

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, June 20, 2018**

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

COMMITTEE MEETINGS

Human Resources Committee 5 p.m.
Budget and Finance Committee 5:30 p.m.

PICNIC DINNER – 6 p.m.

WORK STUDY SESSION

Assistive Technology Opens Doors for Students With Disabilities – 6:30 p.m.
Chantelle Ney, Educational Consultant and Dr. Anthony Serafini, Special Education and Special Projects Manager

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

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

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present – 10; Directors absent – 7

Director	District	Present	Absent
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 Kashner	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
Alvin Weaver	Milton Area	X

1.4 Announcements

President Augustine welcomed Dr. Weaver to the Board of Directors.

President Augustine announced that an executive session regarding a personnel issue would be held later in the meeting.

The next regular meeting will begin at 7 p.m. on Wednesday, Aug. 15, 2018 at the CSIU central office. There is no July board meeting.

1.5 Approval of Minutes

Motion to approve the minutes of the Wednesday, May 16, 2018 meeting, which included the change of start date for **Annette Hutt**, CARES data entry and office assistant, to May 29, 2018, and **George Dieffenbacher**, substitute school bus aide, to June 4, 2018.

Motion by Victor Abate, second by Lawrence Neidig

Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

1.6 CSIU Staff and Others in Attendance

Lynn Cromley – Assistant Executive Director/Chief Administrative Officer

Susan Darrah – Education Association Representative

Kenneth Erb – Facilities Coordinator

Marcia Hoffman – Director of Human Resources

Kevin Kilgus – Business Administrator

Susan Kinney – Executive Office Manager/Board Recording Secretary

John Kurelja – Chief Academic Officer

Amy Pfleegor – Executive Office Manager/Board Recording Secretary

Jennifer Spotts – Communications Manager

Jennifer Williams – Director of Special Education and Early Childhood Services

2. EXECUTIVE SESSION

President Augustine called an executive session at 7:04 p.m. regarding a personnel issue. The executive session concluded at 7:12 p.m.

3. BOARD GOVERNANCE

3.1 Board Reorganization

Act 102 of 1970 requires intermediate unit directors to elect officers annually by July. In May, the board's Nominations Committee reported there was a full slate

of candidates for the board offices and that additional nominations would be considered at this meeting. The committee presents the following slate of candidates for 2018-19 board offices:

- President - Larry Augustine (Selinsgrove Area)
- Vice President - Bruce Rhoads (Central Columbia)
- Secretary - Daniel McGann (Berwick Area)
- Treasurer - Joseph Klebon (Southern Columbia Area)

Directors are asked to vote for the slate of candidates as presented or present nominations from the floor. The elected officers will serve July 1, 2018 through June 30, 2019.

Motion to approve slate of candidates to serve as officers from July 1, 2018 through June 30, 2019 as presented. President Augustine thanked Mr. Neidig for his service as Treasurer to the Board.

Motion by Dennis Keiser, second by Lawrence Neidig.

Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

3.2 PSBA Voting Delegate

The CSIU is entitled to appoint a voting member to participate in the 2018 PSBA Delegate Assembly on Friday, Oct. 19. The Assembly occurs at the conclusion of the regularly scheduled events of the PASA-PSBA School Leadership Conference. Mr. Brecker served as CSIU's representative the past three years and is willing to serve for the 2018 Assembly.

Motion to approve Mr. Brecker as the PSBA Delegate to attend the 2018 PSBA Delegate Assembly on Friday, Oct. 19, 2018.

Motion by Daniel McGann, second by Lawrence Neidig

Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

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

4.1 Monthly Financial Statements (Attachments)

Directors are asked to approve the following May 2018 financial statements:

- Program Balance Sheet
- Financial Report
- General Fund Accounting Payment Summary in the amount of \$2,618,803.69; funds for payment are available in program budgets.

Motion to approve the May 2018 financial statements: Program Balance Sheet; the

Monthly Financial Report; and the General Fund Accounting Payment Summary as presented.

4.2 Authorization 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 name the following staff as authorized agents of the Board for conducting such transactions during the 2018-19 fiscal year:

- Kevin Singer, Executive Director
- Charles Peterson Jr., Chief Financial Officer
- Jennifer Gardner, Financial Accounting Manager
- Kevin Kilgus, Business Administrator
- Hannah Sherwood, Staff Accountant
- Vera Betz, Business Support Services Assistant
- Ellen Wilhour, Payroll Coordinator

The board president, secretary and treasurer, whose signatures appear on all checks, are responsible for disbursement of funds.

