

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, SEPTEMBER 20, 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

CSIU 2017 STAFF RECOGNITION

Kim Eroh, Passion for Excellence Award Recipient

Jeffrey Kimball, Passion for Excellence Award Recipient

Katherine Vastine, Kudos Award Recipient

Jennifer Williams, Ambassador of the Year Award Recipient

EXECUTIVE SESSION

- 7:20 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.

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BUSINESS MEETING AGENDA AND MINUTES
September 20, 2017 CSIU Board of Directors Meeting
CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:40 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
- Alex Clatch — Education Association Representative
- 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 Academic 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, Oct. 11, 2017 at the CSIU central office.

Mr. Augustine announced that prior to the business meeting, directors met in Executive Session to discuss personnel matters.

VI. APPROVAL OF MINUTES

Motion by Mr. Klebon and second by Mr. McGann to approve the minutes of the regular meeting of the CSIU Board of Directors on Aug. 16, 2017, with one correction: pg. 11 change effective date for Michelle Wills from Aug. 17 to Aug. 30, 2017.

The motion was unanimously approved.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

BOARD GOVERNANCE

I. ELECTION OF PSBA OFFICERS FOR 2018

In accordance with PSBA bylaws, member entities cast one vote per office during annual elections. To cast votes for the 2018 officers, a vote must be taken by CSIU directors by the Oct. 12 deadline. Officers are President-Elect, Vice President, Treasurer, Central At Large and PSBA Insurance Trust Trustees.

(Attachment No. 1)

A copy of the Voting Receipt will be attached as part of the official minutes.

(Attachment No. 1A)

Motion by Mr. McGann and second by Mr. Keiser to cast a vote for the following candidates as presented: David Hutchinson, President-Elect; Eric Wolfgang, Vice President; Mike Gossert, Treasurer; Larry Augustine, Central At Large; and Michael Faccinetto and Marianne Neal, PSBA Insurance Trust Trustees.

The motion was unanimously approved.

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair Darlene Garcia-Johnson and Doug Whitmoyer, Committee Members

Mr. McGann welcomed Ms. Garcia-Johnson to the committee.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2017-18 financial activity as of Aug. 31, 2017, are presented for acceptance. The revenue and expenditure reports by program are included in directors' agenda packets (**Attachment No. 2**)

The monthly financial statements for Aug. 31, 2017 follow:

General Fund — August

Balance 8/1/2017		\$3,412,012.74
Deposits		\$7,418,598.56
Disbursements		
Payroll Transfers	(\$1,383,895.18)	
Bank Charges	(387.53)	
Payroll Disbursements	(746,641.30)	
Transfer to PSDLAF	(500,000.00)	
PSERS ACH	(313,708.05)	
Monthly Checks	(5,568,925.21)	
Voided Checks	\$426.00	
Total Disbursements	(\$8,513,131.27)	(\$8,513,131.27)
Balance 8/31/2017		\$2,317,480.03

Voided Checks/Direct Deposits Dated Before 8/1/17

Check #	Vendor	Amount	Reason	Check Date
213748	A & S Mechanical	\$381.00	Incorrect Amount	6/27/17
214289	Clarion County Association	45.00	Workshop Cancelled	7/18/17
	Total	\$426.00		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 8/1/2017	\$1,137.03	\$0.00	\$3,590.29	\$32,592.25
Transfers	0.00	0.00	0.00	0.00
Deposits	1383895.18	0.00	0.00	0.00
Interest	34.06	0.00	0.00	0.00
Withdrawals	(1,383,895.18)	0.00	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 8/31/2017	\$1,171.09	\$0.00	\$3,590.29	32,592.25

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 8/1/2017	\$190,552.97	\$2,902,327.47	\$247,569.42	\$7,197,325.23
Deposits	500,000.00	3,927,995.00	1,071.49	0.00
Interest	182.03	1842.99	161.99	0.00
Withdrawals	(62,688.76)	(4,001,071.49)	0.00	0.00
Balance 8/31/2017	\$628,046.24	\$2,831,093.97	\$248,802.90	\$7,197,325.23

2. Payment Requests

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

Accounts Payable – August

General Fund 08/31/17	\$ 5,568,925.21
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Per Diem and Hourly Employees

Pay Period Ending 8/10/17	\$ 50,248.02
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Pay Period Ending 8/24/17	\$ 23,542.22
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Total	\$ 5,642,715.45
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3. Additional 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. **Keystone State Real Estate Authority**

Directors are asked to adopt the following resolution to signify its intent to organize an authority under the Pennsylvania Municipality Authorities Act:

Resolution to Create Authority

The Board of the Central Susquehanna Intermediate Unit hereby adopts this Resolution to signify its intent to organize an authority under the Pennsylvania Municipality Authorities Act.

