473.04)	
Payroll Disbursements	(1,113,026.60)	
Transfer to LPN	0.00	
PSERS ACH	(1,864,299.81)	
Monthly Checks	(4,294,927.33)	
Voided Checks	418,343.74	
Total Disbursements	(\$8,386,808.54)	(\$8,386,808.54)
Balance 6/30/2017		\$2,096,061.90

Voided Checks/Direct Deposits

Current Month

Check #	Payee	Amount	Reason	Check Date
213738	Wal-Mart	\$ 550.00	Store Policy Change	6/22/17
213772	CSP Office Equipment	303.24	Incorrect Amount/ Vendor	6/27/17
213311	Baldwin & Baldwin Trust Account	398,000.00	Incorrect Amount	6/05/17
213312	Brann & Light- PC Trust Account	11,500.00	Incorrect Amount	6/05/17
213359	Samantha Heeman	2,721.00	Printing Error	6/06/17
	Total	\$413,074.24		

**Voided Checks/Direct Deposits
Dated Before 6/1/17**

Check #	Vendor	Amount	Reason	Check Date
208260- 211814	Various Vendors	\$2,047.45	Stale Dated/ Replacements	10/5/2016- 3/28/2017
212585	West End Mulch	1,020.00	Incorrect Vendor	5/02/17
212899	Woltz & Wind Ford	127.05	Duplicate Payment	5/16/17
212539	Intermediate Unit One	75.00	Duplicate Payment	5/02/17
213059	Wal-Mart	2,000.00	Store Policy Change	5/23/17
	Total	<u>\$2,750.00</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 6/1/2017	\$702,005.95	\$0.00	\$3,590.29	\$32,591.44
Transfers	0.00	0.00	0.00	0.00
Deposits	1,532,425.50	72,663.00	0.00	0.00
Interest	35.21	(72,663.00)	0.00	0.81
Withdrawals	(2,233,349.57)	0.00	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 6/30/2017	<u>\$1,117.09</u>	<u>\$0.00</u>	<u>\$3,590.29</u>	<u>32,592.25</u>

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 6/1/2017	\$307,310.93	\$6,025,338.46	\$245,141.29	\$7,183,955.79
Deposits	0.00	3,218,015.14	1,071.49	0.00
Interest	145.57	2995.51	128.14	13369.44
Withdrawals	(71,735.70)	(5,501,071.49)	0.00	0.00
Balance 6/30/2017	<u>\$235,720.80</u>	<u>\$3,745,277.62</u>	<u>\$246,340.92</u>	<u>\$7,197,325.23</u>

General Fund — July

Balance 7/1/2017		\$2,096,061.90
Deposits		\$5,308,013.21
Disbursements		
Payroll Transfers	(\$1,423,948.55)	
Bank Charges	(406.90)	
Payroll Disbursements	(764,047.80)	
2nd Qtr Sales Tax ACH	(250.99)	
PSERS ACH	(248,351.97)	
Monthly Checks	(1,558,301.16)	
Voided Checks	3,245.00	
Total Disbursements	<u>(\$3,992,062.37)</u>	<u>(\$3,992,062.37)</u>
Balance 7/31/2017		\$3,412,012.74

**Voided Checks/Direct Deposits
Dated Before 7/1/17**

Check #	Vendor	Amount	Reason	Check Date
213764	Billings Bilingual LLC	\$3,245.00	Incorrect Amount	6/27/17
	Total	<u>\$3,245.00</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 7/1/2017	\$ 1,117.09	\$ 0.00	\$3,590.29	\$32,592.25
Transfers	0.00	0.00	0.00	0.00
Deposits	1423948.55	66,230.00	0.00	0.00
Interest	19.94	(66,230.00)	0.00	0.00
Withdrawals	(1,423,948.55)	0.00	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 7/31/2017	<u>\$ 1,137.03</u>	<u>\$ 0.00</u>	<u>\$3,590.29</u>	<u>\$32,592.25</u>

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PLGIT Mortgage Escrow	PLGIT/Class	
Balance 7/1/2017	\$235,720.80	\$3,745,277.62	\$246,340.92	\$7,197,325.23
Deposits	0.00	1,155,879.45	1,071.49	0.00
Interest	127.77	2241.89	157.01	0.00
Withdrawals	(45,295.61)	(2,001,071.49)	0.00	0.00
Balance 7/31/2017	\$190,552.96	\$2,902,327.47	\$247,569.42	\$7,197,325.23

2. July Payment Authorization (June)

As authorized by CSIU Board Policy 005, board officers reviewed and approved payment of the following obligations, which are now presented to the board as a whole for its acceptance. Funds for payment are available in program budgets.

