

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, OCTOBER 21, 2015**

COMMITTEE MEETINGS

- **Finance Committee**
5:30 p.m. in River Room
- **Personnel Committee**
5:30 p.m. in Valley Room

DINNER

- 6 p.m. in Susquehanna B

WORK STUDY SESSION

- 6:45 p.m. in Commonwealth Room

**CENTER FOR SCHOOLS AND COMMUNITIES (CSC)
OVERVIEW**

Lynn Cromley, Chief Administrative Officer and CSC Director

*Shileste Morris, Senior Program Development and
Organizational Manager*

BUSINESS MEETING

- 7:30 p.m. in Commonwealth Room

*This document contains the full and corrected agenda and minutes. All other
agendas may be discarded.*



Central Susquehanna
Intermediate Unit

*Enriching learning...
Enriching lives*

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BUSINESS MEETING AGENDA AND MINUTES

October 21, 2015 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER: 7:35 p.m.

The meeting was called to order by President Larry Augustine.

A moment of silence was held in memory of a former board member, Bernard Sosnoskie (Shamokin Area School District), who recently passed away.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate	Mid-West		X
Larry D. Augustine, President	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, Secretary	Berwick	X	
Lawrence I. Neidig, Treasurer	Line Mountain	X	
Thomas Reich	Southern Columbia	X	
Bruce E. Rhoads, Vice President	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 – 11; Directors absent – 6

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

- John Brenchley — Chief Innovation Officer
- Geoff Craven — Telecommunications Manager
- Lynn Cromley — Chief Administrative Officer
- James Dugan — Interim Human Resources Director
- Kenneth Erb — Telepresence and Communication Technology Facilitator
- Victoria Frace — Education Association Representative/Teacher
- Susan Kinney — Executive Office Manager/Board Recording Secretary
- Amy Morton — Chief Academic Officer
- Charles Peterson, Jr. — Chief Financial Officer
- Dr. Kevin Singer — Executive Director
- Jennifer Spotts — Public Relations Manager
- Jennifer Williams — Director of Special Education and Early Childhood Services
- Members of the CSIU Education Association — Teachers and Therapists (14)

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Nov. 18 at the CSIU central office.

VI. APPROVAL OF MINUTES

Motion by Mr. Neidig and seconded by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Sept. 16, 2015, as presented.

The motion was unanimously passed.

VII. SPOTLIGHT SEGMENT

1. Annual Personnel Report

James Dugan, Interim Human Resources Director

Mr. Dugan shared with directors a series of graphs and charts that visually represented the following annual statistics:

- Staff Census
- Staff Education Levels
- Sick Leave Bank Utilization
- Credit Reimbursement
- Total Payroll Amount
- Unemployment Compensation Costs
- Workers’ Compensation Costs
- Health Flexible Spending Account

(Attachment No. A)

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair

Larry Neidig, Belinda Stefl and Doug Whitmoyer, Committee Members

Mr. McGann reported the committee met this evening and discussed finance policies, health care, CFO office relocation and a state budget meeting.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2015-16 financial activity as of Sept. 30, 2015 are presented for acceptance. The revenue and expenditure reports by program are included in directors' agenda packets (**Attachment No. 1**); the monthly financial statements follow:

General Fund — September

Balance 9/1/15		\$ 687,667.85
September Deposits		\$7,759,836.90
<i>September Disbursements</i>		
September Payroll Transfers	(\$2,173,751.62)	
September WF+ Transfers	(2,521.46)	
September Bank Card ACH	(22,920.06)	
September Bank Charges	(1,692.71)	
Monthly Checks	(1,701,942.99)	
NSF Check Charge	(12.00)	
September PSERS ACH	(592,082.77)	
Void Checks dated before 9/1/15	39,050.54	
Total September Disbursements	(\$4,455,873.07)	(\$4,455,873.07)
Balance 9/30/15		\$3,991,631.68

Voided Checks Current Month

Check #	Vendor	Amount	Reason	Check Date
200863	Next Century	\$1,224.65	Duplicate Payment	9/23/15
	Total	\$1,224.65		

