

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, DECEMBER 20, 2017**

COMMITTEE MEETINGS

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

DINNER

- 6 p.m. in Susquehanna B

WORK STUDY SESSION

- 6:30 p.m. in Susquehanna B

PHISHING AND WEBSITE (KPN)

John Brenchley, Chief Innovation Officer

BUSINESS MEETING

- 7 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. Community Aid	4
VI. ANNOUNCEMENTS.....	4
VII. APPROVAL OF MINUTES	4
VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT...	4

BOARD GOVERNANCE

1. New CSIU Directors	5
-----------------------------	---

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT	
Consideration of Action Items – Fiscal	
1. Program Balance Sheet	5
2. General Fund Payment Summary	7
3. Banking Services.....	7
II. HUMAN RESOURCES COMMITTEE REPORT	
Consideration of Action Items	
1. New Employees	7
2. Substitute Teachers and Para-educator (Aide).....	8
3. Position Transfer	8
4. Title Change	8
5. Resignations	8
6. Part-Time Employees	
a. New Employees	8
b. Title Change.....	8
c. Resignations/Terminations	9
d. Position Transfer.....	9
7. Mentor/Stipend Request 2016–17	9
8. Mentors/Stipend Requests 2017–18	9
9. BLaST IU 17 321SOS Software Licensing Agreement	9

III. TECHNOLOGY/MARKETPLACE COMMITTEE REPORT	
Consideration of Action Items	
1. KPN Definite Bid Awards and Extensions.....	10
2. PEPPM Bid Awards–Contract Extensions	10
IV. POLICY COMMITTEE REPORT	
1. Board Policies–Section 800 Operations and Section 900 Community	10

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS	
Northumberland Area Head Start and Early Head Start	
1. HS/EHS ERSEA Plan Revision	11
2. HS/EHS Updated Strategic Plan for 2017–18	11
3. HS/EHS Monthly Report for October 2017	11
Central Susquehanna LPN Career Center and WATCH Project	
1. GMC Nursing Assistant Residency MOU	12
II. ADMINISTRATIVE REPORTS	12
III. ADJOURNMENT	12

INFORMATION ITEMS

I. FISCAL MATTERS	
Finance, Budget and Accounting	
1. Quarterly Financial Status Reports	13
2. Communications	3
II. HUMAN RESOURCES MATTERS	
1. Staff Travel	14
2. Completion of New Employment Probationary Period	14
3. Leave of Absence	14
4. Change in Leave of Absence	14
5. Completion of Competency Assessment Checklist.....	14

BUSINESS MEETING AGENDA AND MINUTES
December 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 7:06 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	
Heather Hackenberg	Danville Area		X
Jonathan Jones	Bloomsburg Area		X
Jeffrey Kashner	Shamokin Area	X	
Dennis Keiser	Mifflinburg Area	X	
Joseph Klebon	Southern Columbia Area	X	
Daniel F. McGann, <i>Secretary</i>	Berwick Area	X	
Lawrence I. Neidig, <i>Treasurer</i>	Line Mountain		X
Deborah Price	Millville Area	X	
Bruce E. Rhoads, <i>Vice President</i>	Central Columbia	X	
Slade Shreck	Shikellamy		X
Mary Ann Stanton	Lewisburg Area	X	
Douglas L. Whitmoyer	Warrior Run	X	
Vacant	Milton Area		

Directors present – 11; Directors absent – 5; Vacancy – 1

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

- John Brenchley — Chief Innovation Officer
- Lynn Cromley — Assistant Executive Director/Chief Administrative Officer
- Kenneth Erb — Facilities Coordinator
- Brenna Gable — Education Association Representative
- Marcia Hoffman — Director of Human Resources
- Susan Kinney — Executive Office Manager/Board Recording Secretary
- Dr. John Kurelja — Chief Academic Officer
- Charles Peterson Jr. — Chief Financial Officer
- Dr. Kevin Singer — Executive Director
- Jennifer Spotts — Communications Manager

V. SPOTLIGHT SEGMENT

1. Community Aid

Charles Peterson, Jr., Chief Financial Officer

Mr. Peterson presented a brief overview regarding the CSIU’s partnership with Community Aid, an area thrift store. Based on the weight of the donations from the two collection boxes in its parking lots, the CSIU receives Community Aid gift cards to give to clients. During the last three years, the CSIU earned 186 \$25 gift cards for a total of \$4,650 to assist families in the CSIU region.

