

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, NOVEMBER 15, 2017**

COMMITTEE MEETINGS

- **Human Resources 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

HEAD START FEDERAL MONITORING REVIEW

*Jennifer Williams, Director of Special Education and Early
Childhood Services;*

Terri Locke, Early Childhood Program Supervisor; and

Patricia Edwards, Head Start Programs 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.*

BUSINESS MEETING TABLE OF CONTENTS

Page

INTRODUCTION

I. CALL TO ORDER	3
II. PLEDGE OF ALLEGIANCE	3
III. ROLL CALL.....	3
IV. CSIU STAFF AND OTHERS IN ATTENDANCE	4
V. SPOTLIGHT SEGMENT	
1. BoardDocs	4
VI. ANNOUNCEMENTS.....	4
VII. APPROVAL OF MINUTES	4
VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT...	4

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT	
Consideration of Action Items – Fiscal	
1. Program Balance Sheet	5
2. Payment Requests	7
Consideration of Action Items – Cooperative Business Services and Operations	
1. Classroom Leases	7
2. IRS Qualified Savings Vehicles	7
3. Insurance Policy Renewals	8
4. Lynda.com Professional Development Contract Renewal	8
II. HUMAN RESOURCES COMMITTEE REPORT	
Consideration of Action Items	
1. New Employees	8
2. Title Changes	9
3. Substitute Teachers and Para-educators (aides)	10
4. Position Transfers	10
5. Resignations	10
6. New Employees Part-Time.....	11
7. Position Transfer for Part-Time Employee.....	11
8. Stipend	11
9. Increase in Hourly Rates.....	12
10. Lancaster–Lebanon IU 13 Hosted Services Agreement	12

III. TECHNOLOGY/MARKETPLACE COMMITTEE REPORT	
Consideration of Action Items	
1. KPN Definite Quantity Line-Item Bids	12
2. KPN Bid Awards	12
3. PEPPM Product Line and Catalog Bid Awards	12
IV. POLICY COMMITTEE REPORT	13

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS	
Northumberland Area Head Start and Early Head Start	
1. HS/EHS 2016-17 Annual Report to the Public.....	13
2. HS/EHS Monthly Reports for September 2017	13
3. HS Data Management Plan	13
4. HS Fall 2017 Assessment Data Summary	13
5. HS Classroom Space Use Agreements	14
II. ADMINISTRATIVE MATTERS	
1. CSIU Comprehensive Plan 2018-21	14
2. Legal Representation Addition for 2017-18	14
III. BOARD GOVERNANCE	
1. Mail Ballot for 2018 CSIU Director Elections and Budget Approval	15
IV. ADMINISTRATIVE REPORTS	16
V. ADJOURNMENT	17

INFORMATION ITEMS

I. FISCAL MATTERS	
Finance, Budget and Accounting	
1. Audit Planning Presentation	18
2. Communications	18
II. HUMAN RESOURCES MATTERS	
1. Staff Travel	19
2. Completion of New Employment Probationary Period	20
3. Leaves of Absence	20
4. Extension of Leave of Absence.....	20
III. POLICY AND PROGRAM MATTERS	
1. Annual CSIU Program Statistics 2016-17	20
2. Annual CSIU Back-to-School Report 2017-18.....	21

BUSINESS MEETING AGENDA AND MINUTES

November 15, 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
- Lynn Cromley — Assistant Executive Director/Chief Administrative Officer
- Kenneth Erb — Facilities Coordinator
- Tony Hauger — Facilities Support Technician
- Marcia Hoffman — Director of Human Resources
- 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
- Bonnie Wallace — Education Association Representative
- Jennifer Williams — Director of Special Education and Early Childhood Services

V. SPOTLIGHT SEGMENT

1. BoardDocs

John Brenchley, Chief Innovation Officer

Mr. Brenchley presented information to directors regarding BoardDocs, a paperless meeting software designed exclusively for the needs of school districts, other LEAs and local government agencies. This software will be used to publish and revise board agenda items, manage minutes and other information related to the agenda, as well as for policy integration.

VI. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Dec. 20, 2017 at the CSIU central office. *(A revised time of 7 p.m. was established later in the meeting.)*

VII. 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 Nov. 15, 2017.

The motion was unanimously approved.

VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

COMMITTEE REPORTS

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

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2017-18 financial activity as of Oct. 31, 2017 are presented for acceptance. The revenue and expenditure reports by program are included in directors' agenda packets (**Attachment No. 1**)

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

General Fund — October

Balance 10/1/2017		\$5,300,675.15
Deposits		\$4,434,888.16
Disbursements		
Payroll Transfers	(\$1,416,461.20)	
Bank Charges	(\$442.48)	
NSF Check	(\$7,852.48)	
Payroll Disbursements	(\$728,557.81)	
3RD Qtr Sales Tax	(\$17.70)	
LPN Transfers	(\$4,222.00)	
Monthly Checks	(\$2,348,502.05)	
Voided Checks	\$17,862.09	
Total Disbursements	(\$4,488,193.63)	(\$4,488,193.63)
Balance 10/31/2017		\$5,247,369.68

Voided Checks/Direct Deposits

Current Month

Check #	Payee	Amount	Reason	Check Date
215853	Nichole Fisher	\$ 626.00	Lost in Mail	10/10/17
215875	PA Workforce Development	285.00	Incorrect Amount	10/10/17
215780	QBS Inc.	124.00	Duplicate Payment	10/03/17
216164	HAB-LST	971.38	Incorrect Vendor	10/24/17
215891	Seven Springs Mountain Resort	438.66	Incorrect Amount	10/10/17
D5194	Brandi Miller	25.20	Incorrect Vendor	10/17/17
	Total	\$2,470.24		

**Voided Checks/Direct Deposits
Dated Before 10/1/17**

Check #	Vendor	Amount	Reason	Check Date
215561	Stephanie Colvin-Roy	\$ 362.00	Lost in Mail	9/26/17
214656	Hatboro-Horsham School District	348.37	Lost in Mail	8/07/17
215664	CubeSmart	220.48	Duplicate Payment	9/27/17
213843	Kelli Winter	2407.00	Stale Dated	6/27/17
212733	VALIC	12054.00	Stale Dated	5/09/17
	Total	<u>\$15,391.85</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 10/1/2017	\$ 1,187.00	\$ 0.00	\$ 3,590.29	\$ 32,593.07
Transfers	0.00	0.00	0.00	0.00
Deposits	1,416,461.20	436,094.00	0.00	0.00
Interest	15.85	0.00	0.00	0.00
Withdrawals	(1,416,461.20)	(436,094.00)	(3,590.29)	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 10/31/2017	<u>\$ 1,202.85</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 32,593.07</u>

(Account Closed)

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 10/1/2017	\$576,558.81	\$4,882,068.07	\$250,032.44	\$7,214,140.90
Deposits	0.00	2,546,505.10	1,071.49	0.00
Interest	383.71	4,171.87	171.22	0.00
Withdrawals	(41,745.48)	(1,071.49)	0.00	0.00
Balance 10/31/2017	<u>\$535,197.04</u>	<u>\$7,431,673.55</u>	<u>\$251,275.15</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 10/31/2017	\$2,348,502.05
Per Diem and Hourly Employees	
Pay Period Ending 10/05/2017	\$ 39,958.30
Pay Period Ending 10/19/2017	\$ 40,793.98
Total	<hr/> \$2,429,254.33

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Classroom Leases

Directors are asked to approve classroom leases with school districts as follows:

District	Program	Term	Cost
Bloomsburg Area	CSIU Special Education	July 1, 2017– June 30, 2018	\$6,160
Midd-West	CSIU Early Intervention	2017-18 School Year	\$2,000

(Attachment No. 3)

2. IRS Qualified Savings Vehicles

Directors are asked to authorize IRS qualified savings financial plan document amendments and restatements for the following:

- 1) 401(a) Shared Savings Pension Plan;
- 2) 403(b) Deferred Compensation Plan for Employee Elective Contributions;
- 3) 403(b) Deferred Compensation Plan for Non-Elective Employer Contributions;
- 4) 403(b) Special Pay Plan for Employer Contributions in lieu of leave days; and
- 5) 457(b) Deferred Compensation Plan.