After due public notice as required by the Act, the Executive Director or his designee is authorized and directed to file with the Secretary of the Commonwealth of Pennsylvania Articles of Incorporation setting forth the following:

1. The name of the authority: Keystone State Real Estate Authority.
2. A statement that the authority is formed under Municipality Authorities Act.
3. A statement that no other authority has been formed by this entity as provided in 53 Pa.C.S.A. § 5603(c)(3).
4. The name of the incorporating municipality (as that term is defined in the Act): Central Susquehanna Intermediate Unit.
5. The names, addresses and term of office of the first members of the board of the authority: To be determined by the Executive Director or his designee prior to the publication of notice.

(Attachment No. 5)

2. **Construction Change Order**

Directors are asked to approve Change Order No. 1 to the contract with the Pa. Department of Corrections to upgrade the casework counter tops to granite at a cost of \$2,287.70, making the revised contract total \$36,956.19. **(Attachment No. 6)**

3. **Facilities Use Agreement**

Directors are asked to approve a lease with Northumberland County Career and Technology Center, located at 1700-2000 W. Montgomery St., Coal Township. Classroom space of 7,500 sq. ft. designated as Shamokin Preschool Center will be used for CSIU preschool programs for the term July 1, 2017 to June 30, 2018 at a cost of \$2,057 per month, or an annual cost of \$24,684. **(Attachment No. 7)**

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

- *accept the monthly financial statements and pay the obligations listed on the documents presented;*
- *approve the additional program budget transfers listed;*

- *approve the Resolution to Create Authority as presented, which signifies the CSIU's intent to organize an authority under the Pennsylvania Municipality Authorities Act;*
- *approve construction Change Order No. 1 as presented; and*
- *approve the facilities use agreement as listed.*

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

Result: *Motion passed: Voting yes-12; 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

Danese M. Bogetti, Port Trevorton, received a doctorate degree from Carlow University, Pittsburgh. She has been employed as an associate nursing professor with Luzerne County Community College, Nanticoke. Ms. Bogetti is recommended as a **practical nursing program instructor**, an exempt position, at an annual salary of \$65,000, effective Oct. 16, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the Central Susquehanna LPN Career Center budget.

Jenna E. Glynn, Old Forge, received a bachelor's degree from Bloomsburg University. She has been employed as a Pre-K Counts teacher with ABC Kiddie Kampus, Old Forge. Ms. Glynn is recommended as a **Pre-K Counts teacher**, an exempt position, at an annual salary of \$47,406, effective Oct. 12, 2017 (contingent upon the receipt of required clearances). Funds for this new position are in the Pre-K Counts budget.

Xiyun (Sabrina) Liu, Lewisburg, received a master's degree from Harvard University, Mass. She has been employed as a kindergarten/preschool teacher with Willows Child Care Academy, Mass. Ms. Liu is recommended as a **Pre-K Counts assistant instructor**, a non-exempt position, at an hourly rate of \$7.45, for an estimated annual salary of \$10,336.88, effective Sept. 21, 2017. Funds for this replacement position are in the Pre-K Counts budget.

Michele L. Manning, Milton, received a bachelor's degree from Bloomsburg University. She has been employed as a receptionist with the Standard Journal, Milton. Ms. Manning is recommended as a **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 Oct. 9, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the Head Start budget.

Lauren S. Reedy, Danville, received a diploma from Danville Area High School. She has been employed as a para-professional with Danville Area School District. Ms. Reedy is recommended as a **one-on-one classroom assistant**, a non-exempt position, at an hourly rate of \$9.40, for an estimated annual salary of \$13,042.50, effective Sept. 21, 2017. Funds for this new position are in the special education budget.

Carolyn D. Reitz, Lewisburg, received a bachelor's degree from Bloomsburg University. She has been employed as a long-term substitute K-8 gifted education teacher with Shikellamy School District. Ms. Reitz is recommended as an **early intervention teacher**, an exempt position, at an annual salary of \$47,406, effective Sept. 21, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the early intervention budget.

