

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, JANUARY 17, 2018**

**JANUARY IS SCHOOL DIRECTOR
RECOGNITION MONTH**

**January Meeting will be held at Work Foundations +
911 Greenough Street, Sunbury**

COMMITTEE MEETINGS

- **Human Resources Committee**
5 p.m.
- **Finance Committee**
5:30 p.m.

WORK STUDY SESSION: 6 p.m.

- **TOURS OF WORK FOUNDATIONS +**
 - *Jennifer Williams*, Director of Special Education and Early Childhood Services
 - *Jessica Harry*, Work Foundations + Supervisor
 - *Robert Welch*, Building Trades Teacher

DINNER: Immediately Following Tours

BUSINESS MEETING: 7 p.m.



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

January 17, 2018 CSIU Board of Directors Meeting

Work Foundations +, 911 Greenough Street, Sunbury

I. CALL TO ORDER

The meeting was called to order at 7 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 – 12; Directors absent – 4; Vacancy – 1

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

John Brenchley—Chief Innovation Officer
Nathaniel Coffin—Work Foundations + Student
Kenneth Erb—Facilities Coordinator
Zachary Gass—Facilities/Custodial Assistant
Jessica Harry —Work Foundations + Supervisor
Marcia Hoffman—Director of Human Resources
Tamara Hoffman—Warrior Run School Board Member
Susan Kinney—Executive Office Manager/Board Recording Secretary
Dr. John Kurelja—Chief Academic Officer
Diane Morgan—Executive Assistant to the Chief Financial Officer
Beth Neitz and son, Bryce Neitz—Student at Work Foundations +
Charles Peterson Jr.—Chief Financial Officer
Melonie Vognetz—Transition Job Coach
Bonnie Wallace—Education Association Representative
Robert Welch—Building Trades Teacher
Jennifer Williams—Director of Special Education and Early Childhood Services

V. ANNOUNCEMENTS

The next regular meeting will begin at 7 p.m. on Wednesday, Feb. 21, 2018 at CSIU central office.

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 Dec. 20, 2017.

The motion was unanimously approved.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. Work Foundations + (WF+)

Director of Special Education and Early Childhood Services **Jennifer Williams** introduced students and staff from WF+, who shared their experiences in the program, including their work renovating the building. **Jessica Harry**, Special Education program supervisor, reported on the recent programming and curriculum changes. **Robert Welch**, building trades teacher, talked about students' hard work in gaining hands-on knowledge, seeing the results and taking pride in their work. **Melonie Vognetz**, who works as a job coach with the students, explained that student placements in the community are done with the students' interests in mind. Because of the rotation used, 72 students complete a total of 222 job experience hours at businesses including Wal-Mart, Target, Planet Fitness, Hoss', Head Start, nursing homes and bakeries. Students are encouraged to seek employment using the skills they acquire while attending WF+. Certificates designed by student Nathaniel Coffin were presented to directors in honor of Board Recognition Month.

BOARD GOVERNANCE

1. New CSIU Directors and Board Recognition

*Mr. Augustine welcomed **Jonathan Jones** (Bloomsburg Area) and **Heather Hackenberg** (Danville Area) to their first meeting as newly appointed CSIU representatives.*

Dr. Kurelja spoke regarding Board Recognition Month and presented directors with samples of the work produced by students at North Central Secure Treatment Unit.

COMMITTEE REPORTS

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

Mr. Peterson reported on the General Operating Budget, reminding directors that districts are only responsible for payment of the services they select for purchase. Each director was provided with talking points specific to his or her district.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Projected 2017-18 and Preliminary 2018-19 CSIU General Operating Budgets

Chuck Peterson, chief financial officer, will ask directors to approve the projection of \$850,370 for the 2017-18 general operating budget. Mr. Peterson will also present the preliminary 2018-19 CSIU General Operating Budget of \$861,060 to directors for initial consideration. If approved, it will be released to member-district boards of directors for their consideration. After a majority of the school boards gives consent, the GOB will be presented to CSIU directors for final adoption. **(Attachment No. 1)**

2. Program Balance Sheet

The reports of fiscal year 2017-18 financial activity as of Dec. 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 Dec. 31, 2017 follow:

General Fund — December

| | | |
|-----------------------|------------------|------------------|
| Balance 12/1/2017 | | \$4,342,693.06 |
| Deposits | | \$5,093,821.63 |
| Disbursements | | |
| Payroll Transfers | (\$1,440,638.41) | |
| Bank Charges | (392.84) | |
| Payroll Disbursements | (1,048,912.75) | |
| PSERS ACH | (2,248,355.23) | |
| Transfers to LPN | (2,344.00) | |
| Monthly Checks | (1,853,889.99) | |
| Voided Checks | 141,190.45 | |
| Total Disbursements | (\$6,453,342.77) | (\$6,453,342.77) |
| Balance 12/31/2017 | | \$2,983,171.92 |