Motion to authorize staff to make banking transactions during the 2018-19 fiscal year as listed.

4.3 Depositories

Directors are asked to authorize the following financial institutions as CSIU depositories for the 2018-19 fiscal year:

- First National Bank;
- Pennsylvania Local Government Investment Trust (PLGIT); and
- Pennsylvania School District Liquid Asset Fund (PSDLAF).

Motion to approve the 2018-19 depositories as listed.

4.4 Transportation Agreement

Administration recommends approval of the extension of an agreement, July 1, 2018 to Aug. 15, 2018, to transport two students to The Scranton School for the Deaf and Hard-of-Hearing Children. One student is school age and is the responsibility of the Danville Area School District. The other student is in the Early Intervention program and is the responsibility of the CSIU.

Under the terms of this agreement, the CSIU will contract for the transportation service and will bill the Danville Area School District for half the cost.

Motion to approve the extension of an agreement with Danville Area School District for transportation services.

4.5 Vehicle and Equipment Purchase – Facilities Department

Administration recommends the purchase of a 2019 Ford F-550 from Sunbury Motors Company, Sunbury at a cost of \$39,257 under the terms and conditions of the COSTARS contract.

Administration also recommends the purchase and installation of a stainless steel dump bed, plow mount and salt spreader from Watson Diesel of Canton at a cost of \$25,988 under the terms and conditions of the COSTARS contract.

The CSIU's facilities department is currently using a 2001 Ford F-350. The truck is used for maintenance, plowing, salting, hauling and landscaping and is the only truck owned by the CSIU. This truck will not pass inspection without major repairs.

The total for the truck and additional equipment is \$65,245. This purchase will reduce staff time and save rental costs.

Funding for this purchase is available in the 2018-19 facilities budget.

Motion to approve the purchase of a 2019 Ford F-550 truck and additional equipment as presented.

4.6 Workers Compensation Insurance

Administration recommends approving the 2018-19 Workers' Compensation Insurance Policy with UPMC WorkPartners, Pittsburgh, at an estimated cost of \$281,841. The final cost is based on actual payroll.

Motion to approve the 2018-19 Worker's Compensation Insurance policy as presented.

4.7 Motion for Budget and Finance Committee Matters

Motion to approve all Budget and Finance Committee matters.

Motion by Daniel McGann, second by Victor Abate

Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

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

5.1 PEPPM Contract Extensions (Attachment)

Directors are asked to approve contract extensions for PEPPM Managed Print Solutions Bid Awards as presented.

Motion to approve contract extensions for PEPPM Managed Print Solutions Bid Awards as presented.

5.2 PEPPM Pricing Review (Attachment)

Directors are requested to authorize an agreement with Baker Tilly Virchow Krause, LLP, Williamsport for the PEPPM pricing review for the 2017 buying cycle. The base

cost is \$8,000 with an option to increase the cost of the agreement commensurate to an increase in the scope of the work, in accordance with the proposal and as deemed necessary.

Motion to approve the PEPPM pricing review agreement for the 2017 buying cycle.

5.3 Transfer of KPN Contract (Attachment)

In July 2016, the CSIU board awarded a contract to Calico Industries, Annapolis Junction, Md., for Food Service Equipment and Supplies. Calico has been acquired and have decided to transfer the food equipment division and all pending orders to Alto-Hartley, Alexandria, Va. After review of Alto-Hartley's proposal and agreement to the original terms and conditions, staff recommends approving the transfer of the KPN Food Service Equipment and Supplies contract to Alto-Hartley effective June 20, 2018 through Feb. 28, 2019, with possible three one-year extensions.

Motion to approve the transfer of the KPN Food Equipment & Supplies Contract from Calico Industrial Supply, LLC to Alto-Hartley.

5.4 Keystone Purchasing Network Partnership

The Cooperative Council of Governments d/b/a Sourcing Alliance Network of Cleveland, Ohio, seeks a partnership with the Keystone Purchasing Network to market the KPN-Nasco Office and School Supply contract to its members, effective June 21, 2018. The Sourcing Alliance has over 800 members in 14 states.

Motion to approve Keystone Purchasing Network partnership with the Sourcing Alliance Network as presented.

5.5 Motion for Technology/Marketplace Committee Matters

Motion to approve all Technology/Marketplace matters.

