

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT  
**BOARD OF DIRECTORS**

**MINUTES OF THE REGULAR MONTHLY MEETING  
WEDNESDAY, SEPTEMBER 16, 2015**

**COMMITTEE MEETINGS**

- **Policy Committee**  
5 p.m. in Heritage Room
- **Finance Committee**  
5:30 p.m. in River Room
- **Personnel Committee**  
5:30 p.m. in Valley Room
- **Technology Committee**  
5:30 p.m. in Technology Group Meeting Room

**DINNER**

- 6 p.m. in Susquehanna B

**WORK STUDY SESSION**

- 6:45 p.m. in Commonwealth Room

**CSIU 2015 PROFESSIONAL LEADERSHIP DAY AND  
STAFF RECOGNITION**

*Douglas Dennison*, Kudos Award

*Darlene Dwyer*, Ambassador of the Year Award

*Joan Hauck*, Passion for Excellence Award

**BUSINESS MEETING**

- 7:30 p.m. in Commonwealth Room

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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**  
**September 16, 2015 CSIU Board of Directors Meeting**  
**CSIU Central Office • 90 Lawton Lane, Milton**

**I. CALL TO ORDER:** 7:45 p.m.

*The meeting was called to order by President Larry Augustine.*

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

<b>Director</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
Victor L. Abate .....	Mid-West .....	X	
Larry D. Augustine, <i>President</i> .....	Selinsgrove Area .....	X	
William Brecker .....	Mount Carmel Area.....	X	
Larry B. Breech .....	Millville Area .....	X	
Brandon Hartman .....	Benton Area .....		X
James Hartman .....	Shikellamy.....	X	
Jeffrey Kashner.....	Shamokin Area .....	X	
Dennis Keiser .....	Mifflinburg Area .....	X	
Daniel F. McGann, <i>Secretary</i> .....	Berwick .....	X	
Lawrence I. Neidig, <i>Treasurer</i> .....	Line Mountain .....	X	
Thomas Reich.....	Southern Columbia.....		X
Bruce E. Rhoads, <i>Vice President</i> .....	Central Columbia .....	X	
Belinda Stefl.....	Milton Area .....	X	
Tera Unzicker-Fassero.....	Lewisburg Area .....	X	
David Weader .....	Danville Area .....	X	
Douglas L. Whitmoyer .....	Warrior Run.....		X
Leo “Joe” Yodock.....	Bloomsburg Area.....		X

*Directors present – 13; Directors absent – 4*

#### **IV. CSIU STAFF AND OTHERS IN ATTENDANCE**

John Brenchley — Chief Innovation Officer  
Lynn Cromley — Chief Administrative Officer/Center for Schools and Communities Director  
James Dugan — Acting Human Resources Director  
Kenneth Erb — Telepresence and Communication Technology Facilitator  
Victoria Frace — Education Association Representative/Teacher  
Nancy Joraskie — Executive Office Support Specialist/Alternate Board Recording Secretary  
Susan Kinney — Executive Office Manager/Board Recording Secretary  
Adele Mixell — PSBA Policy Specialist  
Amy Morton — Chief Academic Officer  
Charles Peterson, Jr. — Chief Financial Officer  
Dr. Kevin Singer — Executive Director  
Davelyn Smeltzer — PSBA Director of Policy Services  
Jennifer Spotts — Public Relations Manager  
John Wargo — Computer Services Partner Services Manager  
Jennifer Williams — Director of Special Education and Early Childhood Services  
13 Members of the CSIU Education Association — Teachers and Therapists

#### **V. ANNOUNCEMENTS**

The next regular meeting will begin at 7:30 p.m. on Wednesday, October 21 at the CSIU central office.

*Mr. Augustine announced that an Executive Session regarding personnel issues would be held following adjournment of tonight's meeting.*

#### **VI. APPROVAL OF MINUTES**

*Motion by Mr. Abate and seconded by Mr. McGann to approve the minutes of the regular meeting of the CSIU Board of Directors held on July 15, 2015, and the special meeting of the CSIU Board of Directors held on Aug. 4, 2015, as presented.*

*The motion was unanimously passed.*

#### **VI. SPOTLIGHT SEGMENT**

##### **1. PSBA Policy Development Service**

**Davelyn Smeltzer**, PSBA Director of Policy Services, and **Adele Mixell**, PSBA Policy Specialist, presented information regarding the procedures that were put in place by CSIU staff and the Policy Committee for policy development. These procedures will be used during the update of the CSIU board policies and administrative regulations.