VI. ANNOUNCEMENTS

The next regular meeting will begin at 7 p.m. on Wednesday, Jan. 17, 2018 at Work Foundations +, 911 Greenough Street, Sunbury.

VII. APPROVAL OF MINUTES

Motion by Mr. Klebon and second by Mr. Keiser 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

BOARD GOVERNANCE

1. New CSIU Directors

During the December reorganization meetings of member districts’ school boards, the following directors were appointed as representatives to the CSIU Board of Directors:

- **Jonathan Jones**, Bloomsburg Area
- **Heather Hackenberg**, Danville Area
- **Mary Ann Stanton**, Lewisburg Area
- **Deborah Price**, Millville Area
- **Slade Shreck**, Shikellamy

Milton Area School District has not yet appointed a CSIU representative.

Mr. Augustine welcomed Ms. Price and Ms. Stanton who were present at the meeting.

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair and Douglas Whitmoyer, Committee Member

Mr. McGann explained that the item to be considered regarding Banking Services is an attempt to enhance cyber security. He also reported that the Quarterly Reports in each board packet were reviewed in tonight’s committee meeting.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

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

General Fund — November

Balance 11/1/2017		\$5,247,369.68
Deposits		3,661,440.83
Disbursements		
Payroll Transfers	(\$2,162,691.80)	
Bank Charges	(252.23)	
Payroll Disbursements	(705,929.35)	
PSERS ACH	(160,056.75)	
Monthly Checks	(1,550,749.71)	
Voided Checks	13,562.39	
Total Disbursements	(\$4,566,117.45)	(4,566,117.45)
Balance 11/30/2017		\$4,342,693.06

**Voided Checks/Direct Deposits
Current Month**

Check #	Payee	Amount	Reason	Check Date
216517	Kori Hamilton Biagas	\$ 937.00	Incorrect Vendor	11/14/17
216637	Tender Loving Care Daycare	200.00	Incorrect Vendor	11/16/17
216734	Susquehanna Cornerstone Social	296.52	Incorrect Amount	11/21/17
	Total	<u>\$1,433.52</u>		

**Voided Checks/Direct Deposits
Dated Before 11/1/17**

Check #	Vendor	Amount	Reason	Check Date
215665	Erie County Association	\$ 50.00	Workshop Cancelled	09/27/17
216304	Metro Philadelphia	11,100.00	Incorrect Vendor	10/31/17
216330	Service Electric Telephone	978.87	Incorrect Vendor	10/31/17
	Total	<u>\$12,128.87</u>		

Other Accounts

	Payroll	LPN Career Center	Rental Security
Balance 11/1/2017	\$ 1,202.85	\$0.00	\$ 32,593.07
Transfers	0.00	0.00	0.00
Deposits	2,162,691.80	0.00	0.00
Interest	15.83	0.00	0.00
Withdrawals	(2,162,691.80)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00
Balance 11/30/2017	<u>\$ 1,218.68</u>	<u>\$0.00</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 11/1/2017	\$535,197.04	\$7,431,673.55	\$251,275.15	\$7,214,140.90
Deposits	0.00	2,976,118.90	1,071.49	0.00
Interest	346.33	5,230.29	175.77	0.00
Withdrawals	(60,256.67)	(2,001,071.49)	0.00	0.00
Balance 11/30/2017	<u>\$475,286.70</u>	<u>\$8,411,951.25</u>	<u>\$252,522.41</u>	<u>\$7,214,140.90</u>

2. General Fund Payment Summary

The General Fund Accounting Payment Summary for November 2017 in the amount of \$1,550,749.71 is included in directors' agenda packets for approval. Funds for payment are available in program budgets. (**Attachment No. 2**)

3. Banking Services

Directors are asked to authorize opening a new FNB Corporation account to accept incoming wire transfers and ACH deposits, and to participate in FNB's Merchant Services Service Fee Program. (**Attachment No. 3**)

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*
- *authorize opening a new FNB corporation account, and participate in FNB's Merchant Services Service Fee Program as presented.*

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Ms. DeYong, Mr. Kashner, Mr. Keiser, Mr. Klebon, Mr. McGann, Ms. Price, Mr. Rhoads Ms. Stanton, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-11; 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

Non-Instructional Staff

Marie A. Bourassa, Shamokin Dam, received a bachelor's degree from the University of Scranton. She has been employed as a substitute teacher with CSIU. Ms. Bourassa is recommended as an **aide**, a non-exempt position, at an hourly rate of \$7.25, for an estimated annual salary of \$10,059.38, effective Dec. 21, 2017. Funds for this new position are in the special education budget.