Voided Checks Dated Before 9/1/15

Check #	Payee	Amount	Reason	Check Date
199656	Toshiba Business Solutions	\$ 209.88	Incorrect Amount	7/31/15
199949	Yoder Barns	400.00	Incorrect Amount	7/31/15
199844	Pennsylvania Heritage Society	600.00	Incorrect Vendor	7/31/15
200373	William T. Hartman	18,483.00	Incorrect Amount	8/31/15
199164	Kahlee Swanger	300.00	Unused Funds Returned	7/02/15
200297	Ruth Brewer	182.05	Printing Error	8/31/15
200298	Brown Industries	613.75	Printing Error	8/31/15
200299	Brustein & Manasevit PLLC	35.00	Printing Error	8/31/15
200300	Christine Bunce	1,330.00	Printing Error	8/31/15
200301	Donna Bunch	409.98	Printing Error	8/31/15
200302	Burgettstown Area SD	0.99	Printing Error	8/31/15
200303	Linda Burkhart	10,938.17	Printing Error	8/31/15
200304	Krista Burns	148.00	Printing Error	8/31/15
200305	CDW Government	4,903.63	Printing Error	8/31/15
200306	CSP Office Equipment	355.10	Printing Error	8/31/15
200307	Shannon Campbell	52.44	Printing Error	8/31/15
200308	Jeannie M. Carroll	88.55	Printing Error	8/31/15
	Total	<u>\$39,050.54</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 9/1/15	\$ 325,054.40	\$ 0.00	\$ 2,754.26	\$ 32,574.30
September Transfers	2,173,751.62	19,982.00	2,521.46	0.00
September Deposits	0.00	0.00	0.00	0.00
September Interest	36.31	0.00	0.00	3.28
September Withdrawals	(2,249,304.74)	(10,076.00)	(2,521.46)	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 9/30/15	<u>\$ 249,537.59</u>	<u>\$ 9,906.00</u>	<u>\$ 2,754.26</u>	<u>\$ 32,577.58</u>

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 9/1/15	\$124,339.34	\$3,016,740.52	\$221,449.81	\$3,141,420.96
September Deposits	0.00	1,860,704.93	1,071.49	0.00
September Interest	0.90	54.83	4.94	1031.31
September Withdrawals	0.00	(1,501,071.49)	0.00	0.00
Balance 9/30/15	\$124,340.24	\$3,376,428.79	\$222,526.24	\$3,142,452.27

2. Payment Requests

The following obligations are listed on the documents included in directors' agenda packets. (**Attachment No. 2**) Funds for payment are available in program budgets.

Accounts Payable – September

	Amount
Work Foundations + 9/10/15	\$ 188.48
Work Foundations + 9/24/15	\$ 2,332.98
General Fund 9/30/15	\$ 1,701,942.99

Per Diem and Hourly Employees

Pay Period Ending 9/10/15	\$ 26,403.57
Pay Period Ending 9/24/15	\$ 27,901.22

Total \$ 1,758,769.24

3. Revenue Anticipation Note

In order to sustain the CSIU's programs and services until the state budget is passed, a revenue anticipation note may be necessary. Directors are asked to approve the terms of the Oct. 5, 2015 Commitment Letter for a \$7.5 million Revenue Anticipation Note from First National Bank, and authorize the executive director and chief financial officer to execute any and all necessary documents. This motion replaces the action taken at the Sept. 16, 2015 meeting. (**Attachment No. 3**)

CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES

1. Agreement for Services - Global Data Consultants, LLC

Directors are asked to approve an agreement with **Global Data Consultants, LLC** of Chambersburg for design, analysis and development of the CSIU Asset Inventory application. The term of this agreement shall be for a maximum of \$88,000. Funds for this expenditure are available in the computer services budget. (**Attachment No. 4**)

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

- *to accept the monthly financial reports for September;*
- *to pay the obligations listed on the documents presented for September;*
- *to approve the terms for a \$7.5 million Revenue Anticipation Note as presented and authorize signatures as necessary; and*
- *to approve the agreement for services as presented.*

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Breech, Mr. Kashner, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mrs. Stefl, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: *Motion passed: Voting yes-11; 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

Heather A. Cuff, Mount Carmel, received a bachelor's degree from Wilkes University. She has been employed as a teacher by Luzerne County Head Start, Wilkes-Barre, and more recently as child care director by Wilkes-Barre Family YMCA. Ms. Cuff is recommended as **Early Head Start senior family partner/home visitor**, effective Oct. 22, 2015. Funds for this replacement position are available in the Early Head Start budget.

Tiedra L. Marshall, York, received a master's degree from Towson University, Towson, Md. She has been employed as assistant principal by Sojourner Christian Academy, Baltimore, Md., and more recently as home based coordinator by Community Progress Council, Inc., York. Ms. Marshall is recommended as **family support technical assistance coordinator**, effective Oct. 22, 2015. Funds for this new position are available in various Center for Schools and Communities budgets.

Instructional Staff

Heather L. Hendrickson, Mifflinburg, graduated from Northwestern Lehigh School District. She has been employed as an activities aide by Orangeville Nursing, Orangeville, and more recently as a substitute aide by CSIU. Ms. Hendrickson is recommended as **assistant instructor**, effective Oct. 22, 2015. Funds for this replacement position are available in the Head Start budget.

Jeffrey J. Myers, Jr., Lewisburg, received a master's degree from Bloomsburg University. He has been employed as athletic events-operations staff by Bucknell University, Lewisburg. Mr. Myers is recommended as **corrections education-science teacher**, effective Oct. 5, 2015. Funds for this replacement position are available in the corrections education budget.

