

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, FEBRUARY 21, 2018**

COMMITTEE MEETING

- **Human Resources Committee**
5 p.m. in Valley Room

DINNER

- 5:45 p.m. in Commonwealth Room

WORK STUDY SESSION

- 6 p.m. in Commonwealth Room

BOARD DOCS TRAINING

*Diana Roadcap, Online Training Specialist
Emerald Data Solutions - The BoardDocs People*

BUSINESS MEETING

- 7 p.m. in Commonwealth Room



Central Susquehanna
Intermediate Unit

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*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

February 21, 2018 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:04 p.m. by President Larry Augustine.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate.....	Midd-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
Tamara Hoffman.....	Warrior Run.....	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	
Vacant.....	Milton Area		

Directors present – 12; Directors absent – 4; 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
- Marcia Hoffman — Director of Human Resources
- Nancy Joraskie — Executive Office Specialist/Alternate Board Recording Secretary
- Susan Kinney — Executive Office Manager/Board Recording Secretary
- Dr. John Kurelja — Chief Academic Officer
- Charles Peterson Jr. — Chief Financial Officer
- Eric Shearer — Telecommunications Technology Network Coordinator
- 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 p.m. on Wednesday, March 21, 2018 at CSIU central office.

VI. APPROVAL OF MINUTES

Motion by Mr. Rhoads and second by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Jan. 17, 2018, with corrected start dates for new employees Alexia Brown and Jennifer Gurski.

The motion was unanimously approved.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

BOARD GOVERNANCE

I. BOARD GOVERNANCE

1. New CSIU Director

Warrior Run School District recently appointed **Tamara Hoffman** as a representative to the CSIU Board of Directors. Milton Area School District has not yet appointed a CSIU representative.

Mr. Augustine welcomed Tamara Hoffman to her first meeting as the newly appointed CSIU representative.

2. Technology Advantage Inc. (TAI) Board Representative

Directors are asked to appoint a representative to the TAI Board for a three-year term effective immediately. (**Attachment No. 1**)

Motion by Mr. Rhoads and second by Mr. Keiser to appoint Jonathan Jones (Bloomsburg Area) as representative to the TAI Board for a three-year term.

The motion was unanimously approved.

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair and Tamara Hoffman, Committee Member

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2017-18 financial activity as of Jan. 31, 2018 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 Jan. 31, 2018 follow:

General Fund — January

Balance 1/1/2018		\$2,983,171.92
Deposits		\$4,951,936.38
Disbursements		
Payroll Transfers	(\$1,396,062.08)	
Bank Charges	(564.92)	
Payroll Disbursements	(1,204,311.44)	
4th Qtr Sales Tax	(3.56)	
PSERS ACH	(158,514.67)	
Monthly Checks	(2,325,711.75)	
Voided Checks	3,634.00	
Total Disbursements	(\$5,081,534.42)	(\$5,081,534.42)
Balance 1/31/2018		\$2,853,573.88

Voided Checks/Direct Deposits Current Month

Check #	Payee	Amount	Reason	Check Date
217571	Management Enterprises	\$ 1,529.00	Incorrect Vendor	1/16/18
	Total	\$ 1,529.00		

Voided Checks/Direct Deposits Dated Before 1/1/18

Check #	Vendor	Amount	Reason	Check Date
215543	Audiological Service	\$ 2,105.00	Duplicate Payment	9/26/17
	Total	\$ 2,105.00		

Other Accounts

	Payroll	LPN Career Center	Rental Security
Balance 1/1/2018	\$ 1,328.16	\$ 0.00	\$ 32,593.89
Transfers	0.00	0.00	0.00
Deposits	1,396,062.08	242,066.00	0.00
Interest	15.65	0.00	0.00
Withdrawals	(1,396,155.47)	(237,366.00)	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00
Balance 1/31/2018	\$ 1,250.42	\$ 4,700.00	\$ 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 1/1/2018	\$421,636.54	\$ 7,280,331.42	\$253,811.78	\$7,233,109.42
Deposits	0.00	2,333,904.97	1,071.49	0.00
Interest	354.56	6,806.89	249.40	0.00
Withdrawals	(43,623.41)	(1,501,071.49)	0.00	0.00
Balance 1/31/2018	\$378,367.69	\$ 8,119,971.79	\$255,132.67	\$7,233,109.42