2. Furloughs

Our executive director recommends the furlough of the following part-time staff, effective Sept. 29, 2017 due to loss of program funding:

Name	Title
Susan S. Roy	certified nursing assistant apprenticeship program marketing and instructional assistant
Lee T. Wasson	certified nursing assistant apprenticeship program marketing nurse specialist

3. 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	Substitute Para-Educator (Aide) Names
Lorri A. Bruckhart	Christine M. Ditzler
Timothy G. Egan	Crystal L. Killmon
Brenda G. Fischer-Dennehy	Mary T. Hart
Loretta M. Hasey	Brenda M. Ray
Donna L. Heath	Lauren S. Reedy
Ellen A. Matragrano	
Lois E. Purcell	
Tammy N. Rice	
Launie C. Ryer	
Allan C. Schappert	
Jenelle M. Wooten	

4. Title Change

Our executive director recommends a title change for **Carol L. Steward**, from early intervention teacher to **alternative education special education teacher**, effective Sept. 21, 2017.

5. Position Transfer

Our executive director recommends the following position transfer:

Name	Current Position	Current Salary	New Position	New Salary	Effective Date
Jennifer A. Day	Head Start assistant instructor	\$19,462.80	Head Start instructor	\$22,446.90	Sept. 21, 2017

6. Resignations

The executive director recommends acceptance of the following resignations:

Name	Position	Reason	Effective Date
Robin L. Cohrs	teacher of visually impaired	Retirement	Oct. 31, 2017
Leisa K. Diehl	business support services manager	Retirement	April 19, 2018
Catherine M. Kenenitz	practical nursing program instructor	Resignation	Sept. 8, 2017
Cheryl L. MacPherson	Pre-K Counts assistant instructor	Resignation	Aug. 9, 2017
Brenda M. Ray	one-on-one aide	Resignation	Aug. 7, 2017
Jennifer L. Royer	Head Start instructor	Resignation	Aug. 9, 2017
Candace A. Willard	alternative education teacher	Retirement	Oct. 16, 2017

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

7. Change of Resignation Date

In June, directors approved a resignation due to retirement date for **Susan H. Aiken**, alternative education teacher. Directors are asked to approve a change in effective date from Oct. 6, 2017 to Sept. 22, 2017.

8. Executive Director Salary Increase

Directors are asked to approve a three percent salary increase for **Dr. Kevin P. Singer**, executive director, from the 2016-17 rate of \$215,373 to the 2017-18 rate of \$221,834.19, retroactive to July 1, 2017.

9. Tenured Employee List

Annually in September, directors are asked to accept a cumulative list of employees who have attained tenure in their CSIU employment (as defined by Public School Code, Section 1101). That list is included in directors’ agenda packets. Names of staff who received tenure during the past school year are in bold print and underlined.

(Attachment No. 8)

10. Sabbatical Leave

The executive director recommends a sabbatical leave for the restoration of health for **Melissa A. Tumolo**, early intervention teacher, effective Sept. 20, 2017 through June 30, 2018.

11. Stipend Payments

The executive director recommends individual stipend payments in the amount of \$1,200 for **Thomas C. Paternostro**, alternative education teacher at Ashler Manor, and **Teresa J. Erb**, alternative education teacher at Diversified Treatment Alternatives, who will serve as lead teachers during the 2017-18 school year. Each of the lead teachers will receive \$600 in December and in June.

The executive director recommends that the following staff serve as mentors in the New Teacher Induction Program (NTIP). Upon successful completion of the NTIP, each mentor will be paid \$1,000 in accordance with the current collective bargaining agreement.

Name	Title
Nancy L. Bashore	Corrections Education language arts teacher
Krista A. Burns	speech therapist
Jeannie M. Carroll	teacher of the deaf/hearing impaired
Gerald W. Cavaliere	Corrections Education social studies teacher
Joan C. Hauck	speech therapist
Rebecca S. Schu	speech therapist
Heather J. Toevs	early intervention program evaluation consultant

Motion by Mr. Keiser and second by Mr. McGann to approve new employees, furloughs, substitute teachers and para-educators (aides), title change, position transfer, resignations, change of resignation date, executive director salary increase, tenured employee list, sabbatical leave and stipend requests as presented.