(Attachment No. 2)

Accounts Payable – June

	Amount
General Fund 06/30/17	\$ 4,294,927.33

Per Diem and Hourly Employees

Pay Period Ending 6/01/17	\$ 49,048.72
Pay Period Ending 6/15/17	\$ 42,768.55
Pay Period Ending 6/29/17	\$ 40,633.70
Total	\$ 4,427,378.30

3. Payment Requests (July)

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

Accounts Payable – July

	Amount
General Fund 07/31/17	\$ 1,558,301.16

Per Diem and Hourly Employees

Pay Period Ending 7/13/17	\$ 29,140.25
Pay Period Ending 7/27/17	\$ 36,405.18
Total	\$ 1,623,846.59

4. Program Budget Transfers

As a result of internal reviews and the end-of-year process, transfers from several program budgets must be made to and from the administrative budget to close out expired programs. As in past years, board action is recommended to close prior years' programs at the fiscal year end. **(Attachment No. 4)**

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Pennsylvania Trust Support Services Agreement Renewal

Directors are asked to approve the renewal of the annual Support Services Agreement with the Pennsylvania Trust for the CSIU to serve as its administrative agent July 1, 2017 to June 30, 2018 as presented. **(Attachment No. 5)**

2. Utility Task Vehicle (UTV) Purchase

Directors are asked to approve the purchase of a 2017 Model 3650 Bobcat UTV from B.S. & B. Repair, Inc., Mifflinburg. The total cost of the UTV is \$25,027.80 and is included on Co-Stars State Contract. The facilities budget will fund the purchase. **(Attachment No. 6)**

3. Head Start Bus Purchase and Post–Award Budget Revision

Directors are asked to approve the purchase of a school bus for the Head Start program. The bus will be purchased from Brightbill Body Works, Inc., Lebanon, at a cost of \$53,240. This purchase also requires board approval for the submission of a Post–Award Budget Revision. Directors are also asked to authorize the budget revision for funding of the bus. **(Attachment No. 7)**

4. Facilities Use Agreements

Directors are asked to approve the following:

- a. the renewal of the lease with Northumberland County for one room located at the Northumberland County Career and Arts Center, Eighth and Arch Streets, Shamokin. Room space of 832 sq. ft. (\$12 per sq. ft.) is used for the Adult Education program. The renewal is for the period of July 1, 2017 to June 30, 2018. The annual cost is \$9,984. **(Attachment No. 8)**
- b. the renewal of the lease with Danville Area School District for two classrooms and office space located at the former Danville Elementary School, Front Street, Danville, for use by the Special Education program. The renewal is for the period of July 1, 2017 to June 30, 2018. The annual cost is \$20,000. **(Attachment No. 9)**
- c. the renewal of the lease with George Amerman, Sunbury, for a portion of one building (Work Foundations +), located at the intersection of Champ Avenue and Greenough Streets, Sunbury, and a ranch-style house with finished basement (Alpha Circle) located across the street. The renewal is for the five-year period of July 1, 2017 through June 30, 2022. The annual cost for WF+ is approximately \$99,000. The monthly cost for Alpha Circle is unchanged at an annual cost of \$12,767.64. **(Attachment No. 10)**

5. Contract for Cleaning Services with Trinity Maintenance Systems, LLC, d/b/a McCormick's Office Maintenance

Directors are asked to approve a contract with Trinity Maintenance Systems, LLC, d/b/a McCormick's Office Maintenance, White Deer, for cleaning services at Work Foundations +, Sunbury. Services will be provided five days per week at a cost of \$2,730 per month for the period of Sept. 5, 2017 through June 8, 2018.