(Attachment No. 4)

3. Insurance Policy Renewals

Directors are asked to approve insurance policy renewals, effective Dec. 1, 2017 through Nov. 30, 2018 at a total cost of \$140,731 (savings of \$33,892 or 19.4 percent from 2016-17) for the following:

- 1) School Leaders Errors and Omissions;
- 2) Package Policy (Property, Equipment Breakdown, Commercial General Liability and Crime Coverages);
- 3) Commercial Auto;
- 4) Excess Liability;
- 5) Privacy;
- 6) Computer Professional Liability;
- 7) Student Accident – Migrant Education; and
- 8) Student Accident – Head Start.

(Attachment No. 5)

4. Lynda.com Professional Development Contract Renewal

Directors are asked to approve the renewal purchase of Lynda.com, an online learning company, of Carpinteria, Calif., for use by all CSIU employees for the period Dec. 1, 2017 through Nov. 30, 2018 at a cost of \$20,000. **(Attachment No. 6)**

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

- *accept the monthly financial statements and pay the obligations listed on the documents presented; and*
- *approve the IRS Qualified Savings Vehicles; insurance policy renewals; and Lynda.com Professional Development contract renewal as presented.*

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

Result: ***Motion passed: Voting yes-12; 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

Amanda S. Benfer, Sunbury, received a bachelor's degree from Bloomsburg University. She has been employed as an aide with Greater Susquehanna Valley YMCA, Sunbury. Ms. Benfer is recommended as a **Head Start instructor**, a non-exempt position, at an hourly rate of \$15.78, for an estimated annual salary of \$23,196.60, effective Nov. 16, 2017 (contingent upon receipt of required clearances). Funds for this new position are in the Head Start budget.

Carrie L. Karnes, Berwick, received a master’s degree from Bloomsburg University. She has been employed as a teacher assistant with Luzerne County Head Start, Wilkes-Barre. Ms. Karnes is recommended as a **Pre-K Counts assistant instructor**, a non-exempt position, at an hourly rate of \$8.25, for an estimated annual salary of \$11,446.88, effective Nov. 16, 2017. Funds for this new position are in the Pre-K Counts budget.

Full-Time Substitute

Jolene M. Stassel, Danville, received a bachelor’s degree from Bloomsburg University. She is currently employed as a day-to-day substitute teacher with CSIU. Ms. Stassel is recommended as a **full-time substitute early intervention teacher** to fill a vacancy created by a leave of absence. This is an exempt position, at an annual salary of \$47,406, effective Nov. 16, 2017 until the return of the employee or the end of the 2017-18 school year, whichever occurs first. Funds for this replacement position are available in the early intervention budget.

2. Title Changes

The executive director recommends acceptance of the following title changes:

Name	From	To	Effective Date
Misty L. Harris	transition consultant	educational consultant	Nov. 16, 2017
Michael A. Lord	behavior support consultant	educational consultant	Nov. 16, 2017
Sharon A. McIntyre	WATCH Project employment development specialist	workforce specialist	Jan. 1, 2018
Kim L. Meiss	reading consultant	educational consultant	Nov. 16, 2017
Chantelle V. Ney	consultant/trainer for inclusive practices	educational consultant	Nov. 16, 2017
Karla D. Procopio	WATCH Project employment and outreach specialist	workforce outreach specialist	Jan. 1, 2018
Emily A. Smith	training and consultation staff	educational consultant	Nov. 16, 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

Carol M. Gentilucci
 Charles E. Marsters
 Brandy L. Norris
 Maria A. Southerton
 Kristy L. Truitt-Reichner
 Amy J. Vance

Substitute Para-Educators (Aides)

John J. Dougherty
 Julie D. Ebersole

4. Position Transfers

The executive director recommends the following position transfers:

Name	Current Position	Current Salary	New Position	New Salary	Effective Date
Mary E. Mingle	adult education community liaison supervisor	\$47,755.50/24.49/hr. (non-exempt)	adult education program manager	\$57,756 (exempt)	Jan. 1, 2018
Lori A. Potutschnig	Migrant Education recruiter/student support specialist	\$37,615.50/\$19.29/hr. (non-exempt)	Migrant Education recruitment coordinator	\$48,497 (exempt)	Nov. 16, 2017
Julie A. Shumaker	adult education program manager	\$73,323.64 (exempt)	adult basic education instructor/trainer	\$54,210/\$27.80/hr. (non-exempt)	Jan. 2, 2018