Jennifer C. Esposito, Waynesboro, received a bachelor's degree from Shepherd University, Shepherdstown, W.Va. She has been employed as a substitute teacher with Source 4 Teachers, Chambersburg. Ms. Esposito is recommended as a **family support technical specialist**, a non-exempt position, at an hourly rate of \$20.52, for an estimated annual salary of \$40,014, effective Dec. 21, 2017. Funds for this new position are in the Children's Trust Fund budget.

Zena J. Miller, Marion Heights, received a diploma from Mount Carmel Area High School. She has been employed as an assistant group supervisor with Winnie the Pooh Day Care, Mount Carmel. Ms. Miller is recommended as a **Head Start assistant instructor**, a non-exempt position, at an hourly rate of \$9.48, for an estimated annual salary of \$13,935.60, effective Dec. 21, 2017 (contingent upon receipt of required clearances). Funds for this new position are in the Head Start budget.

2. Substitute Teachers and Para-educator (Aide)

Directors are asked to approve **Jennifer L. Cughan** and **Kristina L. Kurelja** as substitute teachers and **Bryant A. Johnson** as substitute aide to work in CSIU classrooms and programs during the 2017-18 school year.

3. Position Transfer

The executive director recommends a position transfer for **Xiyun (Sabrina) Liu** from Pre-K Counts assistant instructor to Pre-K Counts senior instructor, a non-exempt position, from an hourly rate of \$7.45, for an estimated annual salary of \$10,336.88 to an hourly rate of \$10.93, for an estimated annual salary of \$15,165.38, effective Dec. 21, 2017.

4. Title Change

The executive director recommends a title change for **Barry W. Fetter** from facilities and fleet program specialist to facilities and fleet support technician, effective Dec. 21, 2017.

5. Resignations

The executive director recommends acceptance of the following resignations:

Name	Position	Reason	Effective Date
Melissa W. Buhay	Statewide Adoption Network technical specialist	resignation	Nov. 30, 2017
Heather A. Cuff	Early Head Start senior family partner/home visitor	resignation	Dec. 15, 2017
Heidi J. Daub	classroom assistant	resignation	Dec. 15, 2017
Jean A. Lepley	grant and budget analyst technical specialist	retirement	March 30, 2018

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

6. Part-Time Employees

a. New Employee

The executive director recommends the employment of **Crystal M. Brosius** as Pinnacle Place house assistant at an hourly rate of \$10; Gary Klick as facilities/custodial services assistant at an hourly rate of \$13.50; and Kimberly Roush as adult education bridge instructor at an hourly rate of \$18.

b. Title Change

The executive director recommends a title change for **Benan Mozayen** from Migrant Education summer instructor to Migrant Education after-school instructor, effective Oct. 19, 2017.

c. Resignations/Terminations

The executive director recommends acceptance of the following resignations/terminations of part-time employees:

Name	Position	Reason	Effective Date
Tiffany L. Balliet	school bus rider	termination	Nov. 17, 2017
Laura L. Brown	substitute teacher	resignation	June 7, 2017
Breanna K. Sitler	YES to the Future– temporary employee	termination	Nov. 5, 2017

d. Position Transfer

The executive director recommends a position transfer for **Zachary T. Gass** from facilities/custodial services assistant (full-time) to facilities/custodial services assistant (part-time), from an hourly rate of \$11.94 to an hourly rate of \$13.50, effective Jan. 22, 2018.

7. Mentor/Stipend Request 2016–17

The executive director recommends approval of a \$1,000 stipend for **Rebecca S. Schu**, speech therapist, who served as a mentor in the 2016-17 New Teacher Induction Program, in accordance with the current collective bargaining agreement.