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

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

**III. TECHNOLOGY/MARKETPLACE COMMITTEE REPORT– BRUCE RHOADS, CHAIR
Scott Karpinski, Jeffrey Kashner and Tera Unzicker-Fassero, Committee Members
Mr. Rhoads had no report.**

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

Mr. McGann reported that a committee meeting was held on Aug. 21, 2017.

1. Board Policies – Section 700 Property

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

- 701 Facilities Planning
- 702 Gifts, Grants, Donations
- 703 Sanitary Management
- 704 Maintenance
- 705 Safety
- 706 Property Records
- 706.1 Disposal of Equipment and Supplies
- 707 Use of Intermediate Unit Facilities
- 708 Lending of Equipment
- 709 Building Security
- 716 Integrated Pest Management
- 718 Service Animals in Schools

(Attachment No. 9)

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

The motion was unanimously approved.

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. 10 a, b, c, d, e)

1. Head Start/Early Head Start Protections for the Privacy of Child Records and Access to File Information on Enrolled Child/Family

Directors are asked to approve the Protections for the Privacy of Child Records and Access to File Information on Enrolled Child/Family. **(Attachment No. 10a)**

2. Head Start/Early Head Start Program Reimbursement for Program Governance

Directors are asked to approve the Reimbursement for Program Governance. **(Attachment No. 10b)**

3. Head Start 2016-17 Program Information Report

Directors are asked to approve the 2016-17 Head Start Program Information Report. **(Attachment No. 10c)**

4. Early Head Start 2016-17 Program Information Report

Directors are asked to approve 2016-17 Early Head Start Program Information Report. (Attachment No. 10d)

5. Head Start/Early Head Start Monthly Report for July 2017

Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for July 2017. (Attachment No. 10e)

Motion by Mr. Rhoads and second by Dr. Unzicker-Fassero to acknowledge and approve the Head Start/Early Head Start items as presented.

The motion was unanimously approved.

II. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

By mutual agreement, the Board of Directors and Dr. Kevin Singer wish to update the current employment agreement for the executive director.

Motion by Mr. Rhoads and second by Mr. McGann to rescind the executive director's existing contract for the years 2015 through 2019; and adopt the superseding contract presented to the Board for the years 2017 through 2021, as presented.

(Attachment No. 11)

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

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

III. ADMINISTRATIVE REPORTS (Attachment No. 12)

1. Executive Leadership

Kevin Singer, Executive Director

2. Administrative Services

Lynn Cromley, Assistant Executive Director/Chief Administrative Officer –

Jennifer Spotts, communications manager, demonstrated the new CSIU website.

Launched earlier that week, the site is a user-friendly platform that integrates social media, which will help streamline the organization's communications efforts.

www.csiu.org

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

IV. ADJOURNMENT

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

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

July 26, 2017, an email from Brenda Kylan (Data and Fiscal Project Officer– Pennsylvania Department of Education (PDE), Division of Student Services) notifying CSIU/CSC of the Federal Migrant Education Program (MEP) grant for fiscal year 2017–18. Project #017-17-0106 is in the amount of \$670,000, effective July 1, 2017 through Sept. 30, 2018.

July 28, 2017, a letter from Yvonne Cook (President, the Highmark Foundation) notifying CSIU of a grant to continue Highmark Foundation’s bullying prevention strategies in Pennsylvania and support schools and community systems by strengthening informed and collaborative practices (Log Number 29062). The one year grant amount is \$200,000.

July 28, 2017, a letter from Suzann L. Morris, MPA (Deputy Secretary, PA Office of Child Development and Early Learning) notifying CSIU of the successful application for the 2017–18 Head Start Supplemental Assistance Program (HSSAP). The CSIU’s successful application is approved to serve 72 eligible children. The total amount awarded is \$741,082.

July 31, 2017, a letter from Suzann L. Morris, MPA (Deputy Secretary, PA Office of Child Development and Early Learning) notifying CSIU of the successful application for the 2017–18 Pre-K Counts Expansion grant. The CSIU’s successful application is approved to serve 18 full day slots for eligible children. The total amount awarded under this expansion grant is \$153,000.

Aug. 1, 2017, a letter from Sue Leonard (Division Chief–PDE, Division of Analysis and Financial Reporting) notifying CSIU of the 2017-18 Special Education IDEA–B, 611 funding for the Pennsylvania Training and Technical Assistance Network–Office of Dispute Resolution (PaTTAN ODR). Project #062-18-0034 is in the amount of \$2.8 million, effective July 1, 2017 through Sept. 30, 2018.

