

**CENTRAL SUSQUEHANNA INTERMEDIATE BOARD OF DIRECTORS  
MINUTES OF THE REGULAR MONTHLY MEETING  
Wednesday, April 18, 2018**

**Central Susquehanna LPN Career Center  
1339 St. Mary Street  
Lewisburg, PA 17837**

**COMMITTEE MEETINGS**

Human Resources Committee 5 p.m.  
Budget and Finance Committee 5 p.m.

**TOURS – 5:30 p.m.**

**DINNER – 5:45 p.m.**

**WORK STUDY SESSION**

Audit Presentation - 6 p.m., John Compton, Baker Tilly  
BoardDocs Training - 6:30 p.m.

**BUSINESS MEETING – 7 p.m.**

**1. INTRODUCTION**

**1.1 Call to Order**

The meeting was called to order by President Augustine at 7:12 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call - Directors present – 12; Directors absent – 4; Vacancy – 1**

<b>Director</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
Victor Abate	Mid-West	X	
Larry Augustine, President	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 Kasher	Shamokin Area	X	
Dennis Keiser	Mifflinburg Area		X
Joseph Klebon	Southern Columbia Area	X	
Daniel McGann, Secretary	Berwick Area	X	
Lawrence Neidig, Treasurer	Line Mountain	X	

Deborah Price	Millville Area	X	
Bruce Rhoads, Vice President	Central Columbia	X	
Slade Shreck	Shikellamy		X
Mary Ann Stanton	Lewisburg Area		X
Vacancy	Milton Area		

#### **1.4 Announcements**

The next regular meeting will begin at 7 p.m. on Wednesday, May 16, 2018 at the CSIU central office.

#### **1.5 Recognition of Guests and Opportunity for Public Comment**

#### **1.6 CSIU Staff and Others in Attendance**

John Brenchley—Chief Innovation Officer  
 Dr. Timothy Campbell—LPN Career Center Director  
 Lynn Cromley—Assistant Executive Director/Chief Administrative Officer  
 Susan Darrah—Education Association Representative  
 Kenneth Erb—Facilities Coordinator  
 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  
 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

#### **1.7 Spotlight Segment**

LPN Career Center Director Dr. Timothy Campbell welcomed directors to and presented information about the LPN Career Center. He thanked directors for joining his staff for tours prior to the meeting, and shared his professional background and vision for the LPN Center.

## **2. BOARD GOVERNANCE**

### **2.1 Authorization of March 2018 Action Items \*\* (Attachment of March 2018 Agenda with Addendum)**

#### **\*\* MARCH 2018 AGENDA WITH ADDENDUM ACTION ITEMS**

##### **I. Budget and Finance Committee Report**

1. Quarterly Financial Status Report
2. Program Balance Sheet
3. General Fund Payment Summary
4. Equipment Leases

##### **II. Technology/Marketplace Committee report**

1. Inter-local Agreement with Purchasing Cooperative Program
2. KPN Definite Quantity Line-Item Bids

**III. Human Resources Committee report**

**Full-Time Employees**

1. New Employees
2. Resignations
3. Position Transfers

**Part-Time Employees**

1. New Employees
2. Resignations

**Substitute Employees**

1. Substitute Teachers and Para-Educators (Aides)
2. Substitute Classroom LPN
3. Long-Term Substitute Teacher

**IV. Policy Committee report**

1. Board Policies--Section 800 Operations, No. 815
2. Board Policies--Section 300 Employees, No. 339

**V. POLICY AND PROGRAM MATTERS**

Northumberland Area Head Start and Early Head Start

1. HS/EHS Monthly Report for January 2018

Motion to accept the authorizations of the board officers.

Motion by Lawrence Neidig, second by Victor Abate.

Final Resolution: Motion Passed

Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine

**2.2 2018-19 CSIU Board of Directors Meeting Schedule (Attachment)**

Motion to approve the CSIU Board of Directors meeting schedule as presented.

Motion by Joseph Klebon, second by Jonathan Jones.