2. Position Transfers

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

Name	From	To	Effective
S. Katherine Boyles	assistant instructor	one-on-one instructional support program assistant	filling a vacancy
Lori B. Dyer	senior software quality assurance specialist II	senior software quality assurance specialist III	increased responsibilities
Katrina Little	assistant instructor	associate instructor	filling a vacancy
Dawn M. Reed	technical support and operations specialist II	technical support and operations specialist III	increased responsibilities
Kathy L. Sprenkle	Curriculum, Assessment and Regional Education Services (CARES) data technical assistant	WATCH Project pre-intake and data specialist	increased responsibilities

3. Para-educator Professional Development Transfer

Laurie J. Jones, one-on-one aide, has met the requirements of the board's para-educator professional development policy and is recommended for transfer to one-on-one classroom assistant, effective Oct. 22, 2015.

4. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Denise L. Calderon	classroom assistant	Sept. 24, 2015
Cindy L. Deck	Early Intervention instructional assistant	Nov. 24, 2015
Earnest G. Hamil, Jr.	21st Century Community Learning Centers site coordinator	Oct. 9, 2015
Rebecca W. Rice	WATCH Project case manager	Sept. 28, 2015
Sarah K. Starr	School Psychologist	Nov. 26, 2015

5. Interim Human Resources Director

Our executive director recommends extension of the agreement with the Pennsylvania Association of School Business Officials (PASBO) to provide Interim Human Resources Director services to the CSIU. The billing rate for PASBO's services in this assignment, previously \$72 per hour, will be \$96 per hour, effective Oct. 5, 2015. There are no benefits or leave days associated with this service. (**Attachment No. 5**)

6. Memorandum of Understanding – Mid-State Occupational Health Services, Inc.

Our executive director recommends approval of a Memorandum of Understanding with Mid-State Occupational Health Services, Inc., Williamsport, to provide Pennsylvania Department of Transportation Mandated Random Controlled Substance and Alcohol Testing Program and Physicals for required CSIU personnel. (**Attachment No. 9**)

Motion by Mr. Keiser and seconded by Mr. McGann:

- *to elect the persons named to the positions recommended;*
- *to approve the position transfers as listed;*
- *to approve the para-educator professional development transfer as listed;*
- *to approve the resignations as listed;*
- *to approve extension of the interim human resources director as presented; and*
- *to approve the memorandum of understanding as presented.*

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Breech, Mr. Kashner, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mrs. Stefl, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-11; Voting no-0***

7. Curriculum Services Project Manager Employment Continuation

Motion to continue the employment Susan P. Blyth as curriculum services project manager through Nov. 30, 2015, pending revised terms and conditions of employment to be presented to the CSIU Board of Directors at its November meeting.

Motion by Mr. Keiser and seconded by Mr. Rhoads to continue the employment as presented.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Breech, Mr. Kashner, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mrs. Stefl, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-11; Voting no-0***

III. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair

Victor Abate and Jeffrey Kashner, Committee Members

Mr. Rhoads reported that the committee did not meet this evening. On behalf of the committee, he thanked the board for approval of the Global Data Consultants, LLC agreement.

IV. POLICY COMMITTEE REPORT – Belinda Stefl, Chair

Daniel McGann and Bruce Rhoads, Committee Members

Mrs. Stefl reported the committee met on Sept. 22, 2015 by conference call and in person on Oct. 6, 2015.

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS

NORTHUMBERLAND AREA HEAD START AND EARLY HEAD START

According to federal regulations, the CSIU Board of Directors is the governing body of the CSIU's Head Start programs; therefore, the following items are presented for approval:

1. Shared Decision-Making Procedures

Directors are asked to approve revisions to the *Shared Decision Making – Management Staff, Policy Council and CSIU Board of Directors*. These revisions were approved by the Policy Council on Jan. 15, 2015. (**Attachment No. 6**)

Motion by Mr. Breech and seconded by Mr. McGann to approve policy revisions as presented.

The motion was unanimously passed.

2. Reimbursement for Program Governance Policy

Directors are asked to approve the *Reimbursement for Program Governance* policy. The policy was reviewed and approved without revision by the Policy Council on Sept. 17, 2015. (**Attachment No. 7**)

Motion by Mr. Breech and seconded by Mr. McGann to approve the policy 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 declared the meeting adjourned at 8:30 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

September 29, 2015 via GrantSolutions email from Timothy Chappelle (ACF Grants Officer, US Department of Health and Human Services) notifying CSIU of a six-month no-cost extension from Sept. 29, 2015 to March 31, 2016 for Grant #90FX0011-05-02 Work Attributes Toward Careers in Health (WATCH). The justification and revised timeline for completing the project objectives during the extension period is acceptable. No additional funds have been awarded.