5. Resignations

The executive director recommends acceptance of the following resignations:

Name	Position	Reason	Effective Date
Jamie M. Brent	Early Head Start instructor	resignation	Oct. 5, 2017
William F. Culleton, III	Special Education due process hearing officer	retirement	June 29, 2018
Zachary T. Gass	facilities/custodial services assistant	resignation	Jan. 19, 2018

Name	Position	Reason	Effective Date
Bryant A. Johnson	classroom assistant	Resignation	Nov. 10, 2017
Scott A. Smith	Corrections Education– quantity foods teacher	Resignation	Nov. 9, 2017
Linda P. Sult	information technology project consultant	Retirement	Dec. 29, 2017
Eric J. Weikel	one-on-one classroom assistant	Resignation	Oct. 27, 2017

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

6. New Employees

Part-Time

The executive director recommends approval of employment for the following part-time employees:

Name	Title	Hourly Rate
Courtney L. Baker	school bus rider	\$8
Sunny Finan	school bus aide	\$8
Claudia Aguilar Gonzalez	Migrant Education after-school instructor	\$18
Laura Pagiliaro	Migrant Education after-school instructor	\$18
Crystal G. Snyder	school bus rider	\$8

7. Position Transfer for Part-Time Employee

The executive director recommends the following position transfer for a part-time employee:

Name	Current Position	Current Salary	New Position	New Salary	Effective Date
Carlee A. Jarrett	literacy leadership trainer	\$16.23/hr.	adult education in-house professional development specialist	\$18.40/hr.	Jan. 2, 2018

8. Stipend

The executive director recommends approval of a \$1,000 stipend for **Gerald W. Cavaliere**, corrections education social studies teacher, who served as a mentor for the 2016-17 New Teacher Induction Program, in accordance with the current collective bargaining agreement.

9. Increase in Hourly Rates

The executive director recommends approval of an increase in hourly rates for part-time van drivers, school bus riders and school bus aides, retroactive to July 1, 2017.

Position Title	Current Hourly Rate	Proposed Hourly Rate
Van Driver	\$10	\$12
School Bus Rider (to reflect the required Head Start one percent COLA)	\$ 8	\$ 8.08
School Bus Aide	\$ 8	\$ 8.08

(Attachment No. 7)

10. Lancaster–Lebanon Intermediate Unit 13 Hosted Services Agreement

Directors are asked to approve the Hosted Services Agreement with Lancaster–Lebanon IU 13 for a cloud-based software solution that helps facilitate compliance with the employment history review process required by Act 168. **(Attachment No. 8)**

Motion by Mr. Keiser and second by Mr. McGann to approve new employees, title changes, substitute teachers and para-educators (aides), position transfers, resignations, new employees–part-time, position transfer for part-time employee, stipend, increase in hourly rates, and hosted services agreement as presented.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Ms. DeYong, Mr. Karpinski, Mr. Keiser, Mr. Klebon, Ms. Love, 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
Scott Karpinski, Jeffrey Kashner and Tera Unzicker-Fassero, Committee Members**

CONSIDERATION OF ACTION ITEMS

1. Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids

Directors are asked to approve the list of recommended KPN definite quantity line-item bids – copy paper category for the 2018–19 purchasing cycle as presented.

(Attachment No. 9)

2. Keystone Purchasing Network (KPN) Bid Awards

Directors are asked to approve the list of recommended KPN bids for pre-fabricated and fabricated shade structures as presented. **(Attachment No. 10)**

3. PEPPM Product Line and Catalog Bid Awards

Directors are asked to approve PEPPM Product Line and Catalog Bid Awards as presented. **(Attachment No. 11)**

Motion by Mr. McGann and second by Mr. Rhoads to approve KPN Definite Quantity Line-Item Bids, KPN Bid Awards and PEPPM Product Line and Catalog Bid Awards as presented.

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

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

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

Mr. McGann reported that a meeting was held on Nov. 8, 2017 to discuss Sections 800 and 900 of the policy manual. Those policies will be presented for first reading at the December meeting.