Final Resolution: Motion Passed

Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine

**3. BUDGET AND FINANCE COMMITTEE - Daniel McGann, Chair; Tamara Hoffman, Committee Member**

**3.1 Annual Audit (Attachment)**

Directors are asked to accept the June 30, 2017 Single Audit as presented by Baker Tilly Virchow Krause, LLP during tonight's Work Study Session.

**3.2 Program Balance Sheet (Attachment)**

The reports of fiscal year 2017-18 financial activity as of March 31, 2018 are presented for acceptance.

**3.3 Monthly Financial Statements (Attachment)**

The monthly financial statements for March 2018 are presented for acceptance.

**3.4 General Fund Payment Summary (Attachment)**

The General Fund Accounting Payment Summary for March 2018 in the amount of \$1,792,260.48 is included in directors’ agenda packets for approval. Funds for payment are available in program budgets.

**3.5 2018-19 CSIU General Operating Budget (Attachment)**

The GOB is a compilation of three programs the CSIU offers primarily to member districts on a fee-for-service basis. The PA Public School Code allows intermediate units to ask the state to deduct money from school district subsidies to fund IU programs. Our member districts do not pay a subsidy to belong to the CSIU. They pay only for services they select from CSIU offerings. Approval of this budget does not obligate districts to purchase any CSIU programs for the 2018-19 school year.

The CSIU directors gave initial approval of the preliminary 2018-19 general operating budget of \$861,060 in January. Following that approval, the preliminary budget was released to district boards for their consideration. Official approval of the CSIU’s 2018-19 general operating budget has been received from all 17-member district boards of directors.

The 2018-19 budget totaling \$861,060 represents a \$10,960 increase from the 2017-18 original budget totaling \$850,370. This increase can be attributed primarily to routine increases in operating costs, including salaries, benefits, etc.

**3.6 Mobile Classroom Vehicle Purchase**

Approval is requested for the purchase of two mobile classroom vehicles to provide Act 89 services to regional non-public schools. These vehicles will replace current mobile classroom vehicles that are from the mid-1980s. This purchase will be made through COSTARS, the Commonwealth of Pennsylvania's cooperative purchasing program. The cost of each vehicle is \$107,777 for a total cost of \$215,554.

**3.7 Construction Change Order**

Directors previously approved a contract for \$25,925 with The Howard Company of Bloomsburg for the electrical component of the central office renovation project. During the project, it was determined that an additional eight electric switches and associated wiring were needed. The additional service was authorized, pending cost valuation by the architect. The cost of this additional service has subsequently been valued at \$1,662.05, for a new total of \$27,587.05.

**3.8 Motion for Budget and Finance Committee Matters**

Motion to approve Budget and Finance Committee matters 3.1 through 3.7.

Motion by Daniel McGann, second by Bruce Rhoads.

Final Resolution: Motion Passed

Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price,

Lawrence Neidig, Bruce Rhoads, Larry Augustine

### **3.9 Lease Agreement**

The CSIU leases classroom space from sending districts on an as-needed and as-available basis. The following space is needed and available during the 2018-19 school year.

**CSIU Special Education** and **Early Intervention Preschool** departments agreement with the **Warrior Run School District**: 7,578 square feet of classroom space for use by Northumberland Area Head Start, Warrior Run Pre-K Counts, Early Intervention and the elementary Five Star program at 1100 Main Street, Watsontown: \$7 per sq. ft. for a total of \$53,046 for the term June 1, 2018 through June 30, 2019. The programs listed above will be relocating to the new site.

Motion to approve the lease agreement as presented.

Motion by Daniel McGann, second by Victor Abate.

Final Resolution: Motion Passed

Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine

Abstain: Tamara Hoffman

## **4. TECHNOLOGY/MARKETPLACE COMMITTEE - Bruce Rhoads, Chair; Jonathan Jones and Jeffrey Kashner, Committee Members**

### **4.1 Cooperative Purchasing Customer Appreciation Rebate Program for Local Districts**

The CSIU sponsors a customer appreciation program to reward local school districts and career and technical centers for participating in its cooperative purchasing programs. Now entering its sixth year, the program provides CSIU-region LEAs a rebate of a percentage of the fee the CSIU receives from contract sales. Administration proposes the rebate be offered again for 2018-19 at 35 percent.