Motion by Bruce Rhoads, second by Victor Abate

Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

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

6.1 Addition from the Committee for New Hire and Position Transfer

The Committee Chair made a motion from the floor to add the following new hire and position transfer. Both positions are in the Office for Dispute Resolution and funded through state contracts.

New Employee - Non-Instructional Staff

- **James Gerl**, Lewisburg, W.Va., received a juris doctorate from University of San Francisco, Calif. He has been employed as a partner/attorney with Scotti & Gerl, Lewisburg, W.Va. Mr. Gerl is recommended as a **special education due process hearing officer**, an exempt position, at an annual salary of \$95,000,

effective Aug. 1, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the Office for Dispute Resolution (ODR) budget.

Position Transfer

- **Samantha Pudloski**, from special education internet resources coordinator at a current salary of \$52,514.55 (220 days) to **Office for Dispute Resolution (ODR) program manager**, also an exempt position, at a salary of \$67,000 (260 days), effective July 1, 2018.

Motion by Dennis Keiser, second by Bruce Rhoads

Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

6.2 Full-Time Personnel

New Employees - Instructional Staff

- **Kimberly M. Heffner**, Muncy, received a master's degree from Misericordia University, Dallas. She has been employed as a registered occupational therapist with Children's Development Center–A Division of Hope Enterprises, Inc., Williamsport. Ms. Heffner is recommended as an **occupational therapist** at Step 1 of the Master's Classification, effective July 9, 2018 at an annual salary of \$49,159, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this replacement position are in the Early Intervention budget.
- **Taylor A. Kerstetter**, Sunbury, received a master's degree from Bloomsburg University of Pennsylvania. She has been employed as a speech and language pathologist with Williamsport Area School District. Ms. Kerstetter is recommended as a Temporary Professional Employee in the position of **speech therapist** at Step 2 of the Master's Classification, effective July 9, 2018 at an annual salary of \$50,276, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this replacement position are in the Early Intervention budget.
- **Christine N. Kline**, Berwick, received a master's degree from Edinboro University, Edinboro. She has been employed previously as a day-to-day substitute with Berwick Area School District. Ms. Kline is recommended as a Temporary Professional Employee in the position of **reading/resource teacher** at Step 1 of the Master's Classification, effective Aug. 7, 2018 at an annual salary of \$49,159, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this new position are in the non-public education budget.
- **Erin R. Treadway**, Danville, received a master's degree from Bloomsburg University of Pennsylvania. She has been employed as a special education teacher with New Story School, Berwick. Ms. Treadway is recommended as a Temporary Professional Employee in the position of **special education**

teacher at Step 1 of the Master's Classification, effective Aug. 7, 2018 at an annual salary of \$49,159, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this replacement position are in the special education budget.

New Employees - Non-Instructional Staff

- **Leah J. Borow**, Montoursville, received a master's degree from University of Montana, Missoula, Mont. She has been employed as a deputy director of operations with STEP Head Start, Williamsport. Ms. Borow is recommended as a **CARES program support coordinator**, a non-exempt position, at an hourly rate of \$22.05, for an estimated annual salary of \$42,997.50, effective July 16, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the CARES, Yes to the Future and WATCH Project budgets.
- **Sarah R. Fisher**, Shamokin, received a diploma from Southern Columbia Area School District. She has been employed as a direct support professional with Keystone Human Services, Sunbury. Ms. Fisher is recommended as a **Head Start instructor**, a non-exempt position, at an hourly rate of \$15.07, for an estimated annual salary of \$22,152.90, effective Aug. 7, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the Head Start budget.
- **Amanda M. Reigle**, Mifflinburg, received an associate's degree from McCann School of Business & Technology, Sunbury. She has been employed as a nursing scheduler/administrative assistant with AlbrightCare Services, Lewisburg. Ms. Reigle is recommended as a **classroom and client support administrative assistant**, a non-exempt position, at an hourly rate of \$14.50, for an estimated annual salary of \$28,275, effective June 25, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the computer services budget.
- **Kimbra A. Shoop**, Lewistown, received a master's degree from University of Illinois at Urbana Champaign, Urbana, Ill. She has been employed as a PA CARES coordinator with Seven Mountains EMS Council, Selinsgrove. Ms. Shoop is recommended as a **career pathways specialist**, a non-exempt position, at an hourly rate of \$17.90, for an estimated annual salary of \$34,905, effective July 23, 2018 (contingent upon receipt of required clearances). Funds for this new position are in the Yes to the Future and WATCH Project budgets.

