

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, OCTOBER 11, 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 Group Room

DINNER

- 6 p.m. in Susquehanna B

WORK STUDY SESSION

- 6:45 p.m. in Susquehanna B

SOCIAL AND EMOTIONAL LEARNING

*Shileste Overton-Morris, Center for Schools and Communities
Director*

2018–2021 STRATEGIC PLAN UPDATE

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

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

October 11, 2017 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:35 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 – 9; Directors absent – 8

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

- John Brenchley — Chief Innovation Officer
- Lynn Cromley — Assistant Executive Director/Chief Administrative Officer
- Kenneth Erb — Facilities Coordinator
- Marcia Hoffman — Director of Human Resources
- Pam Karnes — Education Association Representative
- Susan Kinney — Executive Office Manager/Board Recording Secretary
- Dr. John Kurelja — Chief Academic Officer
- Diane Morgan — Executive Assistant to the Chief Financial Officer
- 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, Nov. 15, 2017 at the CSIU central office.

Mr. Augustine announced the Personnel Committee has been renamed Human Resources Committee.

VI. APPROVAL OF MINUTES

Motion by Mr. Abate and second by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Sept. 13, 2017, with one correction: Information Item on pg. 17 Extension of Leave of Absence for Gretchen A. Hoff, special education teacher, changed to Heather A. Cuff, Early Head Start senior family partner/home visitor.

The motion was unanimously approved.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. Annual Human Resources Report

Marcia Hoffman, Human Resources Director

Ms. Hoffman presented the Human Resources Annual Report for 2016-17, which depicted the number of full- and part-time staff, their education levels and total payroll; employees’ participation in the Sick Leave Bank, credit reimbursement and flexible spending accounts; and costs associated with unemployment compensation and workers’ compensation.

COMMITTEE REPORTS

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

Mr. McGann reported on behalf of the committee: the CSIU does not have to make a contribution to the Post Employment Benefit Fund this year; information regarding the FIS rollout; and the committee's reevaluation of meeting times.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2017-18 financial activity as of Sept. 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 Sept. 30, 2017 follow:

General Fund — September

Balance 9/1/2017		\$2,317,480.03
Deposits		\$9,911,397.35
Disbursements		
Payroll Transfers	(\$1,424,705.70)	
Bank Charges	(1,360.49)	
Payroll Disbursements	(699,876.78)	
PSERS ACH	(2,396,957.96)	
Monthly Checks	(3,589,662.65)	
Voided Checks	1,184,361.35	
Total Disbursements	(\$6,928,202.23)	(\$6,928,202.23)
Balance 9/30/2017		\$5,300,675.15

Voided Checks/Direct Deposits Current Month

Check #	Payee	Amount	Reason	Check Date
215213-215229	Multiple Vendors	\$ 69,097.57	Printing Error	9/12/17
215342-215403	Multiple Vendors	1,115,020.22	Printing Error	9/19/17
	Total	\$1,184,117.79		

**Voided Checks/Direct Deposits
Dated Before 9/1/17**

Check #	Vendor	Amount	Reason	Check Date
211980	Wyatt Featherman	\$ 2.80	Stale Dated	4/06/17
211990	Aaron Kalinowski	9.72	Stale Dated	4/06/17
212055	Central PA Foster Grandparent	180.00	Stale Dated	4/11/17
212304	Malachi Foltz	29.74	Stale Dated	4/20/17
212305	Austin Foye	16.57	Stale Dated	4/20/17
212312	Aaron Kalinowski	4.73	Stale Dated	4/20/17
	Total	<u>\$ 243.56</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 9/1/2017	\$ 1,171.09	\$ 0.00	\$3,590.29	\$32,592.25
Transfers	0.00	0.00	0.00	0.00
Deposits	1,424,705.70	1,427.00	0.00	0.00
Interest	15.91	0.00	0.00	0.82
Withdrawals	(1,424,705.70)	(1,427.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 9/30/2017	<u>\$ 1,187.00</u>	<u>\$ 0.00</u>	<u>\$3,590.29</u>	<u>\$32,593.07</u>

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 9/1/2017	\$628,046.24	\$2,831,093.97	\$248,802.90	\$7,197,325.23
Deposits	0.00	6,550,175.97	1,071.49	0.00
Interest	387.32	1,869.62	158.05	16815.67
Withdrawals	(51,874.75)	(4,501,071.49)	0.00	0.00
Balance 9/30/2017	<u>\$576,558.81</u>	<u>\$4,882,068.07</u>	<u>\$250,032.44</u>	<u>\$7,214,140.90</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 – September	Amount
General Fund 9/30/2017	\$3,589,662.65
Per Diem and Hourly Employees	
Pay Period Ending 9/7/2017	\$ 25,708.14
Pay Period Ending 9/21/2017	\$ 30,456.79
Total	<hr/> \$3,645,827.58

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Classroom Leases

Directors are asked to approve classroom leases for the 2017-18 school year as follows:

District	Program	Cost
Berwick Area	Pre-K Counts	\$5,000*
Lewisburg Area	Early Intervention	\$4,500
Warrior Run	Pre-K Counts	\$5,000*

*Not to exceed \$5,000 for any requested renovations, equipment or supplies.