## BOARD GOVERNANCE

### I. PSBA OFFICERS FOR 2016

In accordance with PSBA bylaws, member entities cast one vote per office during annual elections. To cast votes for the 2016 officers, a vote must be taken by CSIU directors by the September 28 deadline. Officers are President-Elect and Vice President. **(Attachment No. 1)**

*Motion by Mr. Breech and seconded by Mr. Weader to cast a vote for Mark B. Miller for the office of PSBA President-Elect.*

*The motion was unanimously passed.*

*Motion by Mr. McGann and seconded by Mr. Rhoads to cast a vote for Robert Schwartz for the office of PSBA Vice President.*

*The motion was unanimously passed.*

*A copy of the Voting Receipt will be attached as part of the official minutes. (Attachment No. 1A)*

## COMMITTEE REPORTS

### I. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair Larry Neidig, Belinda Stefl and Doug Whitmoyer, Committee Members

#### CONSIDERATION OF ACTION ITEMS – FISCAL

##### 1. Program Balance Sheet (July and August)

The reports of fiscal year 2015-16 financial activity as of August 31, 2015 is presented for acceptance. The revenue and expenditure reports by program are included in directors' agenda packets **(Attachment No. 2)**; the monthly financial statements follow:

##### **General Fund — July**

Balance 7/1/15		\$3,412,705.20
July Deposits		7,024,867.00
<i>July Disbursements</i>		
July Payroll Transfers	(\$3,307,301.16)	
July WF+ Transfers	(682.66)	
July Bank Card ACH	(36,885.15)	
July Bank Charges	(486.80)	
July 2nd Qtr Sales Tax ACH	(206.36)	
Monthly Checks	(4,384,002.08)	
Void Checks dated before 7/1/15	(2,693.79)	
Total July Disbursements	(\$7,726,870.42)	(7,726,870.42)
Balance 7/31/15		\$2,710,701.78

**Voided Checks Current Month**

Check #	Vendor	Amount	Reason	Check Date
199154	PATTAN Pittsburgh	\$150.00	Incorrect Vendor	7/2/15
199162	Safe Kids Worldwide	350.00	Incorrect Vendor	7/2/15
	Total	<u>\$500.00</u>		

**Voided Checks Dated Before 7/1/15**

Check #	Payee	Amount	Reason	Check Date
198516	Harrisburg School District	\$2,250.00	Lost in Mail	6/24/15
196899	Stephanie King	443.79	Lost in Mail	4/15/15
	Total	<u>\$2,693.79</u>		

**Other Accounts**

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 7/1/15	\$ 268,226.08	\$ 0.00	\$2,754.26	\$32,574.30
July Transfers	3,307,301.16	90,600.00	682.66	0.00
July Deposits	0.00	0.00	0.00	0.00
July Interest	51.51	0.00	0.00	0.00
July Withdrawals	(3,222,031.60)	(90,600.00)	(682.66)	0.00
Voided Checks/Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 7/31/15	<u>\$ 353,547.15</u>	<u>\$ 0.00</u>	<u>\$2,754.26</u>	<u>\$32,574.30</u>

**Investment Accounts**

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 7/1/15	\$124,337.48	\$4,556,825.45	\$219,293.82	\$5,141,420.96
July Deposits	0.00	463,367.99	1,071.49	0.00
July Interest	0.93	140.42	8.12	0.00
July Withdrawals	0.00	(3,001,071.49)	0.00	0.00
Balance 7/31/15	<u>\$124,338.41</u>	<u>\$2,019,262.37</u>	<u>\$220,373.43</u>	<u>\$5,141,420.96</u>

**General Fund — August**

Balance 8/1/15		\$2,710,701.78
August Deposits		5,211,087.34
<i>August Disbursements</i>		
August Payroll Transfers	(\$2,181,162.98)	
August WF+ Transfers	(406.88)	
August Bank Card ACH	(43,940.70)	
August Bank Charges	(770.75)	
Monthly Checks	(5,018,072.02)	
NSF Check Charge	(12.00)	
Void Checks dated before 8/1/15	10,244.06	
Total August Disbursements	<u>(\$7,234,121.27)</u>	<u>(7,234,121.27)</u>
Balance 8/31/15		\$ 687,667.85

**Voided Checks Dated Before 8/1/15**

Check #	Payee	Amount	Reason	Check Date
199216	Shileste Morris	\$2,652.00	Lost by Vendor	7/2/15
198923	Mount Carmel SD	6,218.06	Incorrect Amount	6/30/15
197155	EduLink	1,174.00	Lost in Mail	6/24/15
199580	Jacqueline Sham	200.00	Lost in Mail	4/15/15
	Total	<u>\$10,244.06</u>		