Position Transfers

- **Barbara Y. Brodie**, from instructional support program assistant at a current hourly rate of \$11.62 (\$16,122.75 annually) to **transition work experience job coach**, also a non-exempt position, at an hourly rate of \$17.25 (\$23,934.38 annually), effective Aug. 7, 2018
- **Jamie N. Harley**, from one-on-one instructional support program assistant at a current hourly rate of \$10.93 (\$15,165.38 annually) to **communication facilitator**, also a non-exempt position, at an hourly rate of \$12.35

(\$17,135.63 annually), effective Aug. 7, 2018

Title Changes

- **Julie L. Bieber**, from Early Head Start instructor to **Early Head Start family partner/home visitor**, effective Aug. 7, 2018
- **Tanya R. Dynda**, from technology integration support specialist to **instructional technology and STEM specialist**, effective June 21, 2018
- **Erica L. Lauver**, from Early Head Start instructor to **Early Head Start family partner/home visitor**, effective Aug. 7, 2018

Full-time Reduced Hours

- **Christine R. Mitcheltree**, curriculum and instruction support specialist, reduction in hours from 37.5 hours/week at an annual salary of \$68,000 to 30 hours/week at an annual salary of \$54,400, effective July 1, 2018

Resignations

- **Jamie L. Aurand**, classroom associate, effective June 8, 2018
- **Lisa J. Black**, operations services assistant, effective Sept. 3, 2018
- **Valerie R. Forsha**, WATCH Project career coordinator, effective Aug. 3, 2018
- **Cara A. Gray**, youth development coordinator, effective May 29, 2018
- **Alycia E. Haas**, Pre-K Counts teacher, effective June 4, 2018
- **Tiedra L. Marshall**, family support technical assistance coordinator, effective July 20, 2018
- **Amanda C. McGinley**, ELECT student support specialist, effective July 6, 2018
- **Renee R. Palkendo**, Head Start instructor, effective June 14, 2018
- **Nancy J. Troutman**, retiring as Early Intervention instructional assistant, effective July 27, 2018

6.3 Part-Time Personnel

New Employees - Non-Instructional Staff

- **Lisa J. Black**, as receptionist, \$14.71 per hour, effective Sep. 4, 2018
- **Jennifer L. Noll**, as adult education bridge instructor, \$17.23 per hour, effective June 21, 2018 (contingent upon receipt of required clearance)

New Employees - Summer Work

- **Kara S. Druckenmiller**, as ESY instructor, \$25 per hour, effective July 23, 2018 to Aug. 6, 2018 (contingent upon receipt of required clearances)
- **Marisa A. Lagana**, as Migrant Education summer instructor, \$15 per hour, effective June 27, 2018 to Aug. 3, 2018 (contingent upon receipt of required clearances)
- **Caitlin E. Meleski**, as communications intern, \$12 per hour, effective June 21, 2018 to Aug. 17, 2018 (contingent upon receipt of required clearances)
- **Briana Shervinskie**, as communications intern, \$12 per hour, effective June 21, 2018 to Aug. 17, 2018 (contingent upon receipt of required clearances)

- **Erin R. Treadway**, as ESY instructor, \$25 per hour, effective July 10, 2018 to Aug. 6, 2018 (contingent upon receipt of required clearances)

Resignations/Terminations

- **Santina Sacavage**, incarcerated youth instructor, effective May 18, 2018
- **Crystal G. Snyder**, school bus rider, effective May 28, 2018

6.4 Substitute Personnel

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

Substitute Para-educators (Aides)

- Bambi M. Stenglein

6.5 Senior Leader Salary Adjustments for 2018-19

At the recommendation of the executive director, directors are asked to approve salary adjustments of three percent for qualifying senior leaders, effective July 1, 2018 as follows:

Name	Position	2017-18 Salary	2018-19 Salary
John Brenchley	Chief Innovation Officer	\$155,324	\$159,984
Lynn Cromley	Assistant Executive Director/ Chief Administrative Officer	\$165,115	\$170,069
Dr. John M. Kurelja	Chief Academic Officer	\$154,500	\$159,135
Charles E. Peterson Jr.	Chief Financial Officer	\$161,404	\$166,246

Motion to approve salary adjustments for senior leaders for fiscal year 2018-19 as presented by the executive director.