(Attachment No. 3)

2. Student Transportation Contracts

Directors are asked to approve additional student transportation routes for the 2017-18 school year. **(Attachment No. 4)**

3. Transportation Agreement with Danville Area School District

Directors are asked to approve an agreement with Danville Area School District to share one-half the cost for CSIU to transport a student to The Scranton School for Deaf and Hard of Hearing Children. **(Attachment No. 5)**

4. Forecast5 Analytics – 5 Sight Software License Purchase

5 Sight is an analytics tool developed by Forecast5 that allows users to generate business insights with performance data and create customized benchmark peer groups in areas such as academic performance, facilities and operations, business management, transportation, human resources and special education. CSIU Directors approved the purchase of the software license on behalf of the 17 member districts for the 2016-17 school year. Because this tool is proving to be very valuable, Directors are asked to approve the purchase of one-year 5 Sight licenses for member districts for 2017-18 at a cost of \$57,400. Funds to support the purchase are available in the Central Support Services budget. **(Attachment No. 6)**

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

- *accept the monthly financial statements and pay the obligations listed on the documents presented; and*
- *approve the classroom leases; student transportation contracts; transportation agreement with Danville Area School District; and Forecast5 Analytics–5 Sight Software License Purchase as presented.*

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

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

II. HUMAN RESOURCES COMMITTEE REPORT – Dennis Keiser, Chair Larry Augustine and Lawrence Neidig, Committee Members

CONSIDERATION OF ACTION ITEMS

1. New Employees

Instructional Staff

Kristi L. Mertz, Danville, received an associate’s degree from Pennsylvania College of Technology. She has been employed as a toddler lead teacher with Snyder Union Mifflin Child Development Susquehanna Children’s Center, Selinsgrove. Ms. Mertz is recommended as a **Head Start instructor**, a non-exempt position, at an hourly rate of \$12.56, for an estimated annual salary of \$18,463.20, effective Oct. 23, 2017 (contingent upon receipt of required clearances). Funds for this new position are in the Head Start budget.

Erin N. Mills, Sunbury, received a diploma from Shikellamy High School. She has been employed as a teller with Susquehanna Bank, Selinsgrove. Ms. Mills 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. 23, 2017 (contingent upon receipt of required clearances). Funds for this new position are in the Head Start budget.

Non-Instructional Staff

Angela Plantz, Harrisburg, received a master’s degree from Shippensburg University. She has been employed as a training and technical assistance professional with Tuscarora Intermediate Unit 11/Clark Resources, Harrisburg. Ms. Plantz is recommended as an **Office for Dispute Resolution (ODR) special education coordinator**, an exempt position, at an annual salary of \$53,000, effective Oct. 16, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the ODR budget.

2. Title Change

Our executive director recommends a title change for **Kristin K. James**, from assistive technology consultant to **teacher of visually impaired**, effective Oct. 30, 2017.

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 Teachers

Colette P. Frantz
Brittany N. Gardner
Jonathan J. Garman
Connie M. Lilley
Brandi L. Miller
Jolene M. Stassel
Donna A. Vought

Substitute Para-Educators (Aides)

Kenneth A. Geise
Kristy L. Truitt-Reichner

4. Position Transfer

Our executive director recommends the following position transfer

Name	Current Position	Current Salary	New Position	New Salary	Effective Date
Tammie L. Christian	WATCH Project career coordinator	\$36,601.50 (\$18.77/hr)	WATCH Project operations coordinator	\$41,593.50 (\$21.33/hr)	Oct. 12, 2017

(Will remain a non-exempt employee.)

5. Resignations

The executive director recommends acceptance of the following resignations:

Name	Position	Reason	Effective Date
Anthony G. DeRemer	migrant education recruitment coordinator	Retirement	Oct. 16, 2017
Susan K. Kinney	executive office manager/ board recording secretary	Retirement	June 28, 2018
Mary G. Messenger	regional team supervisor	Retirement	Jan. 11, 2018
Katelynn E. Walls	Early Head Start instructor	Resignation	Sept. 29, 2017

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

6. Amendment to In-School Nursing Services Agreement

Our executive director recommends approval of agreement amendment with **BAYADA Home Health Care, Inc.** to include Certified Nursing Assistant services at an hourly rate of \$27. (**Attachment No. 7**)

Motion by Mr. Keiser and second by Mr. Abate to approve new employees, title change, substitute teachers and para-educators (aides), position transfer, resignations, and amendment to in-school nursing services agreement as presented.

Voice Vote Recorded as

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

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

III. TECHNOLOGY/MARKETPLACE COMMITTEE REPORT– BRUCE RHOADS, CHAIR Scott Karpinski, Jeffrey Kashner and Tera Unzicker-Fassero, Committee Members

Mr. Brenchley reported that the committee did not meet this evening.

Mr. Abate left the meeting at 8 p.m. and returned at 8:02 p.m.