(Attachment No. 11)

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

- *accept the monthly financial statements for June and July and pay the obligations listed on the July payment authorization (June) and the documents presented for July;*
- *approve the program budget transfers listed;*
- *approve the PA Trust support services agreement renewal, the utility task vehicle purchase and the Head Start bus purchase and post-award budget revision as presented;*
- *approve the facilities use agreements as listed; and*
- *approve the contract for cleaning services as presented.*

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Ms. DeYong, Mr. Kashner, Mr. Keiser, Mr. Klebon, Mr. McGann, Mr. Neidig, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-12; Voting no-0***

CONSIDERATION OF ACTION ITEMS

1. New Employees

Instructional Staff

Jennifer R. Bowman, Turbotville, received a master's degree from Bloomsburg University. She has been employed as an instructional coach with Milton Area School District. Ms. Bowman is recommended as a **special education teacher**, an exempt position, at an annual salary of \$60,415, effective Aug. 22, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the special education budget.

Chloe Dvorshak, Sunbury, received her diploma from Shikellamy High School. She has been employed as a lifeguard with the city of Sunbury. Ms. Dvorshak is recommended as **Head Start assistant instructor**, a non-exempt position, at an hourly rate of \$9.38, for an estimated annual salary of \$13,788.60, effective Aug. 8, 2017. Funds for this replacement position are in the Head Start budget.

Carly M. Frank, Watsontown, received a bachelor's degree from Clarion University. She has been employed as a substitute teacher with Warrior Run School District. Ms. Frank is recommended as an **early intervention teacher**, an exempt position, at an annual salary of \$64,074, effective Aug. 8, 2017. Funds for this replacement position are in the early intervention budget.

Erica M. Lauver, Selinsgrove, received a bachelor's degree from Millersville University. She has been employed as a substitute teacher with Selinsgrove Area School District. Ms. Lauver is recommended as an **Early Head Start instructor**, a non-exempt position, at an hourly rate of \$15.24, for an estimated annual salary of \$29,718, effective Aug. 8, 2017. Funds for this replacement position are in the Early Head Start budget.

Luis E. Lopez, Sunbury, received his diploma from Shikellamy High School. He has been employed as a youth service specialist/transporter with Northwestern Academy, Coal Township. Mr. Lopez is recommended as an **aide**, a non-exempt position, at an hourly rate of \$8.15, for an estimated annual salary of \$11,308.13, effective Aug. 8, 2017. Funds for this replacement position are in the special education budget.

Emily A. Reedy, Millmont, received a bachelor's degree from University of Cincinnati. She has been employed as a Head Start teacher with Snyder Union Mifflin Child Development, Inc., Mifflinburg. Ms. Reedy is recommended as a **Head Start instructor**, a non-exempt position, at an hourly rate of \$15.98, for an estimated annual salary of \$23,490.60, effective Aug. 8, 2017. Funds for this replacement position are in the Head Start budget.

Jennifer Royer, Selinsgrove, received an associate's degree from McCann School of Business and Technology. She was previously employed as an associate instructor with CSIU. Ms. Royer is recommended as a **Head Start instructor**, a non-exempt position, at an hourly rate of \$11.66, for an estimated annual salary of \$17,140.20, effective Aug. 8, 2017. Funds for this replacement position are in the Head Start budget.

Tammy L. Wargo, Marion Heights, received her diploma from East Pennsboro Area High School, Enola. She has been employed as an aide with Home Instead, Lewisburg. Ms. Wargo is recommended as a **classroom assistant**, a non-exempt position, at an hourly rate of \$9.60, for an estimated annual salary of \$13,320, effective Aug. 8, 2017. Funds for this replacement position are in the special education budget.

Michelle L. Wills, Kulpmont, received an associate's degree from Lycoming County Community College, Williamsport. She was previously employed as a mental health worker with Safety Net Counseling, Atlas. Ms. Wills is recommended as a **behavior intervention assistant**, a non-exempt position, at an hourly rate of \$17.25, for an estimated annual salary of \$23,934.38, effective Aug. 30, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the Special Education budget.