**Other Accounts**

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 8/1/15	\$ 353,547.15	\$0.00	\$ 2,754.26	\$32,574.30
August Transfers	2,181,162.98	0.00	406.88	0.00
August Deposits	56093.19	0.00	0.00	0.00
August Interest	40.01	0.00	0.00	0.00
August Withdrawals	(2,265,788.93)	0.00	(406.88)	0.00
Voided Checks/Returned	0.00	0.00	0.00	0.00
Direct Deposit				
Balance 8/31/15	<u>\$ 325,054.40</u>	<u>\$0.00</u>	<u>\$ 2,754.26</u>	<u>\$32,574.30</u>



**Investment Accounts**

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 8/1/15	\$124,338.41	\$2,019,262.36	\$220,373.43	\$5,141,420.96
August Deposits	0.00	3,998,508.57	1,071.49	0.00
August Interest	0.93	41.08	4.89	0.00
August Withdrawals	0.00	(3,001,071.49)	0.00	(2,000,000.00)
Balance 8/31/15	\$124,339.34	\$3,016,740.52	\$221,449.81	\$3,141,420.96

**2. August Payment Authorization**

As authorized by CSIU Board Bylaw 9120, board officers reviewed and approved payment of the following obligations, which are now presented to the board as a whole for their acceptance. Funds for payment are available in program budgets.

**(Attachment No. 3)**

Accounts Payable – July	Amount
Work Foundations + 7/02/15	\$ 168.33
Work Foundations + 7/16/15	\$ 203.77
Work Foundations + 7/30/15	\$ 310.56
General Fund 7/31/15	\$ 4,384,002.08

**Per Diem and Hourly Employees**

Pay Period Ending 7/02/15	\$ 23,882.32
Pay Period Ending 7/16/15	\$ 15,555.84
Pay Period Ending 7/30/15	\$ 36,715.13

Total \$ 4,460,838.03

**3. Payment Requests**

The following obligations are listed on the documents included in directors' agenda packets. **(Attachment No. 4)** Funds for payment are available in program budgets.

Accounts Payable – August	Amount
Work Foundations + 8/13/15	\$ 254.81
Work Foundations + 8/27/15	\$ 152.07
General Fund 8/31/15	\$ 5,018,072.02

**Per Diem and Hourly Employees**

Pay Period Ending 8/13/15	\$ 40,597.05
Pay Period Ending 8/31/15	\$ 26,959.80

Total \$ 5,086,035.75

#### **4. Program Budget Transfers**

As a result of internal reviews and the CSIU budget close-out process, transfers from several program budgets must be made to and from the administrative budget to close out expired programs. As in past years, board action is recommended to close prior years' programs before the fiscal year ends. A list of program budget transfers is included in the directors' agenda packets. **(Attachment No. 5)**

#### **5. Proposed Line of Credit**

In order to sustain the CSIU's programs and services until the Pennsylvania Legislature passes and the Governor signs a budget, and state revenue begins to flow, a line of credit may be necessary. Directors are asked to authorize the executive director to execute the documents necessary to secure a \$6.5 million line of credit from the banking institution with the most favorable terms. **(Attachment No. 6)**

### **CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS**

#### **1. PEPPM 2015 Managed Print Solution Bid Awards**

Bids were solicited for the PEPPM 2015 bid cycle. Directors are asked to approve the list of recommended bid awards for a three-year contract for two branded solutions. **(Attachment No. 7)**

#### **2. Purchase of Vehicle**

The Early Head Start program is requesting approval to purchase a 2015 Dodge Grand Caravan, which will be used by Early Head Start staff to transport parents and children to parent engagement events, policy council meetings, medical/dental appointments and social events. The vehicle will be purchased from the Keystone Purchasing Network's national contract with Rodeo Ford from Goodyear, Ariz. The cost of the vehicle is \$24,123, and will be delivered to Quigley Chrysler of Boyertown. Directors are asked to approve purchase of the vehicle. **(Attachment No. 8)**

#### **3. Facilities Use Agreements**

**Special Education:** Directors are asked to renew the lease agreement with Bloomsburg Area School District for 560 square feet of office space located at 728 East Fifth Street, Bloomsburg. It will be used for office space for itinerant staff of the special education program. The renewal is effective July 1, 2015 through June 30, 2016 at a cost of \$11 per square foot (for an annual cost of \$6,160), and includes electricity, water and sewer. The square footage has been reduced from 900 to 560, and the cost per square foot is unchanged from the expiring lease. **(Attachment No. 9)**