2. General Fund Payment Summary

The General Fund Accounting Payment Summary for January 2018 in the amount of \$2,325,711.75 is included in directors' agenda packets for approval. Funds for payment are available in program budgets. **(Attachment No. 3)**

Motion by Mr. Keiser and second by Ms. DeYong to:

- *accept the monthly financial statements and pay the obligations listed on the documents presented.*

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

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

3. Flexible Spending Account Plan Amendment

Directors are asked to authorize an amendment to the CSIU's Flexible Spending Account Plan to include a Limited Purpose Flexible Spending Account for reimbursement of eligible vision and dental expenses. **(Attachment No. 4)**

Motion by Mr. Keiser and second by Mr. Rhoads to authorize the CSIU's Flexible Spending Account Plan amendment as presented.

The motion was unanimously approved.

4. Heating, Ventilation, and Air Conditioning (HVAC) Project

Directors are asked to approve a contract with the Gordian Group through the KPN ezIQC contract for HVAC system upgrades to the central office and replacement of two failed heating units at the annex. The total cost of the contract is \$924,566.62 and funds are available in the Capital Reserve Account. **(Attachment No. 5)**

Motion by Mr. Keiser and second by Ms. DeYong to approve the contract for HVAC system upgrades and unit replacements as presented.

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

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

II. TECHNOLOGY/MARKETPLACE COMMITTEE REPORT– Bruce Rhoads, Chair; Jonathan Jones and Jeffrey Kashner, Committee Members

CONSIDERATION OF ACTION ITEMS

1. Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids, Athletic Supply, Cafeteria Supply and Custodial Supply Categories

Directors are asked to approve recommended KPN line-item bid awards as presented, effective for the 2018-19 purchasing cycle. **(Attachment No. 6)**

Motion by Mr. Rhoads and second by Ms. Keiser to approve KPN line-item bid awards as presented.

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

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

III. HUMAN RESOURCES COMMITTEE REPORT – DENNIS KEISER, Chair

Larry Augustine and Lawrence Neidig, Committee Members

CONSIDERATION OF ACTION ITEMS

The following items are presented for approval or acceptance per the recommendation of the executive director:

1. New Employees

Instructional Staff

Marco G. Romano, Washingtonville, received a bachelor's degree from Pennsylvania College of Technology. He has been employed as an executive catering chef with Aramark, Bloomsburg. Mr. Romano is recommended as a **Corrections Education teacher**, an exempt position, at an annual salary of \$47,406, effective Feb. 22, 2018 (contingent upon the receipt of required clearances). Funds for this replacement position are available in the Corrections Education budget.

Non-Instructional Staff

Andrea G. Kolb, Reading, received a master's degree from Carnegie Mellon University, Pittsburgh. She has been employed as an instructor and project coordinator with Pennsylvania State University. Ms. Kolb is recommended as an **English Language Development managing coordinator**, an exempt position, at an annual salary of \$64,000, effective Feb. 26, 2018 (contingent upon the receipt of required clearances). Funds for this replacement position are available in the English as a Second Language budget.

Rekinia Myers, Harrisburg, received a diploma from Science Technology High School, Harrisburg. She has been employed as a wheelchair school bus driver with Durham School Bus Services, Harrisburg. Ms. Myers is recommended as a **Statewide Adoption Network (SWAN) technical specialist**, a non-exempt position, at an hourly rate of \$20.26, for an estimated annual salary of \$39,507, effective Feb. 26, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the SWAN budget.

Hannah G. Sick, Turbotville, received a bachelor's degree from Lock Haven University. She has been employed as an assistant vice president/commercial lender with First Columbia Bank and Trust Co., Bloomsburg. Ms. Sick is recommended as a **staff accountant**, a non-exempt position, at an hourly rate of \$21.80, for an estimated annual salary of \$42,510, effective Feb. 22, 2018. Funds for this replacement position are available in the finance budget.