Non-Instructional Staff

Rebecca L. Hall, Bloomsburg, received a bachelor's degree from Susquehanna University. She has been employed as a student assistant with Snyder Union Mifflin Child Development Center, Selinsgrove. Ms. Hall is recommended as a **corrections education secretarial assistant**, a non-exempt position, at an hourly rate of \$11.66, for an estimated annual salary of \$22,737, effective Aug. 8, 2017. Funds for this replacement position are in the corrections education budget.

Susan P. Hertzog, Sunbury, received her diploma from Shikellamy High School. She is currently employed as a part-time substitute aide with CSIU. Ms. Hertzog is recommended as an **Early Head Start family partner/home visitor**, a non-exempt position, at an hourly rate of \$11.13, for an estimated annual salary of \$21,703.50, effective Aug. 8, 2017. Funds for this replacement position are in the Early Head Start budget.

Tegan M. Kessler, Sunbury, received a master's degree from Susquehanna University. She is currently employed as a part-time parent-child home program home visitor with CSIU. Ms. Kessler is recommended as an **Early Head Start family partner/home visitor**, a non-exempt position, at an hourly rate of \$15.24, for an estimated annual salary of \$29,718, effective Aug. 8, 2017. Funds for this replacement position are in the Early Head Start budget.

Ana A. Tavarez-Guzman, Reading, received a master's degree from Lancaster Bible College. She has been employed as a mental health professional with Kidspace Advances Program School, Temple, Pa. Ms. Tavarez-Guzman is recommended as a **Migrant Education recruitment specialist**, a non-exempt position, at an hourly rate of \$18.50, for an estimated annual salary of \$36,075, effective July 17, 2017. Funds for this replacement position are in the Millersville Migrant Education Program budget.

Lori A. Zicoello, Williamsport, received a bachelor's degree from Lycoming College. She has been employed as a library circulation assistant with the Pennsylvania College of Technology, Williamsport. Ms. Zicoello is recommended as a **WATCH Project career coordinator**, a non-exempt position, at an hourly rate of \$17.23, for an estimated annual salary of \$33,598.50, effective Sept. 5, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the WATCH Project 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 2017-18 school year:

Substitute Teacher Names

Jennifer L. Bender
Marie A. Bourassa
Michelle M. Diggins
Alison E. Horne
Robert M. Horne
Beth A. Kacmarcyk
Ryan D. Lecky
Nicole M. Maresca
Morgana L. Miller

Substitute Para-Educator (Aide) Names

Susan P. Hertzog
Michala R. Holland
Tegan M. Kessler

3. Rescission of Resignation for Retirement

Our executive director recommends rescinding the resignation for retirement of **Candace A. Willard**, alternative education teacher, originally approved for June 9, 2017.

4. Title Change

Our executive director recommends a title change for **Laurie J. Jones** from one-on-one classroom assistant to **classroom assistant**, effective Aug. 28, 2017.

5. Position Transfers

Our executive director recommends the following position transfers:

Name	Current Position	Current Salary	New Position	New Salary	Effective Date
Jill L. Gemberling	Software Quality Assurance Specialist I	\$43,284.72	Cooperative Purchasing Order Specialist (non-exempt)	\$43,290	Aug. 17, 2017
Cheryl L. MacPherson	classroom assistant	\$16,663.88	Pre-K assistant instructor	\$16,927.50	Aug. 8, 2017

6. Annual Salary Adjustment

Directors are asked to approve the recommendation of administration to approve the annual three percent salary adjustment for **Karen A. Krohn**, full-time school bus driver, from the 2016-17 hourly rate of \$15.70 to the 2017-18 hourly rate of \$16.17, retroactive to July 1, 2017.

7. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Reason	Effective Date
Angela M. Badman	Head Start instructor	Resignation	July 28, 2017
Tiffany M. Erb	practical nursing program instructor	Resignation	July 14, 2017
Allyson B. Fulton	family support technical assistance coordinator	Resignation	Aug. 28, 2017
Kristin M. Hansel	Early Head Start senior family partner/home visitor	Resignation	July 6, 2017
Sandy J. Jones	special education teacher	Resignation	Aug. 8, 2017
Catherine M. Kenenitz	practical nursing program instructor	Resignation	Sept. 8, 2017

Name	Position	Reason	Effective Date
Jeffrey M. Kiss	alternative education teacher	Resignation	June 30, 2017
Elizabeth A. Legarski	practical nursing instructor	Resignation	Sept. 4, 2017
Neila D. Linderman	classroom LPN	Retirement	Aug. 31, 2017
Donna M. McDevitt	classroom assistant	Resignation	July 31, 2017
Rebecca A. Neyhard	Head Start instructor	Resignation	July 28, 2017
Anne M. Scoufalos	English as a Second Language technical assistance coordinator	Resignation	July 25, 2017
Susan W. Smyth	special education teacher	Resignation	Aug. 7, 2017

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

8. Starting Rate Increase for Part-Time Bus Drivers

Directors are asked to approve the recommendation of administration to increase the starting rate for part-time bus drivers from \$11.50 per hour, in place since 2009, to \$14 per hour, effective July 1, 2017. (**Attachment No. 12**)

9. Regular Part-Time Staff Salary Adjustments and Position Titles for 2017-18

Consistent with the three percent salary adjustment for non-bargaining unit staff approved in May, administration proposes a salary increase of three percent for regular part-time staff for the 2017-18 fiscal year.

Directors are asked to approve the 2017-18 salaries for regular part-time staff members, effective July 1, 2017, as listed. (**Attachment No. 13**)

10. Valley Rehabilitation Physical Therapy Services

Directors are asked to approve the contract with Valley Rehabilitation, Montgomery, for in-house physical therapy services for students in school-age and early intervention programs. The term of the contract is July 1, 2017 to July 31, 2018, at the rate not to exceed \$70 per hour. (**Attachment No. 14**)

Motion by Mr. Keiser and second by Mr. Neidig to approve new employees, substitute teachers and para-educators (aides), a rescission of resignation for retirement, a title change, position transfers, an annual salary adjustment, resignations, starting rate increase for part-time bus drivers, salary adjustments and position titles for 2017-18 regular part-time staff, and a contract with Valley Rehabilitation for physical therapy services as presented.

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Ms. DeYong, Mr. Kashner, Mr. Keiser, Mr. Klebon, Mr. McGann, Mr. Neidig, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: **Motion passed:** *Voting yes-12; Voting no-0*

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

Mr. Rhoads reported that a meeting was held this evening. Discussion was held regarding IO Education buying out eSchoolData, the previous student software vendor. A new agreement with Epsilon will be presented for approval at a future meeting.

CONSIDERATION OF ACTION ITEMS

1. Ion Wave Technologies Contract Renewal

Directors are asked to renew the contract with Ion Wave Technologies, Springfield, Mo., for an electronic bidding system for KPN. The current five-year contract expires Aug. 31, 2017. The five-year renewal term is Sept. 1, 2017 through Aug. 31, 2022, at an annual cost of \$18,150 per year. **(Attachment No. 15)**

Motion by Mr. Rhoads and second by Mr. Keiser to approve the contract renewal 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 will be held on Aug. 21, 2017.

1. Board Policies – Section 200 Pupils and Section 300 Employees

Directors are asked to approve the following:

Second and final reading of revisions to Policy No. 203 – Immunizations and Communicable Diseases

Second reading and adoption of Policy No. 331.1 – Job-Related Expense – Wireless Communication Device

(Attachment No. 18)

Motion by Mr. McGann and second by Mr. Rhoads to approve policies as presented.

The motion was unanimously approved.