2013-14: 25 percent

2014-15: 30 percent

2015-16: 35 percent

2016-17: 35 percent

2017-18: 35 percent

### **4.2 Software Services Contracts**

The CSIU currently contracts with Bar-Tek Software Services, Inc. of Mountville, Data Knowledge, Inc. (DKI) of Northport, Fla. and Global Data Consultants, LLC (GDC) of Alpharetta, Ga. for technology services (programming) for the development of CSIU software products. Administration recommends continuing contracts with them for the next fiscal year according to the terms below. Funds are available in the Computer Services budget.

**Bar-Tek:** software services include programming time necessary to implement enhancements in the legacy Fox-Pro financial product. Contract terms are a not-to-exceed amount of \$30,000 from July 1, 2018 to June 30, 2019.

**DKI:** technology services include programming time necessary to implement changes on various input screens and reports in the Financial Information System. Contract terms are a not-to-exceed amount of \$100,000 from July 1, 2018 to June 30, 2019.

**GDC:** services include programming time necessary to implement changes on various input screens in the Financial Information System. Contract terms are a not-to-exceed amount of \$300,000 from July 1, 2018 to June 30, 2019.

#### **4.3 Consultation and Support Contract (Attachment)**

The Administration recommends entering into a contract with Technology Advantage, Inc. (TAI) for the following services at an amount not to exceed \$100,000, effective July 1, 2018 through June 30, 2019, with the option to continue.

**E-Rate Consultation:** \$59 per hour, plus expenses  
**PIMS Client Support:** \$235 per day, plus expenses

#### **4.4 Motion for Technology/Marketplace Committee Matters**

Motion to approve all Technology/Marketplace Committee matters.

Motion by Bruce Rhoads, second by Daniel McGann.

Final Resolution: Motion Passed

Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine

### **5. HUMAN RESOURCES COMMITTEE - Dennis Keiser, Chair; Larry Augustine and Lawrence Neidig, Committee Members**

#### **5.1 Full-Time Personnel**

##### **New Employees – Non-Instructional Staff**

- **Dr. Bethann M. Dudley-McCain**, Clearfield, received a Doctorate of Education from Indiana University of PA. For the past year, Dr. Dudley-McCain has served as the Director of Curriculum and Innovation for both Central Intermediate Unit #10 and CSIU. She is recommended as the **Curriculum Director**, an exempt position, at an annual salary of \$97,500, effective July 1, 2018 (contingent upon receipt of required clearances). Funds for this position are available in the CARES budget.
- **Jessie A. Mascho**, Milton, received a bachelor's degree from American Sentinel University, Aurora, Colo. She has been employed as a registered nurse with

Geisinger Medical Center. Ms. Mascho is recommended as a **practical nursing program instructor**, an exempt position, at an annual salary of \$60,000, effective April 19, 2018. Funds for this replacement position are in the Central Susquehanna LPN Career Center budget.

- **Amanda L. Moore**, Selinsgrove, received a bachelor's degree from Millersville University, Millersville. She has been employed as a permanency specialist with Pressley Ridge, Lancaster. Ms. Moore is recommended as a **career counselor specialist**, a non-exempt position, at an hourly rate of \$17.23, for an estimated annual salary of \$33,598.50, effective May 7, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the YES to the Future budget.