6.6 Appointment of Assistant Executive Director/Chief Academic Office

Job Description/Title Change - Position Transfer

The executive director recommends a change in the job description/title for **Dr. John M. Kurelja**, chief academic officer to **assistant executive director/chief academic officer**, effective July 1, 2018, in accordance with terms of PA School Code §10-1078 (four-year period – July 1, 2018 through June 30, 2022), with a salary adjustment of \$3,000 in addition to the applicable employee salary increase for the 2018-19 school year and all applicable benefits. This appointment is recommended to increase administrative operational efficiency and better position the administration for future program changes and adjustments.

Motion to approve the appointment of Dr. John M. Kurelja to the position of Assistant Executive Director/Chief Academic Officer as presented by the executive director.

6.7 Motion for Human Resources Committee Matters

Motion to approve Items 6.1–6.6 of Human Resources Committee matters.

Motion by Dennis Keiser, second by Bruce Rhoads

Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

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

No report.

8. EDUCATIONAL PROGRAM MATTERS

8.1 Affirmation of Northumberland Area Head Start and Early Head Start Supplemental Funding Request (Attachment)

As authorized by CSIU Board Policy 005, "In months when no meeting is scheduled or in the event of canceled or postponed meetings, the Board officers, acting as an executive committee, shall be and are hereby authorized to approve the payment of checks and/or to perform other timely actions on behalf of the Board. At the next Board meeting the listing of payments and other actions taken shall be presented to the Board for inclusion in the official Board minutes."

In the case of Head Start and Early Head Start Supplemental Funding Request–COLA: December 1, 2017–November 30, 2018, the CSIU Board of Directors scheduled meeting date of June 20, 2018, was after the federal deadline for submission for the additional grant funds, June 18, 2018.

CSIU Board Officers, acting as an executive committee, took action effective June 15, 2018, for approval of the following item, which action was affirmed by the CSIU Board of Directors during tonight's meeting.

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 Supplemental Funding Request – COLA: Dec. 1, 2017–Nov. 30, 2018

Early Head Start Supplemental Funding Request – COLA: Dec. 1, 2017–Nov. 30, 2018

Motion to affirm the action of the Board Officers, acting as an executive committee, for the Head Start/Early Head Start Supplemental Funding Request as presented.

8.2 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 April 2018

Motion to approve the Head Start/Early Head Start items as presented.

8.3 Assurance for the Operation of Early Intervention Special Education Services and Programs (Attachment)

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

Directors are asked to authorize staff to submit the Assurance for the Operation of Early Intervention Special Education Services and Programs for the 2018-19 School Year.

Motion to approve the Assurance for the Operation of Early Intervention Special Education Services and Programs for the 2018-19 School Year as presented.

8.4 IDEA–B Eligibility Application

Directors are asked to approve the 2018-19 Individuals with Disabilities Education, Part B (IDEA-B) Funds Application. To be eligible to apply for funds under IDEA, any local education agency must have in effect policies and procedures consistent with state and federal regulations. The CSIU special education office submits annually the Subgrantee Application under Part B of the IDEA as Amended in 2004.

Motion to approve the 2018-19 Individuals with Disabilities Education, Part B (IDEA-B) Funds Application as presented.

8.5 Vehicle Purchase –Driver Education Program

Administration recommends approval of the purchase of two 2018 Ford Fiesta vehicles for the driver education program. These vehicles will replace current vehicles no longer in compliance with PDE's requirements, according to the Pennsylvania Enhanced Driver Education Program Administrative Guide. This purchase will be made under the terms and conditions of the COSTARS contract 26-053. The cost of each vehicle is \$13,245 for a total cost of \$26,490. The vendor for this purchase will be Whitmoyer Ford, Mount Joy. Funds are available in the driver education budget.

Motion to approve the purchase of two vehicles for the Driver Education program as presented.

8.6 Vehicle Purchase – Pinnacle Place

Administration recommends approval of the purchase of one 2018 Dodge Grand Caravan SE to provide transportation for residents at the CSIU's Pinnacle

Place Maternity Group Home in Sunbury. Currently, staff use their personal vehicles to provide transportation (to appointments, places of employment and child care facilities). Walking and using Rabbit Transit is encouraged, but often is not practical. This purchase will be made under the terms and conditions of the COSTARS contract 026. The cost of the vehicle is \$22,203. The vendor for this purchase is Clarion Chrysler Dodge Jeep, Clarion. Funds are available in the Pinnacle Place local budget.