*Mr. Augustine announced that a Committee Listing for 2017-18 has been prepared for distribution. He thanked all Committee Members who previously served and those who volunteered to serve for 2017-18. **(Attachment No. 19)***

NEW BUSINESS

I. 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. 16 a, b, c, d, e)

1. **Head Start/Early Head Start 2017-18 Application of Year 3 Refunding**
Directors are asked to approve the 2017-18 Application of Year 3 Refunding. (Attachment No. 16a)
2. **Head Start/Early Head Start Program Planning Procedures Revisions**
Directors are asked to approve revisions to the Program Planning Procedures in response to the new Head Start Program Performance Standards. (Attachment No. 16b)
3. **Head Start 2017 Self-Assessment Summary Report**
Directors are asked to approve the 2017 Self-Assessment Summary Report. (Attachment No. 16c)
4. **Head Start/Early Head Start Strategic Plan 2017-18**
Directors are asked to approve the Strategic Plan for 2017-18. (Attachment No. 16d)
5. **Head Start/Early Head Start Monthly Reports for May and June 2017**
Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for May and June 2017. (Attachment No. 16e)

Motion by Mr. Neidig and second by Mr. McGann to acknowledge and approve the Head Start/Early Head Start items as presented.

The motion was unanimously approved.

II. 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**

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. Public Surplus – Online Auction

Items will be included on the CSIU's next online auction using the Public Surplus auction service for public and educational agencies. (**Attachment No. 17**)

2. Communications

June 2, 2017, a letter from Deb Blascovich (ELECT Program Officer–Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the 2017–18 Education Leading to Employment and Career Training (ELECT) grant in the amount of \$448,000. The effective date is July 1, 2017 and termination date is June 30, 2018. All funds provided for this allocation will be federal funds.

June 2, 2017, an email from Jim Domen (Procurement Manager–Pennsylvania Department of Education, Bureau of Management Services) notifying the CSIU of the approval for Purchase Order #4300549762–English as Second Language (Year 4 of 5). The purchase order is in the amount of \$369,876 and is valid July 1, 2017 through June 30, 2018.

June 7, 2017, a letter from the Pennsylvania Department of Human Services notifying the CSIU of the approval for SAP #4100073336 related to the Pennsylvania Statewide Adoption Network (SWAN). The grant agreement is in the amount of \$316,160 and is effective July 1, 2017 through June 30, 2018.

June 7, 2017, a letter from Sue Leonard (Division Chief–Pennsylvania Department of Education, Division of Analysis and Financial Reporting) notifying CSIU of the 2017-18 Pennsylvania Training and Technical Assistance Network–Office for Dispute Resolution (PaTTAN ODR) grant in the amount of \$2,800,000, effective July 1, 2017. Funds must be used to support the project's goals and service delivery system as defined for 2017-2018 by PDE.

June 15, 2017, a letter from Carl R. Beck (Director–Pennsylvania Department of Education, Office of Child Development and Early Learning) notifying CSIU of the 2017-18 Preschool Early Intervention (EI) allocations. The summary includes IDEA 619 (\$360,228); IDEA 611-Component I (\$530,307); State EI (\$4,063,652); and Required Medical Assistance (MA) Contribution (\$135,358). Total State, Federal and MA is \$5,089,545, effective July 1, 2017.

June 19, 2017, a letter from Amanda Harrison (Division Chief–Pennsylvania Department of Education, Division of Adult Education) notifying CSIU of the 2017-18 Adult Education grants to be funded with a combination of federal funds through Section 231, Title II of the Workforce Innovation and Opportunity Act (\$198,345) and state funds through state Act 143 (\$155,664). Total funding will be \$354,009, effective July 1, 2017.

June 21, 2017, an email from the Pennsylvania Department of Health (Jenine Melo, Project Officer) notifying the CSIU of the approval for SAP #4100076531 related to the Pennsylvania Safe Kids Initiative. The grant agreement is in the amount of \$69,826.29 and is effective July 1, 2017 through June 30, 2018.

June 27, 2017, an email from Melanie Serrano (Assistant Program Administrator-Office of Business Services, Berks County Intermediate Unit) notifying the CSIU of the fully executed amendment to the Maternal, Infant and Early Childhood Home Visiting Program Data Collection System Development and Delivery Agreement. This action increases the agreement by \$7,000 for a new total of \$96,985, as a result of a change in the scope/deliverables of this project.