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. 12)

- 1. Head Start/Early Head Start 2016-17 Annual Report to the Public**
Directors are asked to approve the 2016-17 Annual Report to the Public. (Attachment No. 12a)
- 2. Head Start/Early Head Start Monthly Report for September 2017**
Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for September 2017. (Attachment No. 12b)
- 3. Head Start Data Management Plan**
Directors are asked to approve the Data Management Plan for Northumberland Area Head Start. (Attachment No. 12c)
- 4. Head Start Fall 2017 Assessment Data Summary**
Directors are asked to acknowledge and approve the Summary of the Head Start Fall 2017 Assessment Data. (Attachment No. 12d)

5. Head Start Classroom Space Use Agreements

Directors are asked to approve the following agreements for the use of classroom and related space for the operation of Head Start programs:

Christ Evangelical Lutheran Church, Milton, \$200 per month for the term Sept. 1, 2017 through June 30, 2018

Unitarian Universalist Congregation of the Susquehanna Valley, Northumberland, \$200 per month for the term Nov. 1, 2017 through June 30, 2018

Holy Spirit Evangelical Lutheran Church, Watsontown, \$200 per month for the term Sept. 1, 2017 through June 30, 2018

(Attachment No. 13)

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

The motion was unanimously approved.

6. BoardDocs

Motion by Mr. Keiser and second by Mr. Rhoads to approve the purchase of BoardDocs as presented by Mr. Brenchley.

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

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

II. ADMINISTRATIVE MATTERS

1. CSIU Comprehensive Plan 2018–2021

Directors are asked to approve the 2018-2021 CSIU Comprehensive Plan.

(Attachment No. 14)

Motion by Mr. Rhoads and second by Mr. Keiser to approve the Comprehensive Plan as presented.

The motion was unanimously approved.

2. Legal Representation Addition for 2017-18

Directors are asked to approve the addition of Carl P. Beard, Esq. of Beard Legal Group, Altoona, to the listing of CSIU’s current legal advisors, which was approved in May 2017. Directors are asked to approve an agreement with the additional legal advisor as negotiations counsel for 2017–18. **(Attachment No. 15)**

Motion by Mr. McGann and second by Mr. Keiser to approve the addition of legal representation as presented.

The motion was unanimously approved.

III. BOARD GOVERNANCE

1. Mail Ballot for 2018 CSIU Director Elections and Budget Approval

Since 1981, directors have authorized the election of CSIU directors and district action on the CSIU's General Operating Budget to be conducted by mail ballot. It is the administration's recommendation to continue this practice for 2018. District boards may petition the CSIU Board to hold a convention for director elections and budget approval, but requests must be received from a majority of districts (nine) before Feb. 1, 2018.

Director Elections: Six current terms on the CSIU Board of Directors end June 30, 2018. Those district boards will be eligible in the spring to nominate a director to a three-year term on the CSIU Board from July 1, 2018 through June 30, 2021.

Danville Area – David Weader (successor)
Lewisburg Area – Tera Unzicker-Fassero (successor)
Mifflinburg Area – Dennis Keiser
Milton Area – Darlene Garcia-Johnson (successor)
Selinsgrove Area – Larry Augustine
Shamokin Area – Jeffrey Kashner

Budget Approval: The chief financial officer has recommended the following timeline for completion of current-year budget revisions and development of the proposed 2018–19 General Operating Budget (GOB).

November–December 2017: Current-year 2017-18 budget projections are revised, and 2018-19 budget requests are developed by program and business office staff.

December 20, 2017: Proposed GOB is reviewed with Board Finance Committee.

January 17, 2018: Proposed GOB is reviewed with CSIU directors, and presented for consideration of initial approval and release to districts.

February 1–April 4, 2018: Upon approval by CSIU directors, proposed GOB is considered by member district boards of directors.

April 18, 2018: Upon approval by a majority of member district boards of directors, proposed GOB is presented for final adoption by CSIU board.

April 30, 2018: Given all of the above, GOB is submitted to PA Department of Education, as required by law.

Directors are asked to approve the notification to member districts that the 2018 election of CSIU directors and approval of the CSIU's 2018-19 General Operating Budget will be conducted by mail ballot; and to advise member districts that, according to state law, they may petition the CSIU board to hold a convention for such purposes, but a majority of districts must do so before Feb. 1, 2018.