**Adult Education Program:** Directors are asked to approve a new lease agreement with Central PA Workforce Development Corporation, Sunbury, for Room No. 200 located at 225 Market Street, Sunbury. Classes that are closing in Selinsgrove and Lewisburg will combine programs for adult education at this new location. The term of this lease is effective July 1, 2015 through June 30, 2016 at a cost of \$350 per month (for an annual cost of \$4,200), which includes all utilities, janitorial services and toiletry supplies. **(Attachment No. 10)**

*Motion by Mr. McGann and seconded by Mr. Rhoads:*

- *to accept the monthly financial reports for July and August;*
- *to pay the obligations listed for July and August on the documents presented;*
- *to approve program budget transfers as listed;*
- *to authorize the executive director to execute the documents necessary to secure the proposed line of credit as presented;*
- *to approve the PEPPM 2015 Managed Print Solution Bid Awards as presented;*
- *to approve the purchases of the vehicle as presented; and*
- *to approve facilities use agreements for the special education and adult education programs as listed.*

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Mr. Breech, Dr. Hartman, Mr. Kashner, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Rhoads, Mrs. Stefl, Dr. Unzicker-Fassero, Mr. Weader*

Result: *Motion passed: Voting yes-13; Voting no-0*

## **II. PERSONNEL COMMITTEE REPORT– Dennis Keiser, Chair Larry Augustine and Larry Neidig, Committee Members**

### **CONSIDERATION OF ACTION ITEMS**

#### **1. New Employees**

##### **Non-Instructional Staff**

**Debra F. Johnson**, Elysburg, graduated from Palatka High School, Palatka, Fla. She has been employed as head teller by Merck Credit Union, Danville, and more recently as secretary by Southern Columbia Area School District. Ms. Johnson is recommended as **corrections education secretarial assistant**, effective Aug. 20, 2015. Funds for this replacement position are available in the corrections education budget.

##### **Instructional Staff**

**Lauren A. Byers**, Milton, received a bachelor's degree from Bloomsburg University. She has been employed as secretary-work study by Bloomsburg University, and more recently as a dog walker by Sudol's Kennels, Watsonstown. Ms. Byers is recommended as **senior instructor**, effective Aug. 20, 2015. Funds for this replacement position are available in the Head Start budget.

**Susan W. Smyth**, Lewisburg, received a master's degree from Boise State University, Boise, Idaho. She has been employed as special education-science teacher by CSIU, and more recently as emotional support/learning support teacher by Lewisburg Area School District. Ms. Smyth is recommended as **special education teacher**, effective Oct. 5, 2015. Funds for this replacement position are available in the 5 Star budget.

**Abby R. Tillson**, Conshohocken, received a master’s degree from Bloomsburg University. She has been employed as speech and language pathologist by Abington Speech Pathology Services, and more recently as speech and language pathologist by Great Valley School District, Malvern. Ms. Tillson is recommended as **speech therapist**, effective Aug. 11, 2015. Funds for this replacement position are available in the Early Intervention budget.

**2. Recall from Furlough**

Our executive director recommends that **Trina L. Shinskie** be recalled from furlough to the position of assistant instructor, effective August 11, 2015.

**3. Position Transfers**

Our executive director recommends position transfers for the following staff members, who are all filling a vacancy:

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Effective</b>
S. Katherine Boyles	instructional support program assistant	assistant instructor	Aug. 24, 2015
Rae Ann Crispell	consultant/trainer for inclusive practices	curriculum services coordinator	Oct. 1, 2015
Jennifer A. Day	one-on-one instructional support program assistant	assistant instructor	Aug. 24, 2015
Brandy L. Norris	behavior intervention assistant	classroom associate	Aug. 20, 2015

**4. Title Changes**

Our executive director recommends title changes for the following staff members, effective Sept. 17, 2015:

<b>Name</b>	<b>From</b>	<b>To</b>
Sally J. Canazaro	grant and fiscal management coordinator	special projects coordinator
Karen M. Eberly	due process/community outreach case manager	due process case manager
Regina M. Salvador	safe schools technical support assistant	administrative project specialist
Jenny E. Snyder	due process case manager	early dispute resolution case manager
Ashley I. Sultzaberger	due process and court certification case manager	due process case manager

## 5. Resignations

The following staff members have submitted resignations from CSIU employment:

<b>Name</b>	<b>Position</b>	<b>Effective</b>
Bradley S. Billings	corrections education teacher	Sept. 29, 2015
Kathy J. Dimmick	assistant instructor	Aug. 11, 2015
Joshua R. Farr	special education teacher	Aug. 18, 2015
Rebecca E. Froggatt	senior instructor	Sept. 15, 2015
Peggy E. Gerdy	special education teacher	Dec. 24, 2015
Kymberlee A. Gessner	assistant instructor	Aug. 11, 2015
Lisa B. Hermany	classroom LPN	Aug. 11, 2015
Alexis J. Smith	assistant instructor	Aug. 11, 2015
Jennifer D. Swanson	Early Head Start senior family partner/ home visitor	Aug. 6, 2015
Susan R. Trego	Head Start/Early Head Start family and health coordinator	Aug. 26, 2015
Katherine A. Willard	assistant instructor	Aug. 11, 2015

## 6. Termination of Employment

Our executive director recommends that employment be terminated for **Ashley G. Johnson**, assistant instructor, effective Aug. 11, 2015.