Motion to approve the purchase of a vehicle for Pinnacle Place Maternity Group Home as presented.

8.7 Classroom User Agreements

The CSIU utilizes classroom space throughout the five-county region on an as-needed and as-available basis. Classroom spaces are needed and available at no cost to the CSIU during the 2018-19 school year in the following districts/locations:

- Bloomsburg University
- Line Mountain School District
- Milton Area School District
- Shikellamy School District
- Southern Columbia Area School District

Motion to approve Classroom User Agreements for the 2018-19 school year.

8.8 Education and Technology Pool Counsel Legal Services Consultation

Administration recommends renewal of an agreement for pool counsel legal services consultation with Sweet, Stevens, Katz & Williams LLP for the 2018-19 school year in the amount of \$15,000. The purpose of the pool is to provide education and technology legal services consultation to the CSIU, member districts and cyber school in the form of telephone and electronic mail advice and opinions concerning special education, ESSA compliance, student services and student civil rights issues to the administrator or administrator's designee.

For the 2018-19 school year, 15 districts, the Columbia-Montour Area Vocational Technical School and the SusQ-Cyber Charter School have committed to continued participation in the pool at a rate of \$600 per LEA.

Motion to approve renewal of an agreement with Sweet, Stevens, Katz & Williams LLP for the 2018-19 school year.

8.9 Motion for Educational Program Matters

Motion to approve all Educational Program matters.

Motion by Dennis Keiser, second by William Brecker
Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

9. ADMINISTRATIVE MATTERS

9.1 Legal Services 2018-19 (Attachment)

Directors are asked to approve the proposed listing of legal counsel, including the scope of each firm's services and fees for 2018-19.

Motion to approve solicitor and legal counsel for 2018-19 as presented.

Motion by Victor Abate, second by Dennis Keiser

Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

10. Motion for Executive Committee Action

Motion to give authority to the Executive Committee (Officers) to approve any matters that may come before the board prior to the Aug. 15, 2018 meeting; to be affirmed by the Board at that meeting.

Motion by Dennis Keiser, second by Daniel McGann

Final Resolution: Motion Passed

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Alvin Weaver

11. ADMINISTRATIVE REPORTS

11.1 Executive Leadership - Dr. Kevin Singer, Executive Director

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

11.3 Financial Services - Charles Peterson Jr., Chief Financial Officer

11.4 Educational Services - Dr. John Kurelja, Chief Academic Officer

11.5 Marketplace Services - John Brenchley, Chief Innovation Officer

11.6 Other

President Augustine recognized Ms. Kinney, who is retiring as executive office manager/board recording secretary, for her years of service to the CSIU and for dedicating her entire career to public education.

12. ADJOURNMENT

12.1 Adjourn Meeting

The meeting was adjourned by President Augustine at 7:45 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Amy Pfleegor
Recording Secretary**

13. INFORMATION ONLY

13.1 Board Governance – Election of Directors

Directors from Lewisburg Area, Mifflinburg Area, Selinsgrove Area and Shamokin Area school districts were nominated by their district boards to serve full three-year terms on the CSIU Board of Directors beginning July 1, 2018 and continuing through June 30, 2021.

Following the mailing of the 2018 ballots, directors from Danville Area and Milton Area school districts were appointed to serve the same three-year term. Their names will be placed on the 2019 Ballot for Election of CSIU Directors. Directors from Bloomsburg Area, Millville Area, Shikellamy, Southern Columbia Area and Warrior Run school districts were also recently appointed by their district boards to complete the balance of unexpired terms on the CSIU Board.

Directors from the CSIU's 17 member–districts were given the opportunity to vote for the slate of candidates for the CSIU Board of Directors. All candidates were approved.

13.2 Board Governance - Terms of Office

The terms of office for the CSIU Board of Directors are as follows:

(* indicates reappointment, ** indicates completing balance of unexpired term)

District	Director	Began CSIU	Current Term Expires
Benton Area	Kathleen DeYong	February 2016	June 2019
Berwick Area	Daniel McGann	April 2011	June 2020
Bloomsburg Area	Jonathan Jones	December 2017	June 2020**
Central Columbia	Bruce Rhoads	July 2011	June 2020
Danville Area	Heather Hackenberg	December 2017	June 2021 *
Lewisburg Area	Mary Ann Stanton	December 2017	June 2021*
Line Mountain	Lawrence Neidig	January 2010	June 2019
Midd-West	Victor Abate	December 2011	June 2020
Mifflinburg Area	Dennis Keiser	July 2012	June 2021*
Millville Area	Deborah Price	December 2017	June 2019**
Milton Area	Alvin Weaver	May 2018	June 2019**
Mount Carmel Area	William Brecker	December 2013	June 2019