Aug. 2, 2017, an email from Brenda Kylan (Data and Fiscal Project Officer–PDE Division of Student Services) notifying CSIU/CSC of the approved budget revision for FC #4100072984 – 2016–17 Migrant Education Child Care and Summer Services. There are no changes to the statement of work and the grant amount remains \$60,964.

Aug. 2, 2017, an email from Melanie Serrano (Assistant Program Administrator–Office of Business Services, Berks County Intermediate Unit) notifying the CSIU of 2017–18 CSIU SMART Database Agreement. This independent contractor agreement is in the amount of \$203,874, effective July 1, 2017 through June 30, 2018.

Aug. 2, 2017, an email from Amanda Harrison (Division Chief–PDE, Division of Adult Education) notifying CSIU that the application submitted for the Family Literacy Direct Service Grant (054) for Program Year 2017–18 was not approved. The communication went on to provide guidance for closing out this state grant with the Division of Adult Education.

Aug. 8, 2017, an email from Brenda Kylen (Data and Fiscal Project Officer–PDE, Division of Student Services) notifying CSIU of the approved grant amendment for the 2016–17 Migrant Education Program. The grant has been increased by \$232,429. This increase is due to adding eight additional counties to the current grant agreement. The new grant amount is \$1.63 million, with an ending date of March 31, 2018.

Aug. 10, 2017, an email from Brent Gordon (Fiscal Management Specialist 2–PA Office of Child Development and Early Learning) notifying CSIU of PAC #141-17-0009–2017–18 Head Start Supplemental Assistance Program (HSSAP). The grant amount is \$741,082, effective July 1, 2017 through June 30, 2018.

Aug. 17, 2017, a letter from Sue Leonard (Division Chief–PDE, Division of Analysis and Financial Reporting) notifying CSIU of the 2017–18 Special Education IDEA–B, 611 funding. Project #062-18-0016 is in the amount of \$6.78 million, effective July 1, 2017 through Sept. 30, 2018.

Aug. 18, 2017, a letter from Connie L. Derr (Audit Coordinator–PDE, Bureau of Budget and Fiscal Management) notifying CSIU that the Single Audit Report for fiscal year ended June 30, 2016 is approved as being substantially in compliance with 2 CFR, Part 200, Subpart F regulations and other relevant federal and Commonwealth policy.

Aug. 22, 2017, a letter from Debra Blascovich (ELECT Program Officer–PDE, Division of Student Services) notifying CSIU of the approved budget revision for FC #4100071396–2016–17 Education Leading to Employment and Career Training grant. The grant amount remains unchanged at \$462,154 for the period of July 1, 2016 through June 30, 2017.

Aug. 25, 2017, an email from Kathy Vradenburgh (Administrative Assistant–PA Office of Child Development and Early Learning) notifying CSIU of the approved 2017–18 Early Intervention Grant Agreement. Project #131-17-0016 in the amount of \$4.9 million is effective July 1, 2017 through June 30, 2018. The total amount is comprised of: State Early Intervention funds (\$4 million), Federal IDEA 619 funds (\$360,228) and Federal IDEA 611-Component I funds (\$530,307).

Aug. 2017, an email from Jim Domen (Procurement Manager–Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of a change to Purchase Order #4300544113 for the PIMS Support Center. The change increases/decreases line items in offsetting amounts. The amount remains unchanged at \$1,499,556 for the period of April 1, 2017 through March 31, 2020.

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
Ashlee R. Bower	nursing assistant educator	Aug. 22, 2017
Karen E. Johns	human resources administrative assistant	Aug. 17, 2017

2. Extension from Leave of Absence

Our executive director has approved an extension for an unpaid leave of absence for **Heather A. Cuff**, Early Head Start senior family partner/home visitor, effective Aug. 16 to Oct. 30, 2017.

3. Return from Leave of Absence

Julie L. Bieber, Early Head Start instructor, has returned from a leave of absence, effective Aug. 28, 2017.

4. Completion of Competency Assessment Checklist

Bryant A. Johnson, classroom assistant, has successfully completed the competency assessment checklist, effective Sept. 21, 2017.