## 7. Substitute Teachers and Aides

Directors are asked to approve the following substitute teachers and aides to work in CSIU classrooms and programs for the 2015-16 school year:

<b>Substitute Teachers</b>	<b>Teachers (continued)</b>	<b>Substitute Aides</b>
M. Jorjia Clinger	Nicole M. Maresca	Christine M. Ditzler
Timothy G. Egan	Ellen A. Matragrano	John J. Dougherty
Kenneth A. Geise	Brandi L. Miller	Barbara K. Gabel
Peter J. Grimord	Carol K. Mullany	Kenneth A. Geise
Kristin M. Hansel	Brach W. Rosancrans	Heather L. Hendrickson
Loretta M. Hasey	Maria A. Southerton	Catherine M. Persing
Robert E. Horne	KateLynn S. Strickler	Debra A. Shultz
Stephany L. Humenik	Jenelle M. Wooten	Peggy A. Stahl
Connie M. Lilley		

## 8. Tenured Employees

Annually in September, directors are asked to accept a cumulative list of employees who have attained tenure in their CSIU employment (as defined by Public School Code, Section 1101). That list is included in directors' agenda packets. Names of staff who received tenure during the past school year are underlined. (**Attachment No. 11**)

## 9. Memorandum of Understanding

The CSIU board annually provides a Memorandum of Understanding for middle management staff. Part of the CSIU's Act 93 compensation plan, the memorandum outlines responsibilities, conditions of employment, salary and benefits. As a member of middle management, **Rae Ann Crispell**, curriculum services coordinator, is eligible to receive a memorandum of understanding, effective Oct. 1, 2015.

## 10. Title Change

Our executive director recommends a title change for **Susan P. Blyth** from curriculum services coordinator to curriculum services project manager, effective Oct. 1-31, 2015, for the purpose of completing contracted work with Pennsylvania Department of Education and Bloomsburg University.

*Motion by Mr. Keiser and seconded by Mr. Abate:*

- *to elect the persons named to the positions recommended;*
- *to approve the recall from furlough as presented;*
- *to approve the position transfers as listed;*
- *to approve the title changes as listed;*
- *to approve the resignations as listed;*
- *to approve the termination of employment as listed;*
- *to approve the substitute teachers and aides as listed;*
- *to approve the tenured employees as listed;*
- *to approve the memorandum of understanding as presented; and*
- *to approve the title change as presented.*

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Mr. Breech, Dr. Hartman, Mr. Kashner, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Rhoads, Mrs. Stefl, Dr. Unzicker-Fassero, Mr. Weader*

Result: ***Motion passed: Voting yes-13; Voting no-0***

## III. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair

**Victor Abate and Jeffrey Kashner, Committee Members**

*Mr. Rhoads reported that the committee met this evening, and discussed bringing an additional contract to the October meeting.*

## IV. POLICY COMMITTEE REPORT – Belinda Stefl, Chair

**Daniel McGann and Bruce Rhoads, Committee Members**

*Mrs. Stefl reported that the committee held an organizational meeting this evening and met with PSBA representatives. The committee adopted a regular schedule for policy consideration and will hold a conference call meeting on Sept. 22.*

# NEW BUSINESS

## I. POLICY AND PROGRAM MATTERS

### 1. **Corporate Integrity Agreement**

Directors are asked to authorize the Board President and Executive Director to sign the Corporate Integrity Agreement, dealing with fraud, waste and abuse, to comply with requirements issued under Medicare/Medicaid regulations. These regulations are a part of the re-application process with Community Care Behavioral Organization. Community Care monitors Non-Acute Partial Mental Health Services provided through the 5 Star Program. (**Attachment No. 12**)

*Motion by Mr. Abate and seconded by Mr. Keiser to approve the Corporate Integrity Agreement as presented.*