Selinsgrove Area	Larry Augustine	July 2012	June 2021*
Shamokin Area	Jeffrey Kashner	December 2012	June 2021*
Shikellamy	Slade Shreck	December 2017	June 2020**
Southern Columbia Area	Joseph Klebon	June 2017	June 2019**
Warrior Run	Tamara Hoffman	February 2018	June 2019**

13.3 Budget and Finance – Fiscal Communications

May 3, 2018, an email from Brenda Kylan, Data and Fiscal Project Officer, Pennsylvania Department of Education Division of Student Services, notifying CSIU of the approved budget for the 2017-18 Migrant Education Program Grant. Project #017-17-0106 is effective July 1, 2017 through Sept. 30, 2018, in the amount of \$670,000.

May 4, 2018, an email from GrantSolutions (Katrina Morgan - ACF Grants Officer) notifying CSIU of an amendment to Award #90CX6954-05-01 (Transitional Living Program/Maternity Group Home-Pinnacle Place). A supplement and five-month extension will increase the federal award amount from \$200,000 to \$282,176 and extend the end date from April 30, 2018 to Sept. 30, 2018.

May 8, 2018, an email from Jesse Bowman, Workforce Development Analyst II – Pennsylvania Department of Labor & Industry, Bureau of Workforce Development Administration, notifying CSIU that unexpended funds related to Notice of Obligation No. 427-15-001 have been de-obligated in the amount of \$31,975.03. This will close out the Reemployment Services grant that ended on Dec. 31, 2017.

May 9, 2018, an email from Mona Holtry, Assistant Director of Purchasing & Contracting for Shippensburg University, notifying the CSIU of Service Purchase Contract No. 4000051799. This contract is not to exceed \$46,000 and expires Dec. 31, 2018. The Center for Schools and Communities will serve as the external evaluator and assist in coordination of the university's Early Learning Conference (Summer 2018).

May 19, 2018, an email from GrantSolutions (Calvin D. Mitchell – ACF Grants Officer) notifying CSIU that the balance of funds for Head Start and Early Head Start operations, training and technical assistance has been awarded for the funding period of Dec. 1, 2017– Nov. 30, 2018. The balance of funds awarded via this action is \$1,388,704.

May 21, 2018, a letter dated May 18, 2018 from Brenda R. Hewitt, Office of Head Start Regional Program Manager – U.S. Department of Health & Human Services, Administration for Children & Families, notifying CSIU of a 2.6 percent cost-of-living adjustment for fiscal year 2018. Grant No. 03CH010273 for Head Start and Early Head Start will increase \$70,937, pending submission and approval of the supplemental application.

13.4 Administration – Staff Travel

Jose Reyes-Lua, statewide recruitment coordinator, attended the **2018 National Migrant Education Conference** April 28–May 2, 2018 in Portland, Ore. While there he participated in workshop sessions designed to enhance the outreach efforts of identification and recruitment of migrant families, maximize compliance to the MEP non-regulatory guidance and Service Delivery Plan and renew the energy and commitment to engaging and supporting migrant families. Funds for estimated expenses of \$2,737 were available in the Migrant Education Program budget.

Laura Saccente, PA Statewide Afterschool Youth Development Network (PSAYDN) director, attended the **2018 National STEM Summit** May 7–9, 2018 in Huntsville, Ala. The summit was a requirement of the STEM Funders Network. Funds for estimated expenses of \$994 were available in the PSAYDN budget.

Michelle Nutter, Safe Schools manager, by request from the **Maine Department of Education to Center for Education Equity (CEE/MAEC)**, will provide training June 25–27, 2018, in Bangor, Maine, on protected class bullying, cultural diversity and strategies to address biased words/actions. This work has been assigned through the Responsive TA funding deliverable. Funds for estimated expenses of \$856 are covered by MAEC.

Brian Jason Ford, due process hearing officer, will attend the **17th National Academy for IDEA Administrative Law Judges and Impartial Hearing Officers** July 10–13, 2018 in Seattle, Wash. While there, he will examine topics including hearing procedures, cognitive testing, social/emotional/behavioral assessments, evaluations, ethics for IDEA Hearing Officers, assistive technology, examination of remedies and case law developments. Funds for estimated expenses of \$2,070 are available in the Office for Dispute Resolution budget.