5. Staff Travel

Winifred Black, special projects coordinator, will attend *STEM Learning Ecosystems National Community of Practice* Oct. 3–4, 2017 in Kansas City, Mo. While there, she will participate in the Fellowship as a National STEM Lead. All expenses will be paid by Community of Practice through the Connected Science Learning Ecosystem.

Chief Financial Officer **Charles Peterson** and Director of Human Resources **Marcia Hoffman** will attend a *PA Trust–sponsored tour of the Express Scripts Laboratory* Oct. 8–9, 2017 in St. Louis, Mo. In addition to the tour, they will attend professional development sessions on managing prescriptions. All expenses will be paid by PA Trust and/or Express Scripts.

David Baird, Migrant Education site director, will attend the *Imagine Learning Conference* Oct. 11–13, 2017 in Provo, Utah. He was invited to attend this conference to observe the many online learning platforms for English language learners. All expenses will be paid by Imagine Learning.

William Culleton, Brian Jason Ford, Charles Jelley and Linda Valentini, Office for Dispute Resolution (ODR) hearing officers, will attend the *CADRE Seventh National Symposium on Dispute Resolution in Special Education* Oct. 18–20, 2017 in Eugene, Ore. While there, they will participate in multi–state networking and attend sessions relating to high emotion and conflicting perspectives; visual problem solving; restorative practices and special needs when repairing harm; conflict coaching; corrective action; and innovations in engagement and resolution. Estimated expenses of approximately \$1,400 each are available in the ODR budget.

Jose Reyes-Lua, Statewide Migrant Education recruitment coordinator, will attend the *2017 National Interstate Migrant Education Council Symposium* Oct. 18-20, 2017 in Clearwater, Fla. While there, he will learn about the new legislation, Every Student Succeeds Act. All expenses will be paid by the Council of Chief State School Officers.

Stephanie Colvin-Roy, training and organizational development associate, will attend the *I Can Problem Solve (ICPS) Training of Trainers with the Children's Services Council of Broward County* Oct. 20–21, 2017, in Fort Lauderdale, Fla. While there she will attend the training to build fee-for-service capacity and program awareness. Estimated expenses of approximately \$1,000 are available in the CPSEL budget.

Assistant Executive Director **Lynn Cromley**; Chief Innovation Officer **John Brenchley**; **Kevin Kilgus**, business administrator; **Amy Moritz**, strategic partnerships managing coordinator; **Todd Roney**, client solutions manager; and **Jennifer Williams**, director of special education and early childhood, will attend the *Business Model for Education Service Agencies Team Training* Oct. 26–27, 2017 in Minneapolis, Minn. While there, the six-member team will participate in a “learn by experience” professional development event geared toward not-for-profit groups that generate revenue from program offerings. These business principles will be applied to actual CSIU projects. Total estimated expenses of approximately \$16,000 are available in the administration budget.

Rijelle Kraft, family support technical assistance coordinator, will attend the *2017 National Alliance of Children's Trust and Prevention Funds Annual Membership Meeting* Nov. 7–9, 2017 in Little Rock, Ark. While there, she will attend the conference focused on best practices and new research regarding how professionals can support families in preventing child abuse and neglect. Goals of attendance include learning how children's trust and prevention funds can provide transformational leadership related to strengthening families while preventing child abuse and neglect, and how the federal budget and policy issues impact this work. Estimated expenses of approximately \$1,700 are available in the Children's Trust Fund budget.

Chief Innovation Officer **John Brenchley** will attend the *AEPA Semi-Annual Meeting/ AESA Annual Conference “From Hope to Change: Equity, Inclusion & Social Justice”* Nov. 27 to Dec. 2, 2017 in San Antonio, Texas. While there, he will present at the semi-annual meeting for the AEPA programs connected to KPN. This meeting is held in conjunction with the annual AESA conference, which provides an opportunity to work with ESAs throughout the country. Funds for estimated expenses of \$2,950 are available in the joint purchasing budgets.

Executive Director **Kevin Singer**; Chief Innovation Officer **John Brenchley**; **Kenneth Erb**, facilities coordinator; and **Jeffrey Kay**, special projects technology manager will attend the *International Consumer Electronics Show* Jan. 9–12, 2018 in Las Vegas, Nev. While there, they will engage with industry experts and experience the latest in emerging trends and technologies. Information gathered at this conference will be shared with IU staff and the school districts served by the IU. Estimated expenses of approximately \$2,000 each are available in the administration budget.