### **Position Transfers**

- **Katherine Noss** from Migrant Education recruiter/student support specialist at a current salary of \$37,011 (\$18.98 per hour) to **ESL diploma project coordinator**, also a non-exempt position, at a new salary of \$38,005.50 (\$19.49 per hour), effective April 19, 2018
- **Amy L. Pfleegor** from program support supervisor at a current salary of \$55,620 to **executive office manager/board recording secretary**, also an exempt position, at a new salary of \$67,620, effective June 18, 2018

### **Resignations**

- **Joni L. Campbell**, resigning as classroom and client support administrative assistant, effective April 27, 2018
- **Karen M. Catherman**, resigning as substitute, absence and records system administrative assistant, effective April 16, 2018
- **Anna M. James**, retiring as speech therapist, effective June 8, 2018
- **Rebecca S. Lewis**, retiring as Special Education teacher, effective June 8, 2018
- **Amanda E. Nye**, resigning as classroom assistant, effective April 16, 2018
- **Karen S. Payan**, retiring as preschool speech therapist, effective June 15, 2018
- **Mary E. Striplin**, retiring as occupational therapist, effective June 15, 2018
- **Diane M. Worhacz**, retiring Head Start assistant instructor, effective June 11, 2018

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

### **Change of Resignation Date**

- **Kimberly A. Delbo**, Director of the Central Susquehanna LPN Career Center, from April 30, 2018 to April 13, 2018

## **5.2 Part-Time Personnel**

### **New Employees – Non-Instructional Staff**

- **Ashley A. Guinn**, as nutrition aide/custodian, \$8.07 per hour, effective April 9, 2018

- **Marya X. Rivera**, as Migrant Education after-school instructor, \$15 per hour, effective April 9, 2018

### **5.3 Substitute Personnel**

New Hires to work in CSIU classrooms and programs during the 2017-18 School Year

#### **Substitute Teachers**

- Hannah M. Goralczyk, Bryana D. Loss, Alexis S. Reid

#### **Substitute Para-educator (Aide)**

- Abigail M. Lopez

### **5.4 Motion for Human Resources Committee Matters**

Motion to approve all Human Resources Committee matters.

Motion by Lawrence Neidig, second by Victor Abate.

Final Resolution: Motion Passed

Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine

## **6. POLICY COMMITTEE - Daniel McGann, Chair; Larry Augustine and Bruce Rhoads, Committee Members**

**Action: None**

## **7. POLICY AND PROGRAM MATTERS**

### **7.1 Northumberland Area Head Start and Early Head Start (Attachment)**

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:

- Head Start/Early Head Start Monthly Report for February 2018

### **7.2 Assurance for the Operation of Special Education Services and Programs/Quality Space for 2018-19 School Year (Attachment)**

The CSIU is required to annually submit documentation to the Pennsylvania Department of Education (PDE) assuring that all special education services and programs/quality space operated by the CSIU are in compliance with all state and federal laws, regulations and procedures.

### **7.3 Motion for Policy and Program Matters**

Motion to approve all Policy and Program Matters

Motion by Victor Abate, second by Daniel McGann.

Final Resolution: Motion Passed

Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine



## **8. ADMINISTRATIVE MATTERS**

**Action: None**

## **9. ADMINISTRATIVE REPORTS**

**9.1 Executive Leadership - Dr. Kevin Singer, Executive Director**

**9.2 Administrative Services - Lynn Cromley, Assistant Executive Director/Chief Administrative Officer**

**9.3 Educational Services - Dr. John Kurelja, Chief Academic Officer**

**9.4 Financial Services - Charles Peterson Jr., Chief Financial Officer**

**9.5 Marketplace Services - John Brenchley, Chief Innovation Officer**

**9.6 Other**

## **10. ADJOURNMENT**

### **10.1 Adjourn Meeting**

The meeting was adjourned by President Augustine at 7:49 p.m.

**Respectfully submitted,**

**Daniel McGann  
Secretary**

**Susan Kinney  
Recording Secretary**

## **11. INFORMATION ITEMS**

### **11.1 Board Governance – Nominations Committee**

The Board President appointed the following board members to the Nominations Committee: Jeffrey Kashner, Chair; Joseph Klebon and Kathleen DeYong. The Committee will meet prior to the May board meeting and present its recommendation for a slate of candidates for board officers at the May meeting. Election of officers for 2018-19 will take place at the June reorganization meeting.

### **11.2 Budget and Finance – Fiscal Communications**

March 2, 2018, an email from Maribel Martinez (Management Technician-Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the fully executed contract for the Refugee School Impact Grant. FC #4100079270 is in the amount of \$50,390, effective Jan. 2, 2018 through Sept. 30, 2018.