June 27, 2017, an email from Jim Domen (Procurement Manager–Pennsylvania Department of Education, Bureau of Management Services) notifying the CSIU of the amendment for Purchase Order #4300546704–Evaluation of ELECT. PDE is requiring this amendment to transfer amounts among line items to fulfill internal accounting requirements. The purchase order amount is unchanged (\$71,641.80) and effective dates remain July 1, 2017 through June 30, 2018.

July 5, 2017, a letter from Carmen M. Medina (Division Chief–Pennsylvania Department of Education, Division of Student Services) notifying the CSIU of the 2017–18 Migrant Education grant in the amount of \$1,605,212. The grant period began July 1, 2017 and will end on Sept. 30, 2018. All funds provided for this allocation will be federal funds.

July 5, 2017, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying the CSIU of the 2017-18 Migrant Education grant (Center for Schools and Communities) in the amount of \$670,000. The grant period will begin on July 1, 2017 and end on Sept. 30, 2018. All funds provided for this allocation will be federal funds.

July 6, 2017, a letter from Carmen M. Medina (Division Chief–Pennsylvania Department of Education, Division of Student Services) notifying the CSIU of the 2017–18 Education of Children and Youth Experiencing Homelessness (ECYEH) grant in the amount of \$200,000. The grant period began on July 1, 2017 and will end on Sept. 30, 2018. All funds provided for this allocation will be federal funds.

July 10, 2017, an email from Grantsolutions.gov (Calvin D. Mitchell–ACF Grants Officer) notifying CSIU that Grant #03CH010273-02-02 has been amended to award the balance of funds for Head Start and Early Head Start operations and training/technical assistance for the Dec. 1, 2016–Nov. 30, 2017 budget period. This grant action awards the balance of funds for the budget period in the amount of \$1,375,197.

July 17, 2017, an email from Emily Rosenberry (Procurement Administrative Officer–Pennsylvania Department of Education, Bureau of Management Services) notifying the CSIU of the approval for Purchase Order #4300553308–21st Century Support & Maintenance. The purchase order is in the amount of \$875,000 and is valid July 1, 2017 through June 30, 2018.

July 19, 2017, an email from Brenda Kylen (Data and Fiscal Project Officer– Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approval for FC #4100076997–Child Care and Summer Services Grant for the Children of Migratory Agricultural Workers. The grant is in the amount of \$157,042 and is effective July 1, 2017 through June 30, 2018.

II. PERSONNEL MATTERS

1. Completion of New Employment Probationary Period

The following staff have successfully completed their new employee probationary period.

Name	Title	Effective Date
John E. DuFour	Telecommunications Technology Specialist	July 19, 2017
Heather L. Taggart	Public Relations Technical Specialist	July 5, 2017

2. Unpaid Leave of Absence

Our executive director has approved an unpaid leave of absence for **Heather A. Cuff**, Early Head Start senior family partner/home visitor, effective July 17 to Sept. 15, 2017.

3. Return from Leave of Absence

Cheryl L. MacPherson, Pre-K assistant instructor, has returned from a leave of absence, effective Aug. 8, 2017.

4. Staff Travel

Michelle Nutter, safe and supportive schools manager, attended *cultural competency training at Scott County School District* Aug. 1, 2017 in Lexington, Ky. In response to a settlement agreement between US ED, OCR and the Scott County SD, Mid-Atlantic Equity Consortium/Center for Education Equity (MAEC/CEE) is required to provide cultural competency training to all district administrators. As a subcontractor for MAEC/CEE, she is required to provide this training. All costs were paid by MAEC/CEE.

Jared Lehman, cooperative purchasing supervising manager, will attend the *National Institute of Government Purchasing (NIGP) Annual Form* Aug. 27–28, 2017 in Salt Lake City, Utah. While there, he will exhibit at the conference to promote PEPPM and KPN. Estimated expenses of \$1,620 are available in the joint purchasing budget.

Tammie Christian, WATCH Project Career Coordinator; **Ann Miller**, WATCH Project Supervisor; and **Katherine Vastine**, WATCH Project Program Manager, will attend the *2-Gen Site Exchange* Aug. 24-25, 2017 in Honolulu, Hawaii. While there, they will evaluate and identify components of the Hawaii Dept. of Human Services Team’s 2-Gen organizational change approach that may be transferred to programs such as the WATCH Project that work with government and other service agencies. All costs will be paid by BLH Technologies, Inc.