Voided Checks Current Month

| Check # | Payee | Amount | Reason | Check Date |
|-------------------|-------------------------------|--------------|-------------------|------------|
| 216846 | Lacey Griffith | \$ 96.00 | Lost in the mail | 12/05/17 |
| 216826 | Central PA Institute | 35.00 | Lost in the mail | 12/05/17 |
| 216818 | Kelsey Andrews | 59.40 | Lost in the mail | 12/05/17 |
| 216919 | Snyder Union Mifflin Child | 69.00 | Lost in the mail | 12/05/17 |
| 216906 | Sarah Ritter | 26.40 | Lost in the mail | 12/05/17 |
| 216887 | Katelynn Parker | 100.00 | Lost in the mail | 12/05/17 |
| 216878 | Trista Myers | 102.00 | Lost in the mail | 12/05/17 |
| 216874 | Mid-State Occupational Health | 597.00 | Lost in the mail | 12/05/17 |
| 216936 | Jeff Young | 81.00 | Lost in the mail | 12/05/17 |
| 216935 | Cindy Wingert | 162.00 | Lost in the mail | 12/05/17 |
| 216934 | Timi Willis | 24.15 | Lost in the mail | 12/05/17 |
| 216839 | Eduplanet21 LLC | 10.00 | Duplicate payment | 12/05/17 |
| 217168- 217186 | Miscellaneous Vendors | 126,445.75 | Printing error | 12/19/17 |
| | Total | \$127,807.70 | | |

**Voided Checks/Direct Deposits
Dated Before 12/1/17**

| Check # | Vendor | Amount | Reason | Check Date |
|---------|------------------------------------|-------------|-------------------|------------|
| 216690 | Neopost USA INC | \$ 3,000.00 | Incorrect vendor | 11/21/17 |
| 215747 | CLIU#21 | 255.00 | Duplicate payment | 10/03/17 |
| 215920 | National Center for Improvement | 10,127.75 | Duplicate payment | 10/12/17 |
| | Total | \$13,382.75 | | |

Other Accounts

| | Payroll | LPN Career Center | Rental Security |
|--|----------------|-------------------|-----------------|
| Balance 12/1/2017 | \$ 1,218.68 | \$ 0.00 | \$ 32,593.07 |
| Transfers | 0.00 | 2,344.00 | 0.00 |
| Deposits | 1,440,638.41 | 4,504.00 | 0.00 |
| Interest | 16.09 | 0.00 | 0.82 |
| Withdrawals | (1,441,224.09) | (6,848.00) | 0.00 |
| Voided Checks/Returned Direct Deposit | 679.07 | 0.00 | 0.00 |
| Balance 12/31/2017 | \$ 1,328.16 | \$ 0.00 | \$ 32,593.89 |

Investment Accounts

| | PA School Districts Liquid Asset Fund (PSDLAF) | PA Local Gov't Investment Trust (PLGIT) | PLGIT Mortgage Escrow | PLGIT/Class |
|--------------------|--|---|--------------------------|----------------|
| Balance 12/1/2017 | \$475,286.70 | \$8,411,951.25 | \$252,522.41 | \$7,214,140.90 |
| Deposits | 0.00 | 2,862,890.87 | 1,071.49 | 0.00 |
| Interest | 367.28 | 6,560.79 | 217.88 | 18968.52 |
| Withdrawals | (54,017.44) | (4,001,071.49) | 0.00 | 0.00 |
| Balance 12/31/2017 | \$421,636.54 | \$7,280,331.42 | \$253,811.78 | \$7,233,109.42 |

3. General Fund Payment Summary

The General Fund Accounting Payment Summary for December 2017 in the amount of \$1,853,889.99 is included in directors’ agenda packets for approval. Funds for payment are available in program budgets. (**Attachment No. 3**)

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

- *approve the Projected 2017-18 and Preliminary 2018-19 CSIU General Operating Budgets as presented; and*
- *accept the monthly financial statements and pay the obligations listed on the documents presented.*

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Ms. DeYong, Ms. Hackenberg, Mr. Jones, Mr. Keiser, Mr. McGann, Mr. Neidig, Ms. Price, Ms. Stanton, 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

Jennifer S. Gurski, Danville, received a doctorate degree from Drexel University, Philadelphia. She has been employed as the director of e-Learning at Danville Area School District. Ms. Gurski is recommended as an **educational consultant**, an exempt position, at an annual salary of \$75,842.00, effective Feb. 28, 2018 (contingent upon the receipt of required clearances). Funds for this new position are available in the special education/TAC budget.