March 7, 2018, an email from Grantsolutions.gov (Timothy Chappelle-ACF Grants Officer) notifying CSIU that the carryover request for Award #90FX0033-03-02 has been approved. The unobligated balance of \$295,734 from the -02 year has been applied to the -03 year. No additional federal funds have been awarded as part of this amendment.

March 28, 2018, an email from Brooke Gessner (Finance Manager, CPWDC) notifying the CSIU of a contract modification to award additional funding for the WIOA Out-of-School Youth Program (YES to the Future). The CSIU has been awarded the contract to serve an expanded region, including Centre, Clinton, Lycoming and Mifflin Counties. An additional \$164,266 has been awarded through June 30, 2018. The modified contract amount is \$701,698.

### **11.3 Administration – Staff Travel**

**Judith Barnett**, student applications support manager; **Leslie Hartline**, client support and data analyst; and **Julia Muse**, client support analyst; will attend the **eSchool Data Annual User Conference** April 25–26, 2018 in Saratoga Springs, N.Y. While there they will meet with eSchool Data partners to learn about new features to better support CSIU clients. Funds for estimated expenses of \$404 each are available in the Computer Services budget.

**Rae Ann Crispell**, supplemental educational services program manager, and **Yvette Beaumont**, STEAM3S project coordinator, will attend the **Best Out-of-School Time Conference** May 1–4, 2018 in Palm Springs, Calif. The STEAM3S 21st CCLC grant requires participation in a national conference related to serving students in an afterschool program. This conference participation and budget has been approved by PDE. Funds for estimated expenses of \$2,290 each are available in the STEAM3S budget.

Chief Financial Officer **Charles Peterson** will attend the **British Columbia Association of School Business Officials 2018 Annual Meeting and Conference** May 23–25, 2018 in Penticton, British Columbia. While there, he will represent ASBO International as its President and attend the general and educational sessions. All expenses will be paid by ASBO.

**Jeffrey Kimball**, cooperative purchasing services director, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the **Association of Educational Purchasing Agencies (AEPA) Board Meeting** April 15–17, 2018 in San Diego, Calif. While there, they will attend the board meeting to conduct business of AEPA and meet with vendors to review their products, services and marketing. Funds for estimated expenses of \$1,753 each are available in the joint purchasing budget.

Office for Dispute Resolution (ODR) staff: **Jeffrey DiVincenzo**, information technology coordinator, and **Ashley Sultzberger**, due process case manager, will attend **FileMaker Developer Conference** Aug. 6-9, 2018 in Dallas, Texas. While there, they will attend sessions regarding best practices for solving development challenges within the FileMaker software, and learn how to plan and develop

FileMaker projects including layouts, designs, techniques, scripts, modular programming and interface. Funds for estimated expenses of \$3,709 each are available in the ODR budget.

#### **11.4 Human Resources – Leaves of Absence**

##### **Return from Leave of Absence**

- **Jeffrey J. Myers Jr.**, Corrections Education science teacher, effective April 3, 2018

#### **11.5 Human Resources – Completion of New Employee Probationary Periods**

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

- **Danese M. Bogetti**, practical nursing program instructor, effective April 16, 2018
- **Rebecca L. Hall**, Corrections Education secretarial assistant, effective March 26, 2018

#### **11.6 Human Resources – Completion of Para-Educator Competency Assessment Checklist**

**Danielle M. Hollenbach**, Pre-K Counts assistant instructor, has completed the competency assessment checklist, effective April 18, 2018

#### **11.7 Policy and Program – Regional High School Computer Fair (Attachment)**

The CSIU sponsored and hosted the annual regional high school computer fairs on March 26, testing students' computer knowledge and application skills. Thirty-two high school students from seven LEAs submitted projects in six categories: computer fair logo design; web page design; digital movie; programming; animation; and graphic design. The first-place winners advance to the state competition in May at Dickinson College, Carlisle. The CSIU has sponsored the regional computer fairs since 1998.