Chief Financial Officer **Charles Peterson** will attend *a meeting with the CEO of RBC Global Asset Management* Sept. 12, 2017 in Toronto, Canada. He serves on the Board of Directors of the Pennsylvania School District Liquid Asset Fund (PSDLAF). He will meet regarding a contract renewal. All costs will be paid by PSDLAF.

Rijelle Kraft, family support technical assistance coordinator, will attend the 2017 *National Staff Development and Training Association Annual Conference* Sept. 17–20, 2017 in Savannah, Ga. While there, she will attend the conference focused on improving professional development delivery in human service agencies and government entities across the country. Funds for estimated expenses of \$1,910 are available in the Children’s Trust Fund budget.

David Baird, Migrant Education program manager, will attend the 2017 *National ID&R Forum* Sept. 19-21, 2017 in New Orleans, La. While there, he will receive information regarding the ESSA changes affecting program improvement. Funds for estimated expenses of \$1,325 are available in the Migrant Education budget.

Jose Reyes-Lua, Statewide Migrant Education recruitment coordinator, will attend the 2017 *National ID&R Forum* Sept. 19-21, 2017 in New Orleans, La. While there, he will deliver two workshop sessions focusing on community recruitment involving temporary work and initial processing of crops. He will also participate in workshop sessions to enhance the outreach efforts of identification and recruitment of migrant families. Funds for estimated expenses of \$1,613 are available in the Migrant Education budget.

Chief Financial Officer **Charles Peterson** will attend the *Association of School Business Officials International Annual Meeting and Expo* Sept. 22–25, 2017 in Denver, Colo. While there, he will attend the conference, participate in the 2017 annual meeting and expo and attend the board of directors meeting. All costs will be paid by ASBO.

Jeff Kimball, director of cooperative purchasing, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the *Association of School Business Officials International Annual Meeting and Expo* Sept. 22–25, 2017 in Denver, Colo. While there, they will attend the conference and seminars and will exhibit and market KPN cooperative purchasing contracts to members of ASBO International. Funds for the estimated expenses of \$2,371 and \$1,676, respectively, are available in the joint purchasing budget.

Kati Clendenin, Office for Dispute Resolution (ODR) parent engagement project manager, and **Michael McElligott**, ODR hearing officer, will attend the *The Center for Appropriate Dispute Resolution in Special Education (CADRE) National Symposium on IEP Facilitation* Oct. 18–20, 2017 in Eugene, Ore. This is a multi-state networking opportunity during which they will be presenting and attending various conference sessions. Funds for estimated expenses of \$952 and \$1,037, respectively, are available in the ODR budget.

Jeffrey Kimball, cooperative purchasing services director, will attend the *28th Annual Regional Conference and Expo of the National Institute of Governmental Purchasing of the Arizona State Capitol Chapter* Oct. 25–26, 2017 in Phoenix, Ariz. While there, he will market KPN and PEPPM contracts to NIGP members. Funds for estimated expenses of \$963 are available in the joint purchasing budget.

Lynda Becker, youth development coordinator, will attend the *2017 Annual Conference of the National Association for the Education of Homeless Children and Youth* Oct. 29–31, 2017 in Chicago, Ill. While there, she will attend the only national conference that focuses on the education of students experiencing homelessness. Funds for estimated expenses of \$1,637 are available in the homeless education budget.

Executive Director **Kevin Singer** and Assistant Executive Director **Lynn Cromley** will attend the *AESA Annual Conference “From Hope to Change: Equity, Inclusion & Social Justice”* Nov. 29 to Dec. 2, 2017 in San Antonio, Texas. While there, they will hear keynote speakers who represent national experts on equity, inclusion and social justice and attend break-out sessions on federal legislative updates. They will also network with colleagues on issues important to ESA leaders. Fund for estimated expenses of \$3,115 each are available in the executive/administrative budgets.