CONSIDERATION OF ACTION ITEMS

1. Epylon Corporation Contract Renewal

Directors are asked to approve the renewal of a Master Services Agreement with Epylon Corporation of Danville, Calif., for providing e-commerce and cooperative purchasing software and service solutions for the public sector through PEPPM and KPN for the term Oct. 12, 2017 through Dec. 31, 2020. The agreement will renew for successive one-year periods unless terminated by either party with notice. **(Attachment No. 8)**

2. Intrapreneurial Assessment Contract with EntreMetric, LLC

Directors are asked to approve a contract with EntreMetric, LLC of Lewisburg, to provide an information workshop, assessment administration and debriefing session for the CSIU Intrapreneurial Academy. The cost is \$2,500 with funds available in the general budget. **(Attachment No. 9)**

3. Partnership Agreement with Colonial Life/Malvern Marketing Group, LLC

Directors are asked to approve an agreement for the CSIU and Colonial Life/Malvern Marketing Group, LLC of Berwyn, Pa., to collaborate on a joint initiative to automate the open enrollment process for CSIU employees. The cost is \$8,800 for the term Oct. 1, 2017–Oct. 1, 2018 and will include three optional elective insurance products for employees to consider with no additional cost for the CSIU to expand this option to its clients. Funds are available in the Computer Services budget. **(Attachment No. 10)**

4. PEPPM Product Line Bid Awards Contract Extensions

Directors are asked to approve the extension of the PEPPM product line contracts as listed through Dec. 31, 2018. The current PEPPM product line contracts are valid through Dec. 31, 2017; however, the Product Line Bid Terms and Conditions and Awarded Vendor Agreement contain language that allows the CSIU to extend the contract term beyond Dec. 31, 2017. **(Attachment No. 11)**

Motion by Mr. Keiser and second by Mr. McGann to approve Epylon Corporation contract renewal; intrapreneurial assessment contract with EntreMetric, LLC; partnership agreement with Colonial Life/Malvern Marketing Group, LLC; and PEPPM product line bid awards contract extensions as presented.

The motion was unanimously approved.

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

1. Board Policies – Section 700 Property

Directors are asked rescind the following policies:

- 3260 Disposal of Equipment and Supplies
- 3280 Gifts, Grants, Bequests
- 3514 Equipment
- 3516 Safety
- 3516.2 Integrated Pest Management
- 3517 Security

And in their place, accept at second reading the following Board policies:

Section: 700 Property

- 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. 12)

Motion by Mr. McGann and second by Mr. Keiser to rescind policies as listed, and in their place accept and approve at second reading 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. 13 a, b)

1. Head Start Integrated Services Plans

Directors are asked to approve the Integrated Services Plans, Part 1301: Program Governance, developed July 2017. **(Attachment No. 13a)**

2. Head Start/Early Head Start Monthly Report for August 2017

Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for August 2017. **(Attachment No. 13b)**

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

The motion was unanimously approved.

II. ADMINISTRATIVE REPORTS (Attachment No. 14)

1. Executive Leadership

Kevin Singer, Executive Director

Dr. Singer reported that CSIU administration reviewed a demo of BoardDocs for use with the board agenda and minutes. Directors will receive an overview at the Nov. 15 meeting.

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 8:12 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

The following CSIU items will be included on the Public Surplus auction site, a service for public and educational agencies: 1992 Chevy Van with mileage of 82,452; and one lot of wood pallets.

2. Communications

Sept. 6, 2017, an email from Brenda Kylene (Data and Fiscal Project Officer– Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the fully executed state grant for Migrant Child Care and Summer Services. FC #4100076997 is in the amount of \$157,042 and is effective July 1, 2017 through June 30, 2018.

Sept. 7, 2017, a letter from WaTanya Ney (21st CCLC Program Officer–Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget and program revision for FC #4100068052–21st Century Community Learning Center Afterschool Program Grant. The 2016–17 grant amount remains \$400,000.

Sept. 19, 2017, an email from Carrie Soliday, Ed.D. (Professional Development Specialist–Lincoln Intermediate Unit #12) notifying CSIU of the revised Independent Contractor Agreement to provide evaluative services related to the Title II Math and Science Partnership. The agreement provides for payment of up to \$17,344.67 for the period of June 1, 2016 to May 31, 2017 and up to \$138,347 for the period of June 1, 2017 to Aug. 31, 2018.

II. PERSONNEL MATTERS

1. Staff Travel

Karen Shanoski, partnership project manager, will attend the *Parents as Teachers (PAT) Board Meeting* Oct. 26–27, 2017 in St. Louis, Mo. She serves as a state office representative to the PAT national center board of directors. All expenses are covered by PAT.

Chief Academic Officer **John Kurelja** will attend the *AESA 32nd Annual Conference “From Hope to Change: Equity, Inclusion & Social Justice”* Nov. 29–Dec. 2, 2017 in San Antonio, Texas. He will use this as a networking opportunity to expand the opportunities available to the CSIU. Funds for estimated expenses of \$2,271 are available in the curriculum budget.