*The motion was unanimously passed.*

## II. ADMINISTRATIVE REPORTS

### 1. **Executive Leadership**

Kevin Singer, Executive Director

### 2. **Administrative Services**

Lynn Cromley, Chief Administrative Officer

### 3. **Educational Services**

Amy Morton, Chief Academic Officer

### 4. **Financial Services**

Charles Peterson, Jr., Chief Financial Officer

### 5. **Marketplace Services**

John Brenchley, Chief Innovation Officer

### 6. **Other**

## III. ADJOURNMENT

*Mr. Augustine reminded the board that an Executive Session regarding personnel issues would be held immediately following adjournment.*

*Mr. Augustine declared the meeting adjourned at 8:10 p.m.*

**Respectfully submitted,**

**Daniel McGann**  
**Secretary**

**Susan Kinney**  
**Recording Secretary**

## INFORMATION ITEMS

### I. FISCAL MATTERS

#### FINANCE, BUDGET AND ACCOUNTING

##### 1. Communications

July 10, 2015 via letter from Susan McCrone (PDE Division Chief, Federal Programs) notifying CSIU of a funding increase for the 2014-15 Consolidated Application (FA-999-15-0616A). The allocation is being increased by \$274,079, bringing the new award amount to \$436,592.

July 10, 2015 via email from Katrina Morgan (ACF Grants Officer, US Department of Health and Human Services) notifying CSIU of an amendment approval for Grant #90CX6954-03-01 Transitional Living Program (Pinnacle Place). This amendment will apply the unobligated balance of \$22,523 from YR-01 to YR-03 for identified program costs. No additional funds have been awarded.

July 14, 2015 via letter from Yvonne Cook (President, Highmark Foundation) notifying CSIU of an approval of a no-cost extension through Nov. 15, 2015 for grant #1026084 to support the 2015 Safe Schools Conference. The remaining \$35,000 from the current grant can be used to support the conference to be held on Oct. 29-30, 2015. No additional funds have been awarded.

July 16, 2015 via email from Jim Domen (Procurement Manager, PDE, Bureau of Management Services) notifying CSIU of the amended Purchase Order #4300394534 related to AEDY Consult Services. The amendment adds lines 10-13 for Renewal Year 2 of 2. The term of this renewal option is July 1, 2015 through June 30, 2016. This amendment adds \$103,112.51 to the existing Purchase Order, bring the new total to \$256,711.70.

July 20, 2015 via email from Brian Bell (PA Dept. of Education, OCDEL) notifying CSIU of the 2015-16 Pre-K Counts renewal in the amount of \$612,000 (PAC #130-15-0-014, Grant Agreement 130-13-0-014). The term of this renewal is July 1, 2015 through June 30, 2016.

July 23, 2015 via email from Brent L. Gordon (Budget Analyst, Dept. of Education and Human Service, OCDEL) notifying CSIU of the 2015-16 Head Start State Supplemental Assistance Program renewal in the amount of \$337,633 (PAC #141-15-0009, Grant Agreement 141120009). The term of this renewal is July 1, 2015 through June 30, 2016.

July 27, 2015 via email from Brenda Kylen (Data and Fiscal Project Officer, PDE, Division of Student Services) notifying CSIU of the approved budget revision for the 2014-15 Migrant Education Childcare Grant (FC #4100067285, Appendix B). Funding amounts were revised among categories. No additional funds have been awarded.



Aug. 4, 2015 via email from Deb Blascovich (ELECT Program Officer, PDE, Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the approved budget revision for the 2014-15 Education Leading to Employment and Career Training-ELECT Grant (FC #4100060954). Funding amounts were revised among categories. No additional funds have been awarded.

Aug. 7, 2015 via letter from John Weiss (PDE Assistant Director, Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the approved budget revision for the 2015-16 Refugee School Impact Grant (FC #4100068857). Funding amounts were revised among categories. No additional funds have been awarded.

Aug. 12, 2015 via letter from John Weiss (PDE Assistant Director, Bureau of Curriculum, Assessment and Instruction) notifying CSIU that the 2015-16 Migrant Education Program Grant (Project #017-15-0106) has been received in a substantially approvable form. Funds may be obligated as of July 1, 2015. The project amount is \$670,000.

Aug. 12, 2015 via letter from John Weiss (PDE Assistant Director, Bureau of Curriculum, Assessment and Instruction) notifying CSIU that the 2015-16 Grant for Homeless Children and Youth (Project #081-15-0001) has been received in a substantially approvable form. Funds may be obligated as of July 1, 2015. No further fiscal information was listed on the letter.

Aug. 21, 2015 via letter from John Weiss (PDE Assistant Director, Bureau of Curriculum, Assessment and Instruction) notifying CSIU that the 2015-16 Migrant Education Program Grant (Project #017-15-0101) has been received in a substantially approvable form. Funds may be obligated as of July 1, 2015. The project amount is \$1,392,454.