Tiara N. Templin, Hughesville, received a bachelor's degree from Susquehanna University, Selinsgrove. She has been employed as a billing clerk with Milton Transportation, Inc. Ms. Templin is recommended as a **grant and budget analyst**, a non-exempt position, at an hourly rate of \$19.50, for an estimated annual salary of \$38,025, effective Feb. 22, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the finance budget.

2. Substitute Teacher and Para-educator (Aide)

Alana M. Jacaruso as substitute teacher and **Elizabeth A. Martinez** as substitute aide to work in CSIU classrooms and programs during the 2017-18 school year.

3. Position Transfers

Name	Current Position	Current Salary	New Position	New Salary	Effective Date
Paula J. Dickey	YES Project manager	\$52,514.55	YES to the Future program manager	\$55,500	Feb. 22, 2018
Paul R. Gola	occupational therapist (part-time)	\$52.48/hr.	occupational therapist (full-time)	\$74,001	Feb. 22, 2018
Danielle M. Hollenbach	nutrition aide (part-time)	\$8.23/hr.	Pre-K Counts assistant instructor (full-time)	\$10,059.38/ \$7.25/hr.	Feb. 22, 2018

4. Title Change

Sharon L. Beagle from Corrections Education math/science teacher to Corrections Education teacher, effective Feb. 22, 2018.

5. Resignations

Name	Position	Reason	Effective Date
Kristen N. Durling	Early Head Start instructor	Resignation	March 2, 2018
Lee Ann Follmer	operations manager Work Foundations +/Special Education	Retirement	June 29, 2018
Suzanne M. McDougall	ODR program manager	Retirement	Aug. 2, 2018

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

6. Part-Time Employees

a. New Employees

Danielle Lauga-Rodriguez as Migrant Education after-school instructor at an hourly rate of \$18.

Tyler J. Russell as incarcerated youth instructor at an hourly rate of \$20

b. Resignations/Terminations

Name	Position	Reason	Effective Date
Melinda L. Bradstreet	school bus aide	Resignation	Jan. 15, 2018
Amanda M. Filler	WATCH Project career coordinator	Resignation	March 29, 2018
Gary Klick	facilities/custodial services assistant	Termination	Jan. 16, 2018
Laura Pagliaro	Migrant Education after-school instructor	Resignation	Jan. 24, 2018

7. Holiday Schedule – 12-Month Non-Instructional Staff

2018–19 holiday schedule for 12–month non-instructional staff (**Attachment No. 7**)

Motion by Mr. Keiser and second by Mr. McGann to approve all action items listed under HR Committee Report as presented.

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

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

**IV. BUDGET AND FINANCE COMMITTEE REPORT – ADDITIONAL ITEM
CONSIDERATION OF ACTION ITEMS – FISCAL**

1. Authorization of New Employee for Banking Transactions

According to board policy, directors annually must authorize staff to make banking transactions, such as depositing funds, making investment transactions, transferring funds between accounts, signing stop-payment and certified check authorizations, and initiating debits for payments to PSERS and other government agencies. Directors are asked to add **Hannah G. Sick** to the list of authorized agents of the Board for conducting such transactions during the 2017-18 fiscal year. *(This item is typically listed under the Budget and Finance Committee; however, the authorization cannot occur prior to approval of her employment.)*

Motion by Mr. Brecker and second by Mr. Keiser to approve the authorization of Hannah G. Sick to conduct banking transactions during the 2017-18 fiscal year.

The motion was unanimously approved.

V. POLICY COMMITTEE REPORT – Daniel McGann, Chair

Larry Augustine and Bruce Rhoads, Committee Members

1. Board Policy – Section 800 Operations, No. 815

Directors are asked to approve at first reading Policy No. 815 – Acceptable Use of the Communications and Information Systems. (**Attachment No. 8**)

2. Board Policy – Section 300 Employees, No. 339

Directors are asked to approve at first reading revisions to Policy No. 339 – Uncompensated Leave. (**Attachment No. 9**)

Motion by Mr. Rhoads and second by Mr. Keiser to approve first reading of Policy No. 815 and Policy No. 339 as presented.