Motion by Mr. Neidig and seconded by Mr. Keiser to notify member districts that the 2018 election of CSIU directors and approval of the CSIU's 2018-19 General Operating Budget will be conducted by mail ballot; and to advise member districts that, according to state law, they may petition the CSIU board to hold a convention for such purposes, but a majority of districts must do so before February 1, 2018.

The motion was unanimously passed.

IV. ADMINISTRATIVE REPORTS (Attachment No. 18)

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

a. Thanks to Outgoing Board Members

Dr. Singer and Mr. Augustine thanked the following outgoing board members for service as their district's CSIU representative.

- **Jody Love, Millville Area**
- **Darlene Garcia-Johnson, Milton Area**
- **Tera Unzicker-Fassero, Lewisburg Area**
- **David Weader, Danville Area**

b. Board Meeting Change in Start Time

Dr. Singer and Mr. Augustine presented information about a proposed board meeting change in start time. Following discussion, Mr. Augustine announced business meetings will begin at 7 p.m. This will be advertised and will begin in December.

(Attachment No. 19)

V. ADJOURNMENT

The meeting was adjourned by President Augustine at 8:15 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Audit Planning Presentation

CSIU's auditors, Baker Tilly, recently provided and reviewed with the Finance Committee a planning presentation designed to inform the board of the auditor's processes and responsibilities. (**Attachment No. 16**)

2. Communications

Oct. 3, 2017, a letter from Susan McCrone (Division Chief – Pennsylvania Department of Education (PDE), Division of Federal Programs) notifying CSIU of the final approval for 2017-2018 Consolidated Federal Programs Application. Funds may be expended for Project FA-999-18-0616 for the period of July 1, 2017 through Sept. 30, 2019.

Oct. 11, 2017, a letter from WaTanya Ney (21st CCLC Program Officer – PDE, Division of Student Services) notifying CSIU of the final approved budget and program revision for FC #4100068052 – 2016-17 21st Century Community Learning Center Afterschool Program Grant. The 2016-17 grant amount remains \$400,000.

Oct. 11, 2017, a letter from the United States Department of Education (Division of Federal Student Aid) notifying CSIU of the successful completion of the 2016-17 Direct Loan closeout process for the Central Susquehanna LPN Career Center. No further action is required in regards to this matter.

Oct. 13, 2017, a letter from Carl R. Beck (Director – PDE, Office of Child Development and Early Learning) notifying CSIU of the FY 2017-18 State Early Intervention (EI) allocation increase. Project Number 131-17-0-016-A is increased by \$146,744. The new 2017-18 State EI/619/611 grant total is \$5,100,931.

Oct. 23, 2017, a letter from Carmen Medina (Division Chief – PDE, Division of Student Services) notifying CSIU of the final approval for the 2017-18 Federal Grant for Education for Children and Youth Experiencing Homelessness Program (ECYEH). Project #081-17-0001 is effective from July 1, 2017 through Sept. 30, 2018, in the amount of \$300,000.

Oct. 30, 2017, a letter from Pamela M. Kolega (Refugee Program Officer – PDE, Division of Student Services) notifying CSIU of the final approved budget revision for FC #4100074521 – 2016-17 Refugee School Impact Grant (RSIG). The 2016-17 grant amount remains \$65,635.

II. HUMAN RESOURCES MATTERS

1. Staff Travel

Michelle Nutter, Safe Schools manager, attended the *2017 International Bullying Prevention Association Conference* Nov. 5–7, 2017 in Nashville, Tenn. While there, she presented a workshop on immigrant bullying. Also, as a certified Olweus Bullying Prevention Program trainer, Ms. Nutter had the opportunity to receive updates on the Olweus program, as well as other best practice information regarding bullying and cyberbullying. Funds for estimated expenses of \$1,588 were available in the Mid-Atlantic Equity Consortium budget.

Jeff Kimball, director of cooperative purchasing, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the *Association of Educational Purchasing Agencies Board Meeting* Nov. 27–29, 2017 in San Antonio, Texas. While there, they will attend the board meeting to review and approve AEPA bids and contract extensions, as well as meet with new vendors to review their products and services. Funds for the estimated expenses of \$1,862 each are available in the joint purchasing budget.