8. Mentors/Stipend Requests 2017–18

The executive director recommends that **Ami E. Goudreau**, Early Intervention program evaluation consultant, and **Jessica L. Roberts**, Pre-K Counts teacher, serve as mentors in the 2017-18 New Teacher Induction Program. Each mentor will be paid \$1,000 in accordance with the current collective bargaining agreement.

9. BLaST IU 17 321SOS (Staff Observation System) Software Licensing Agreement

Directors are asked to approve a software licensing agreement with BLaST IU 17 for the 321SOS assessment tool as a way to standardize and simplify teacher and staff evaluations. The cost of \$1,000 per year covers use by all CSIU staff and includes technical support. **(Attachment No. 4)**

Motion by Mr. Keiser and second by Mr. McGann to approve new employees; substitute teachers and para-educators (aides); position transfer; title change; resignations; part-time new employees, title change, resignations/terminations, and position transfer; mentor/stipend requests for 2016-17 and 2017-18; and BLaST IU 17 Software Licensing Agreement as presented.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Ms. DeYong, Mr. Kashner, Mr. Keiser, Mr. Klebon, Mr. McGann, Ms. Price, Mr. Rhoads, Ms. Stanton, Mr. Whitmoyer*

Result: *Motion passed: Voting yes-11; Voting no-0*

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

Mr. Rhoads gave a brief update on FIS (Financial Information System): completing implementation in several districts, the time-saving difference the system is making and new clients.

CONSIDERATION OF ACTION ITEMS

1. Keystone Purchasing Network (KPN) Bid Awards and Extensions

Directors are asked to approve the lists of recommended KPN bid awards and extensions as presented. **(Attachment No. 5)**

2. PEPPM Bid Awards and Contract Extensions

Directors are asked to approve the list of recommended PEPPM Product Line Bid Awards and Contract Extensions as presented. **(Attachment No. 6)**

Motion by Mr. Rhoads and second by Mr. Keiser to acknowledge and approve the KPN Bid Awards and Extensions and the PEPPM Bid Awards and 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 800 Operations and Section 900 Community

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

Section: 800 Operations

- 800 Record Retention and Destruction
- 801 Public Records
- 805 Emergency Preparedness
- 805.1 Relations with Law Enforcement Agencies
- 807 Opening Exercises/Flag Displays
- 810.2 Transportation – Video/Audio Recording
- 811 Bonding
- 812 Property Insurance
- 813 Other Insurance
- 814 Copyright Material
- 814.1 Intellectual Property
- 818 Contracted Services
- 819 Suicide Awareness, Prevention and Response
- 824 Maintaining Professional Adult/Student Boundaries
- 828 Fraud

Section: 900 Community

- 901 Public Relations Objectives
- 902 Publications Program
- 903 Public Participation in Board Meetings
- 904 Public Attendance at Intermediate Unit Events
- 905 Citizen Advisory Committees
- 906 Public Complaints
- 907 Intermediate Unit Visitors
- 908 Relations with Parents/Guardians
- 910 Community Engagement
- 911 Media Relations
- 912 Relations with Educational Institutions
- 913 Non-school Organizations/Groups/Individuals
- 916 Volunteers

(Attachment No. 7)

Motion by Mr. McGann and second by Mr. Keiser to approve at first reading Board Policies—Section 800 Operations and Section 900 Community as listed.

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. 8)

1. Head Start/Early Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan Revision

Directors are asked to approve the ERSEA Plan Revision. **(Attachment No. 8a)**

2. Head Start/Early Head Start Updated Strategic Plan for 2017–18

Directors are asked to approve the updated Strategic Plan for 2017–18. **(Attachment No. 8b)**

3. Head Start/Early Head Start Monthly Report for October 2017

Directors are asked to acknowledge and approve the Monthly Report for October 2017. **(Attachment No. 8c)**

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

The motion was unanimously approved.

CENTRAL SUSQUEHANNA LPN CAREER CENTER AND WATCH PROJECT

1. **Geisinger Medical Center Nursing Assistant Residency Memorandum of Understanding**

Directors are asked to approve Year 2 of a Memorandum of Understanding with Geisinger Medical Center for the Central Susquehanna LPN Career Center and WATCH Project to develop and implement curriculum for a nursing assistant residency. (Attachment No. 9)

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

The motion was unanimously approved.