Kevin Singer, executive director; **Lynn Cromley**, assistant executive director/chief administrative officer; and **John Kurelja**, chief academic officer, will attend the **Association of Educational Services Agencies (AESA) Annual Summer Leadership Conference** July 16–19, 2018 in Minneapolis, Minn. While there, they will be provided professional development and networking opportunities with other educational services agency leaders from across the country. They will have the opportunity to learn how successful ESA leaders manage risk and reward to grow. Funds for estimated expenses of \$2,545; \$2,245; and \$2,365, respectively, are available in the executive, administrative and curriculum budgets.

Charles Peterson Jr., chief financial officer, will attend the **Arizona ASBO Annual Conference** July 18–21, 2018 in Tucson, Ariz. While there, he will represent ASBO International while attending educational sessions. Expenses are covered by Arizona ASBO and ASBO International.

Stephanie Colvin-Roy, training and organizational development associate, will attend the **Training of Trainers ICPS** Aug. 8–9, 2018 in Tampa, Fla. While there, she will deliver I Can Problem Solve (ICPS) on-site implementation training and training of trainers to Family Community Services. Funds for estimated expenses of

\$1,850 are available in the ICPS budget.

Charles Peterson Jr., chief financial officer, will attend the **National Institute of Governmental Purchasing (NIGP) Annual Forum** Aug. 19–22, 2018 in Nashville, Tenn. While there, he will represent ASBO International while attending educational sessions. Expenses are covered by NIGP and ASBO International.

John Brenchley, chief innovative officer; **Jared Lehman**, supervising manager; **Jeffrey Kimball**, director of cooperative purchasing; and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the **National Institute of Governmental Purchasing (NIGP) Annual Forum** Aug. 19–22, 2018 in Nashville, Tenn. While there, they will have the opportunity to interact with individuals in public procurement. They will also exhibit to market KPN and PEPPM cooperative purchasing contracts to NIGP members. Funds for estimated expenses of \$1,075, \$1,305, \$1,246 and \$1,246, respectively, are available in the joint purchasing budget.

Jared Lehman, supervising manager, will attend the **International Society for Technology in Education (ISTE) Conference and Expo** June 25– 27, 2018 in Chicago, Ill. While there, he will market KPN and PEPPM cooperative purchasing contracts to potential members. Funds for estimated expenses of \$2,165 are available in the joint purchasing budget.

Kevin Singer, executive director, will attend the **Association of School Business Officials (ASBO) International Annual Meeting and Expo** Sept. 21–24, 2018 in Kissimmee, Fla. While there, he will have the opportunity to network with both customers and vendors of KPN and PEPPM. He will be joining Chuck Peterson, chief financial officer, who is serving this year as the ASBO president. It is an ASBO tradition to have the supervisor of the ASBO president attend the conference to support and recognize the outgoing president. Funds for estimated expenses of \$2,495 are available in the executive and administrative budgets.

John Brenchley, chief innovative officer; **Jared Lehman**, supervising manager; **Jeffrey Kimball**, director of cooperative purchasing; and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the **Association of School Business Officials (ASBO) International Annual Meeting and Expo** July 18–20, 2018 in Tucson, Ariz. While there, they will have the opportunity to network with customers and vendors as well as market KPN and PEPPM cooperative purchasing contracts to members of ASBO International. Funds for estimated expenses of \$2,395, \$1,378, \$1,526 and \$1,526, respectively, are available in the joint purchasing budget.

Dr. Timothy Campbell, LPN Center director, will attend the **Accreditation Commission for Education in Nursing (ACEN) Effectively Leading an ACEN–Accredited Program: A Workshop for Program Administrators and Fall 2018 Self–Study Forum** Oct. 3–5, 2018 in Orlando, Fla. While there, he will be provided with an orientation to responsibilities of program administrators in maintaining compliance, analysis and application of ACEN standards and criteria, understanding of self-study report expectations and preparation for peer review for ACEN reaccreditation of the LPN Center program. Funds for estimated expenses of \$1,949 are available in the LPN Center budget.

13.5 Human Resources – Leaves of Absence

Return from Leave of Absence

- **Cynthia E. Maneval**, Head Start family and health coordinator, effective June 4, 2018