Sherry L. Strohecker, Milton, received a master’s degree from Wilkes University, Wilkes–Barre She has been employed as an autistic support teacher with Lewisburg Area School District. Ms. Strohecker is recommended as a **special education teacher**, an exempt position, at an annual salary of \$73,964, effective March 19, 2018 (contingent upon the receipt of required clearances). Funds for this replacement position are available in the special education budget.

Non-Instructional Staff

Alexia M. Brown, Hummelstown, received a master’s degree from Eastern University, Wayne. She has been employed as a teacher with Harrisburg School District. Ms. Brown is recommended as a **family support technical assistance coordinator**, an exempt position, at an annual salary of \$52,000, effective Feb. 6, 2018 (contingent upon the receipt of required clearances). Funds for this replacement position are available in the family support program/Parents as Teachers budget.

Christy L. Nevel, Middleburg, received a bachelor’s degree from Juniata College, Huntingdon. She has been employed as an early intervention program coordinator with Juniata Valley Behavioral and Developmental Services, Lewistown. Ms. Nevel is recommended as an **information technology special projects specialist**, an exempt position, for an estimated annual salary of \$53,000, effective Jan. 18, 2018. Funds for this replacement position are available in the Technology Group budget.

Magdalena B. Rosa, Lewisburg, received a bachelor’s degree from the University of Puerto Rico. She has been employed as an interpreter with Central Susquehanna Opportunities. Ms. Rosa is recommended as a **Migrant Education recruiter/student support specialist**, a non-exempt position, at an hourly rate of \$17.95, for an estimated annual salary of \$35,002.50, effective Jan. 18, 2018 (contingent upon receipt of required clearances). Funds for this new position are available in the Northeast Migrant Education budget.

2. Resignations

The executive director recommends acceptance of the following resignations:

| Name | Position | Reason | Effective Date |
|--------------------|--|---------------|-----------------------|
| Kimberly A. Delbo | Central Susquehanna LPN Career Center director | Resignation | April 30, 2018 |
| Kerry L. Fitch | special education teacher | Resignation | March 5, 2018 |
| Angela W. Plantz | ODR special education coordinator | Resignation | Jan. 2, 2018 |
| Karen E. Reish | senior client support specialist III | Retirement | April 5, 2018 |
| Bambi M. Stenglein | one-on-one instructional support program assistant | Resignation | Jan. 18, 2018 |

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

3. Position Transfers

The executive director recommends position transfers for the following:

| Name | Current Position | Current Salary | New Position | New Salary | Effective Date |
|-------------------|--|-----------------------------|---|-----------------------------|-----------------------|
| Tara M. Amerman | one-on-one instructional support program assistant | \$16,539.00/ \$11.92/hr. | transition work experience job coach | \$26,362.50/ \$19.00/hr. | Feb. 1, 2018 |
| Marie A. Bourassa | Aide | \$10,059.38/ \$7.25/hr. | instructional support program assistant | \$14,887.88/ \$10.73/hr. | Jan. 18, 2018 |
| Carrie L. Karnes | Pre-K Counts assistant instructor | \$11,446.88/ \$8.25/hr. | Pre-K Counts senior instructor | \$16,275.38/ \$11.73/hr. | Jan. 18, 2018 |

4. Part-Time Employees

a. Resignation

The executive director recommends acceptance of **Julie L. Myers**, Pinnacle Place house assistant, effective Dec. 25, 2017.

Motion by Mr. Keiser and second by Mr. McGann to approve new employees, resignations, position transfers and part-time employees as presented.

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Ms. DeYong, Ms. Hackenberg, Mr. Jones, Mr. Keiser, Mr. McGann, Mr. Neidig, Ms. Price, Ms. Stanton, Mr. Whitmoyer*

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

III. TECHNOLOGY/MARKETPLACE COMMITTEE REPORT– Bruce Rhoads, Chair and Jeffrey Kashner, Committee Member

CONSIDERATION OF ACTION ITEMS

1. Keystone Purchasing Network (KPN) Bid Award

Directors are asked to approve the recommended KPN bid award as presented. **(Attachment No. 4)**

2. Construction Change Order

Directors are asked to approve Change Order No. 2 to the contract with the Pa. Department of Corrections to add additional supports for the counter top of the reception desk and to make the area ADA compliant at a cost of \$2,579.37, bringing the revised contract total to \$39,535.56. **(Attachment No. 5)**

3. Copier Lease

Directors are asked to approve the lease of a Bizhub 558 Printer/Copier/Scanner from Edwards Business Systems of Middletown for the Office for Dispute Resolution (ODR). The three-year term begins Jan. 31, 2018 and ends Jan. 30, 2021 at a cost of \$480.60 per month, including supplies and services. This lease is under the terms and conditions of the KPN/AEPA contract. Funds are available in the ODR budget. (**Attachment No. 6**)

Motion by Mr. Keiser and second by Mr. Abate to approve the KPN bid award, construction change order No. 2 and copier lease as presented.