## II. PERSONNEL MATTERS

### 1. Extension and Return from Leave of Absence

Our executive director has approved an extension of unpaid leave of absence for **Debora L. Matter**, associate instructor, effective July 24–Aug. 31, 2015. She has returned from unpaid leave of absence effective August 31, 2015.

### 2. Return from Leave of Absence

**Marilyn Calderon**, migrant education after school and online learning instructor, has returned from a personal leave of absence effective Sept. 8, 2015

### 3. Death of a Staff Member

**Philip J. Miccio, Jr.**, student transportation manager, passed away Aug. 2, 2015. He was employed by the CSIU, since Dec. 5, 2006, and was a dedicated member of the transportation department.

#### 4. Staff Travel

**Cassie Mitcheltree**, cooperative purchasing marketing specialist, traveled to Kansas City, Mo., Aug. 3–5, 2015, to attend the *National Institute of Governmental Purchasing (NIGP) Forum – Annual Meeting and Exhibits*. While there, she exhibited to market KPN cooperative purchasing contracts to NIGP members. Funds for transportation, lodging and meals were available in the joint purchasing budget.

**Anthony DeRemer**, Northeast Migrant Education Program recruitment coordinator; **Vaughn Murray**, education programs information management coordinator; and **Jose Reyes-Lua**, Statewide Migrant Education Program recruitment coordinator, will travel to Louisville, Ky., Oct. 6–8, 2015, to attend the *2015 National Identification and Recruitment Forum*. While there, they will receive updates of programs from the federal office of migrant education, attend training on new techniques of recruitment, and participate in workshop sessions that will provide information to enhance the outreach efforts of identification and recruitment of migrant families. Statewide recruitment coordinator and regional staff will deliver two workshop sessions focusing on the recruitment of temporary migrant workers and Pennsylvania’s complex quality control procedures. Funds for transportation, lodging, meals, parking and tolls are available in the Migrant Education Program budget.

**Jeffrey Kimball**, director of cooperative purchasing services, will travel to Waterford, Mich., Oct. 7–9, 2015, to attend the *Association of Educational Purchasing Agencies (AEPA) bid opening and review*. While there, he will conduct AEPA bid opening and review as an AEPA bid coordinator. Funds for transportation, lodging and meals are available in the joint purchasing budget.

**Kristin James**, assistive technology consultant, will travel to Minneapolis, Minn., Oct. 14–16, 2015, to attend the *Closing the Gap Annual Conference*. While there, she will have the opportunity to learn first-hand about products and best assistive technology practices and strategies. This conference offers exposure to the most current equipment and techniques which is not offered locally. Funds for transportation, lodging, meals and conference registration are available in the PSS budget.

Chief Academic Officer **Amy Morton** will travel to San Francisco, Calif., Oct. 15–16, 2015, to attend the *BrightBytes Summit*. While there, she will receive up-to-date information on the use of BrightBytes in CSIU member districts. Costs for airfare, lodging and meals will be covered by BrightBytes for their invited regional-based participants.

**Suzanne McDougall**, Office for Dispute Resolution (ODR) program manager, will travel to Eugene, Ore., October 20–22, 2015, to attend *CADRE’s Sixth National Symposium on Dispute Resolution – The Evolving Landscape in Special Education Dispute Resolution*. While there, she will network and attend sessions with other states’ staff on issues relating to mediation, IEP facilitation and due process. Funds for transportation, lodging, meals, conference registration, baggage, parking and tolls are available in the ODR budget.

**Jeffrey Kimball**, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will travel to Grapevine, Texas, Oct. 23–26, 2015, to attend the *Association of School Business Officials (ASBO) Annual Meeting and Expo*. While there, they will attend seminars and market KPN cooperative purchasing contracts to members of ASBO International. Funds for transportation, lodging, meals and conference registration are available in the joint purchasing budget.

**Brian Jason Ford** and **Charles Jelley**, special education due process hearing officers, will travel to Scottsdale, Ariz., Oct. 25–28, 2015, to attend the *National Association of Hearing Officers 2015 Annual Professional Development Conference*. While there, they will network with other states' hearing officers and attend training sessions on decision writing, ruling on objections, assessing and articulating credibility in findings in decisions, dealing with diversity ethically, understanding public perceptions of fair hearings and conducting special education hearings. Funds for transportation, lodging, meals, conference costs, baggage, parking and tolls are available in the ODR budget.

**Amy Moritz**, youth development program manager, will travel to San Antonio, Texas, Oct. 26, 2015, to attend the *National Dropout Prevention Network Annual Conference*. While there, she will present a workshop on mindset and grit. She will also attend other conference sessions. Funds for transportation, lodging, meals, and luggage are available in the 21st Century budget.