II. ADMINISTRATIVE REPORTS

1. **Executive Leadership**

Kevin Singer, Executive Director

2. **Administrative Services**

Lynn Cromley, Assistant Executive Director/Chief Administrative Officer

3. **Educational Services**

John Kurelja, Chief Academic Officer

4. **Financial Services**

Charles Peterson, Jr., Chief Financial Officer

5. **Marketplace Services**

John Brenchley, Chief Innovation Officer

6. **Other**

III. ADJOURNMENT

The meeting was adjourned by President Augustine at 7:40 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Quarterly Financial Status Reports—Charles Peterson, Chief Financial Officer

Mr. Peterson shared with directors the 2016–17 Fourth Quarter Forecast Update and the 2017–18 First Quarter Forecast Update regarding the CSIU's Programs and Services Budget, comprised of restricted and unrestricted funds. Included in the report are charts representing proposed, adjusted and actual revenue and expenditures for programs across the CSIU. (**Attachment No. 10**)

2. Communications

Oct. 27, 2017, a letter from Deb Blascovich (Employment and Career Training (ELECT) Program Officer–Pennsylvania Department of Education, Bureau of Curriculum, Assessment, and Instruction) notifying CSIU/CSC that the revised budget/grant award for the 2017–18 ELECT program has been received and approved. FC #4100071675 is effective from July 1, 2017 through June 30, 2018, in the amount of \$240,000.

Oct. 27, 2017, a letter from Deb Blascovich (ELECT Program Officer–Pennsylvania Department of Education, Bureau of Curriculum, Assessment, and Instruction) notifying CSIU that the revised budget/grant award for the 2017–18 ELECT program has been received and approved. FC #4100071396 is effective from July 1, 2017 through June 30, 2018, in the amount of \$448,000.

Nov. 1, 2017, a letter from Carmen M. Medina (Division Chief–Pennsylvania Department of Education, Division of Student Services) notifying CSIU that the 2017–18 Migrant Education Program Grant Agreement has been received in a substantially approved form. Project #017-17-0101 is effective from July 1, 2017 through Sept. 30, 2018, in the amount of \$1,605,212.

Nov. 8, 2017, via email from Marla Doddo on behalf of Patricia Lenahan (Executive Director of Luzerne–Schuylkill Workforce Investment Board, Inc.) notifying CSIU of the addendum to the contract: TANF Contract PY2017–CSIU. Additional funds in the amount of \$8,913 will be available for the period of July 1, 2017 through June 30, 2018.

Nov. 13, 2017, via email from Kelly S. Mikelson, Ph. D. on behalf of Donald Bateman (Subcontracting Officer–Abt Associates, Inc.) notifying CSIU of modifications to Contract #HHSP233201500052C. The Firm Fixed Price has been increased by \$13,000 (to \$39,000) and the Period of Performance has been extended from Sept. 30, 2017 through Sept. 30, 2018.

Nov. 22, 2017, via email from Ryan Bonafair (Interim Assistant Director-Purchasing Department–Millersville University) notifying CSIU of the fully executed purchase order for services related to the Migrant Education Program at the Project Areas of Berks County, Lancaster County, Lebanon County and Lehigh Valley. SPC#4000050017 is valid through Sept. 30, 2018, in the amount of \$222,566.

II. HUMAN RESOURCES MATTERS

1. Staff Travel

Jared Lehman, cooperative purchasing supervising manager, will attend the *Future of Education Technology Conference* Jan. 24–26, 2018 in Orlando, Fla. While there, he will exhibit and promote PEPPM and KPN products and services. Funds for the estimated expenses of \$1,331 are available in the joint purchasing budget.

2. Completion of New Employment Probationary Periods

Melissa A. Amato, career counselor specialist, and **Maria G. Feeser**, Migrant Education student support specialist, have each successfully completed their new employee probationary period, effective Dec. 1, 2017.

3. Leave of Absence

The executive director has approved an unpaid leave of absence for **Tegan M. Kessler**, Early Head Start family partner/home visitor, effective Oct. 23, 2017 through Jan. 28, 2018.

4. Change in Leave of Absence

The executive director has approved a change in the return date from an unpaid leave of absence for **Lynette M. Pauling**, Pre-K Counts associate instructor, from Nov. 20 to Dec. 11, 2017.

5. Completion of Competency Assessment Checklist

Luis E. Lopez, classroom assistant, completed the competency assessment checklist, effective Dec. 21, 2017.