Jeff Kimball, director of cooperative purchasing, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the *National Athletic Directors Conference and Exhibit Show* Dec. 9–11, 2017 in Phoenix, Ariz. While there, they will exhibit and market KPN contracts to conference attendees. Funds for the estimated expenses of \$1,226 each are available in the joint purchasing budget.

Jeff Kimball, director of cooperative purchasing, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the *California Association of Public Procurement Officials Conference* Jan. 8–11, 2018 in Palm Springs, Calif. While there, they will exhibit and market the KPN and PEPPM cooperative purchasing programs to conference attendees. Funds for the estimated expenses of \$1,656 each are available in the joint purchasing budget.

Inés Vega and **Stephanie Colvin-Roy**, training and organizational development associates, will attend the *I Can Problem Solve (ICPS) Training of Trainers* Jan. 8–9, 2018 in Santiago, Chile. While there, they will attend the ICPS training and Spanish adaptation. This training will help increase the program's visibility and respect as an evidenced-based Social and Emotional Learning (SEL) program. It will also promote the CSIU's Center for Schools and Communities training and consultation to a wide international audience in the field of SEL. All estimated costs of \$3,286 each are covered by funding from the San Carlos Foundation of Maipo, Chile.

Brian Jason Ford and **Cathy Skidmore**, Office for Dispute Resolution hearing officers, will attend *LRP's Special Education School Attorneys Conference* Jan. 22–24, 2018 in West Palm Beach, Fla. This conference provides the latest information on major issues and challenges that affect school district clients: legal ins and outs of IDEA transition planning; ethical issues in litigating special education matters; handling medical issues in special education; student data privacy; and addressing and responding to inappropriate behaviors beyond student discipline. Funds for the estimated expenses of \$2,956 and \$2,794 respectively, are available in the ODR budget.

2. Completion of New Employment Probationary Period

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

Name	Title	Effective Date
Zachary T. Gass	facilities/custodial services assistant	Oct. 20, 2017
Tony Hauger	facilities support technician	Oct. 6, 2017
Robert E. Sprenkle, Jr.	ODR special education coordinator	Oct. 20, 2017

3. Leave of Absence

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

Name	Position	Effective Date	Return Date
Abby R. Ogurcak	speech therapist	Nov. 3, 2017	Feb. 26, 2018
Lynette M. Pauling	Pre-K Counts associate instructor	Oct. 10, 2017	Nov. 20, 2017

4. Extension of Leave of Absence

The executive director has approved an extension of an unpaid leave of absence for the following:

Name	Position	Effective Date	Return Date
Heather A. Cuff	Early Head Start senior family partner/ home visitor	Oct. 30, 2017	Nov. 28, 2017

III. POLICY AND PROGRAM MATTERS

1. Annual CSIU Program Statistics 2016-17

Included in directors' meeting packets is a listing of programs and services conducted by the CSIU during 2016-17 and, where appropriate, the number of clients served. (**Attachment No. 17**)

2. Annual CSIU Back-to-School Report 2017-18

At the start of the current school year, the CSIU is operating the following programs, with the comparison to the figures from this time last year.

	Number of Instructors		Number of Students	
	2017-18	2016-17	2017-18	2016-17
Alternative Education	11	7	113	61
District-Based Programs:				
Autistic Support	4.5	4.5	72	69
Blind/Visually Impaired Support	4	4	74	85
Deaf/Hearing Impaired Support	4.5	5	95	89
Emotional Support	0	0	0	0
Five Star Programs	6	6	39	30
Learning Support	0	4	0	45
Life Skills Support	4	4	50	50
Multi-handicapped Support	4	4	11	22
Physical Support	0	0	0	0
Speech/Language Support	4	3.4	101	93
Total	31	34.9	442	483
Residential Facilities Programs:				
North Central Secure Treatment Unit	27	29	100	86
Early Intervention:				
Early Head Start	10	10	83	83
Head Start	13	13	222	222
Pre-K Counts	6	5	108	90
Preschool	33	20	629	604
Total	62	48	1,042	999
All Programs Total	131	118.9	1,697	1,629