The motion was unanimously approved.

VI. 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 acceptance or approval. (Attachment No. 10)

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

Motion by Mr. Keiser and second by Mr. Brecker to approve the HS/EHS Monthly Report for December 2017.

The motion was unanimously approved.

VII. ADMINISTRATIVE MATTERS

VIII. ADMINISTRATIVE REPORTS

1. Executive Leadership

Kevin Singer, Executive Director

Dr. Singer presented Certificates of Appreciation from PSBA to Board Members Larry Neidig and Bruce Rhoads for their years of service to the IU Board, 7 years and 6 years respectively.

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

Mr. Peterson briefly reviewed the Quarterly Financial Status Report. Additional information will be presented at the March meeting.

5. Marketplace Services

John Brenchley, Chief Innovation Officer

6. Other

IX. ADJOURNMENT

The meeting was adjourned by President Augustine at 7:38 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Quarterly Financial Status Report—*Charles Peterson, Chief Financial Officer*

Mr. Peterson will share with directors the 2017–18 Second 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. 11)

2. Communications

Jan. 19, 2018, an email from Grantsolutions.gov (Timothy Chappelle - ACF Grants Officer) notifying CSIU of an amendment for Grant Award #90FX0033-02-02. The amendment is issued to release the remaining three months of indirect cost at 8 percent per the updated Indirect Cost Rate Certification for 2017-18. There are no other changes to this grant award.

Jan. 26, 2018, an email from Grantsolutions.gov (Timothy Chappelle - ACF Grants Officer) notifying CSIU of an amendment for Grant Award #90FX0033-03-01. The amendment is issued to release nine months of indirect cost at 8 percent for Year 3, per the updated Indirect Cost Rate Certification for 2017-18. The remaining Indirect Costs will be restricted pending receipt of an updated Indirect Cost Rate Certification for 2018-19. There are no other changes to this grant award.

Jan. 30, 2018, an email from Brenda Kylene (Data and Fiscal Project Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2017-18 Migrant Education Childcare Grant-FC #4100076997. Budgeted amounts have been reallocated among line items. The grant amount remains unchanged at \$52,522.

Feb. 6, 2018, correspondence from Erica Mulberger, Executive Director, Central Pennsylvania Workforce Development Corporation, notifying CSIU of the intent to contract with CSIU for provision of services to eligible Workforce Innovation and Opportunity Act Out-of-School Youth, beginning Feb. 5 through June 30, 2019, with an option to extend annually through June 30, 2020. This letter enables the CSIU to begin start-up program activities.

II. HUMAN RESOURCES MATTERS

1. Staff Travel

Jose Reyes-Lua, Statewide Migrant Education recruitment coordinator, attended the *2018 National Interstate Migrant Education Conference* Jan. 24–26, 2018 in Austin, Texas. This meeting provided an opportunity for discussion regarding the implementation of Every Student Succeeds Act definition of Migrant Education. All expenses were covered by The Council of Chief State School Officers.

Winifred Black, special projects coordinator, attended the *National STEM Lead Workshop* Jan. 28–31, 2018 in Las Vegas, Nev. Attendance is a requirement of the STEM Fellowship. All expenses were covered by STEM funders.

Michelle Nutter, Safe Schools manager, will attend the *24th Annual Conference on Alternative Education* March 5–8, 2018 in Dallas, Texas. She was selected as a presenter for two workshops. Attendance is a required deliverable under the PDE Alternative Education for Disruptive Youth (AEDY) work plan/contract. Funds for estimated expenses of \$1,503 are available in the AEDY budget.

Tiedra Marshall, family support coordinator, will attend the *Georgia Parents as Teachers (PAT) Institute* March 14, 2018 in Atlanta, Ga. She was selected as a workshop presenter. All expenses will be covered by the conference host.

Jeffrey Kimball, cooperative purchasing services director, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the *SchoolDude University Conference and Exhibits* March 18–21, 2018 in San Diego, Calif. While there, they will market KPN contracts to school and university facilities directors from across the country. Funds for estimated expenses of \$1,984 each are available in the joint purchasing budget.