**Anne Scoufalos**, ESL Technical Assistance Coordinator, will travel to Atlanta, Ga., Oct. 27–28, 2015, to attend the *Council of Chief State School Officers (CCSSO) Fall 2015 Meeting*. At the request of PDE, she will participate in CCSSO's English Language Learner 'SCASS' (State Collaboratives on Assessment and Student Standards). Membership entails attendance at three two-day conferences during 2015-16. All expenses for attendance at the meeting are covered through the state's CCSSO membership.

**Rijelle Kraft**, family support technical assistance coordinator, will travel to St. Paul, Minn., Oct. 27–29, 2015, to attend the *National Alliance of Children's Trust and Prevention Funds Annual Membership Meeting*. This annual meeting is the national gathering of representatives from the 48 states that have Children's Trust Funds. While there, she will hear from representatives from various trust funds who will share best practices as well as new research around how professionals can support families in preventing child abuse and neglect. Funds for transportation, lodging, meals, conference registration and parking are available in the Children's Trust Fund budget.

**Michelle Nutter**, safe and supportive schools program manager, will travel to Denver, Colo., Nov. 8–10 2015, to attend the *International Bullying Prevention Association Annual Conference*. As a certified Olweus Bullying Prevention Program Trainer, she will receive updates on the Olweus program, as well as other best practice information regarding bullying and cyberbullying. She will also present a workshop on immigrant bullying. Funds for transportation, lodging, meals and conference registration are available in the Highmark and MAEC budgets.

**Geoff Craven**, telecommunications manager, will travel to Orlando, Fla., Nov. 8–11, 2015, to attend the *International Association for K-12 Online Learning Symposium*. While there, he will attend the premier conference on blended/online learning to gather resources, techniques and strategies to assist the CSIU regional school districts in furthering their implementation of Hybrid Learning/Blended Learning and Modern Teacher. Funds for airfare, lodging, meals and conference registration are available in the telecommunications budget.

**Allyson Fulton**, family support coordinator, and **Karen Shanoski**, partnerships project manager, will travel to Dallas, Texas, Nov. 9–11, 2015, to attend the *Parents as Teachers (PAT) Annual Conference*. While there, they will attend the PAT state leader office meeting prior to the conference open reception. The conference sessions will provide the most up-to-date information from the PAT National Center. Funds for transportation, lodging, meals, conference registration and parking are available in the PAT budget.

**Lynda Becker**, youth development coordinator, will travel to Phoenix, Ariz., Nov. 15–17, 2015, to attend the *National Association for the Education of Homeless Children and Youth 27th Annual Conference*. This is the only national conference devoted to best practices related to homeless education. Funds for transportation, lodging, meals and conference registration are available in the homeless budget.

#### **5. Unpaid leave of absence**

Our executive director has approved an unpaid leave of absence for **Debora L. Matter**, associate instructor, effective Sept. 3, 2015 through Oct. 16, 2015.

### **III. POLICY AND PROGRAM MATTERS**

#### **1. Northumberland Area Head Start and Early Head Start – Governing Requirements: June 2015 Report**

The information contained in this monthly report meets the directive in the Head Start Act. (**Attachment No. 13**)

#### **2. Northumberland Area Head Start and Early Head Start – Governing Requirements: July 2015 Report**

The information contained in this monthly report meets the directive in the Head Start Act. (**Attachment No. 14**)

**3. Northumberland Area Head Start/Early Head Start – 2014-15 Annual Report**

Federal regulations require that Head Start make an annual report available to the public. In addition to the CSIU Board of Directors, the attached report is made available to the Policy Council, staff, parents of enrolled children, school districts in Northumberland County and to the public via the CSIU website and the Northumberland County libraries. **(Attachment No. 15)**

**4. Northumberland Area Head Start and Early Head Start – Community Assessment 2015**

The Community Assessment is completed every three years and updated annually, and is used to make planning and programming decisions. This report is shared with the CSIU Board as part of the shared governance responsibility. **(Attachment No. 16)**

**5. Northumberland Area Head Start and Early Head Start – Head Start 2014-15 Program Information Report**

Federal regulations require that the annual Head Start Program Information Report be share with the CSIU Board as part of the shared governance responsibility. **(Attachment No. 17)**

**6. Northumberland Area Head Start and Early Head Start – Early Head Start 2014-15 Program Information Report**

Federal regulations require that the annual Early Head Start Program Information Report be share with the CSIU Board as part of the shared governance responsibility. **(Attachment No. 18)**