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Ms. DeYong, Ms. Hackenberg, Mr. Jones, Mr. Keiser, Mr. McGann, Mr. Neidig, Ms. Price, Ms. Stanton, 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**

1. Board Policies – Section 800 Operations and Section 900 Community

Directors are asked rescind the following policies:

- 3515 Facilities Use
- 3532 Insurance
- 3533 Bonds
- 3543 Copyrights, Marks and Patents
- 3611 Independent Contractors-Background Checks
- 3710 Public Records Access
- 6114 Emergencies
- 9353 Bonding
- 9368.3 Public Comment at Board Meetings

And in their place, accept at second reading and adopt 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 rescind the policies listed and accept at second reading and adopt Sections 800 Operations and 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:

1. Head Start/Early Head Start Monthly Report for November 2017

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

Motion by Mr. Abate and second by Mr. Keiser to acknowledge and approve the monthly report as presented.

The motion was unanimously approved.

**CENTER FOR SCHOOLS AND COMMUNITIES
(CENTER FOR THE PROMOTION OF SOCIAL AND EMOTIONAL LEARNING)**

1. Consultant Agreement

Directors are asked to approve the consultant agreement between Universidad De Los Andes, Fundacion San Carlos De Maipo and the CSIU/Center for Schools and Communities for the Center for the Promotion of Social Emotional Learning to provide I Can Problem Solve training, coaching and consultation services over a three-year period. (**Attachment No. 9**)

Motion by Mr. Abate and second by Mr. Keiser to approve the consultant agreement as presented.

The motion was unanimously approved.

II. ADMINISTRATIVE REPORTS

1. Executive Leadership

Kevin Singer, Executive Director – not present

2. Administrative Services

Lynn Cromley, Assistant Executive Director/Chief Administrative Officer – not present

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 7:37 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

Dec. 8, 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 fully approved and executed. Project #017-17-0101 is effective from July 1, 2017 through Sept. 30, 2018, in the amount of \$1,605,212.

Dec. 18, 2017, a letter from Susan McCrone (Division Chief – Pennsylvania Department of Education, Division of Federal Programs) notifying CSIU of an award of a Math & Science Partnerships Grant in the amount of \$502,351. Project #075-17-0616 is effective from June 1, 2017 through Sept. 30, 2018.

Dec. 20, 2017, via email from James L. Towse (YDC/YFC Education Coordinator – Pennsylvania Department of Education, Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the approved 2017-18 Youth Development Centers Grant Agreement (North Central Secure Treatment Unit). FC #4100078200 is effective from July 1, 2017 through June 30, 2018, in the amount of \$2,558,301.

Dec. 21, 2017, via email from Tonya L. Bassler (Fiscal Technician – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of a Refugee School Impact Grant Agreement in the amount of \$50,390. FC #4100079270 is effective from Jan. 2, 2018 through Sept. 30, 2018.

II. HUMAN RESOURCES MATTERS

1. Staff Travel

Chief Financial Officer **Charles Peterson, Jr.** will attend the *Association of School Business Officials (ASBO) Executive Leadership Conference* Feb. 7–10, 2018 in Austin, Texas. On Feb. 7 and 8, he will attend the ASBO board meeting. He will facilitate the conference on Feb. 9 and 10 as this year's ASBO president and attend sessions for professional development. All expenses will be paid by ASBO.

Jeffrey Kimball, cooperative purchasing services director, will attend the *Center for Procurement Excellence National Conference* Feb. 12-13, 2018 in Tempe, Ariz. The conference will feature speakers from different public sector organizations who will share how to develop better performance-based specification bids to provide better performance contracts for members. Funds for the estimated expenses of \$2,181 are available in the joint purchasing budget.

Cassie Seabridge, cooperative purchasing marketing specialist, will attend the *North Carolina Association of Business Officials Conference* Feb. 14, 2018 in Greensboro, N.C. While there, she will market KPN products and services. Funds for the estimated expenses of \$1,126 are available in the joint purchasing budget.