Assistant Executive Director Lynn Cromley will attend the *Women in ESA Leadership Conference* March 22–23, 2018 in Nashville, Tenn. While there, she will attend work sessions provided to strengthen the network of women leaders in educational service agencies while promoting professional growth. Funds for estimated expenses of \$1,892 are available in the administrative budget.

Jared Lehman, supervising manager, will attend the *California Association of School Business Officials 2018 Annual Conference (CASBO)* April 5–6, 2018 in Sacramento, Calif. While there, he will market and promote PEPPM and KPN. Funds for estimated expenses of \$1,591 are available in the joint purchasing budget.

John Wargo, computer services manager; **Mark Carollo**, network and systems administrator; and **Brian Paulhamus**, technical support consultant, will attend the *Multi-State Information Sharing and Analysts Center (MS-ISAC) Cyber Security Conference* April 8–11, 2018 in New Orleans, La. CSIU has joined this free organization, open only to governmental agencies and sponsored by the Center for Internet Security and Department of Homeland Security. Cyber security has become CSIU's No. 1 concern as the number of attacks increase against K-12 and governmental agencies. Participation and advice offered at this conference are part of the mentor process for new organizations. Airfare and lodging are provided for the main contact, Mr. Wargo. Funds for estimated expenses of \$300, \$1,279 and \$1,279 respectively, are available in the computer services budget.

Chief Innovation Officer **John Brenchley** will attend the *Association of Educational Purchasing Agencies/Association of Education Services Agencies Conference (AEPA/AESA)* April 15–17, 2018 in San Diego, Calif. The AEPA conference is the semi-annual meeting for the AEPA programs connected to KPN. In addition to working with AEPA members, Mr. Brenchley will also communicate with vendors to best market products and services. Funds for estimated expenses of \$1,720 are available in the joint purchasing budget.

David Baird, Migrant Education Program (MEP) manager; **Ashley Booth**, MEP student support coordinator; and **Chrissy Pulman**, ESL and Diploma project coordinator, will attend the *2018 National Migrant Education Conference* April 29–May 2, 2018 in Portland, Ore. This is the largest Migrant Education conference in the U.S., the premier professional development opportunity for Migrant Education staff and others working with migrant students and families. Funds for estimated expenses of \$2,490, \$2,490 and \$1,424 respectively, are available in the Migrant Education budget.

Vaughn Murray, education programs information management coordinator, will attend the *2018 National Migrant Education Conference* April 29–May 2, 2018 in Portland, Ore. He will attend to remain current on various topics, network and represent the Pennsylvania Migrant Program. As approved by the state director, he submitted a proposal to present on data quality. Funds for estimated expenses of \$2,474 are available in the Migrant Tech budget.

2. Completion of New Employment Probationary Periods

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

Name	Title	Effective Date
Nicole Campbell	direct certification technical assistance coordinator	Nov. 30, 2017
Jeffrey J. Harvey	nursing education resource specialist	Feb. 5, 2018
Susan P. Hertzog	Early Head Start family partner/home visitor	Feb. 8, 2018
Angela M. Jefferies	Center for Schools and Communities administrative and support manager	Jan. 18, 2018
Christy Lamon	client support specialist I	Jan. 4, 2018
Katherine Noss	Migrant Education recruiter/student support specialist	Jan. 31, 2018
Maggie E. Smith	client support specialist I	Jan. 22, 2018

3. Leaves of Absence

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

Name	Position	Effective Date	Return Date
Denise I. Guinn-Bailey	Head Start instructor	Jan. 4, 2018	Aug. 7, 2018
Lynne M. Ivory	Special Education teacher	March 1, 2018	April 2, 2018
Jeffrey J. Myers, Jr.	Corrections Education-science teacher	Jan. 29, 2018	April 19, 2018
Lynette M. Pauling	Pre-K Counts associate instructor	Dec. 20, 2017	March 5, 2018
Lisa M. Vetovich	Head Start assistant instructor	Feb. 8, 2018	April 30, 2018

4. Return from Leave of Absence

Tegan M. Kessler, Early Head Start family partner/home visitor, has returned from a leave of absence, effective Jan. 30, 2018.