II. PERSONNEL MATTERS

1. Staff Travel

Chief Financial Officer **Chuck Peterson** and Chief Innovation Officer **John Brenchley** will attend the *Association of School Business Officials (ASBO) Annual Meeting and Expo*, from Oct. 23-26, 2015, in Grapevine, Texas. This conference is billed as the premiere event for school business leaders, and provides networking with Pennsylvania and national leadership. They will both attend conference programs and sessions, and Mr. Peterson will attend the ASBO Board meeting. All expenses for Mr. Peterson's attendance are covered by ASBO International. Funds for Mr. Brenchley's transportation, lodging, meals and conference registration are available in the various budgets.

Chief Innovation Officer **John Brenchley** and **Jeffrey Kimball**, director of cooperative purchasing services, will attend the *Tremco – KPN marketing meeting*, from Oct. 31–Nov. 3, 2015, in Cleveland, Ohio. They will meet with other KPN customers to review new Tremco products, see the manufacturing aspect of the products, work with Tremco staff to develop new marketing materials and get marketing feedback. All expenses are covered by Tremco.

Jeffrey Kimball, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *Association of Educational Purchasing Agencies (AEPA) board meeting*, from Nov. 30–Dec. 3, 2015, in New Orleans, La. They will review and approve AEPA bids and contract extensions. They will also meet with new vendors to review their products and services. Funds for transportation, lodging, registration and meals are available in the joint purchasing budget.

Geoff Craven, telecommunications manager, will attend the *National Association of Media and Technology Centers (NAMTC) Leadership Summit (Dec. 1-2, 2015)* and *Association of Educational Services Agencies (AESAs) Annual Conference (Dec. 2-5, 2015)*, in New Orleans, La. He will participate in the NAMTC Leadership Summit by facilitating discussion on personalized learning and digital readiness. He will attend the AESA conference to learn and share how other ESAs transitioned to 1:1 personalized learning and how these solutions can be implemented in our regional school districts. Funds for airfare, lodging, meals and conference registration are available in the telecommunications budget.

Chief Administrative Officer **Lynn Cromley** will attend the *Association of Educational Services Agencies (AESAs) Annual Conference*, from Dec. 2-5, 2015, in New Orleans, La. She will network and participate in conference sessions, which include ESA board leadership, STEM and college and career readiness. Funds for airfare, lodging, meals and conference registration are available in the administration budget.

David Manney, cooperative purchasing services program manager, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *Florida Education and Technology Conference*, from Jan. 13-15, 2016, in Orlando, Fla. They will market the PEPPM and KPN national cooperative purchasing contracts to educators and technology coordinators from Florida and other states. They will also seek out new technology products and network with vendors. Funds for airfare, shuttle, parking, lodging and meals are available in the joint purchasing budget.

2. Military Leave of Absence

Jeffrey J. Myers, Jr., corrections education–science teacher, is scheduled for military leave, effective Nov. 4, 2015 – Feb. 5, 2016.

3. Completion of New Employment Probationary Period

Christina A. Pulman, ESL and diploma project coordinator, has successfully completed her new employment probationary period, effective Oct. 16, 2015.

4. Change of Employment Date

Directors approved the hire of **Susan W. Smyth**, special education teacher, at the September board meeting. The approved date of hire has been changed from Oct. 5, 2015 to Oct. 20, 2015.

III. POLICY AND PROGRAM MATTERS

1. Northumberland Area Head Start and Early Head Start – Governing Requirements: August 2015 Report

The information contained in this monthly report meets the directive in the Head Start Act. (**Attachment No. 8**)

2. 2015-16 Back-to-School Report

At the start of the current school year, the CSIU is operating the following programs, with the comparison to the figures from this time last year.

	Number of Instructors		Number of Students	
	2015-16	2014-15	2015-16	2014-15
Alternative Placement	11	12	115	113
District-Based Programs:				
Autistic Support	4.0	4	73	98
Blind/Visually Impaired Support	3.5	4	75	85
Deaf/Hearing Impaired Support	5.0	6	79	75
Emotional Support	1.0	0	7	0
5-Star Programs	5.0	7	36	36
Learning Support	0.0	0	0	0
Life Skills Support	4.0	5	56	63
Multi-handicapped Support	5.0	5	26	25
Physical Support	2.0	1	109	25
Speech/Language Support	6.0	6	101	100
Total	35.5	38	562	507
Residential Facilities Programs:				
North Central Secure Treatment Unit	20	23*/20	102	113
White Deer Run Treatment	1	1	24	21
Total	21	24	126	134
Early Intervention:				
Early Head Start	10	10	83	83
Head Start	14	14	246	246
Pre-K Counts	4	3	72	51
Preschool	21	24	352	361
Total	49	51	753	741
All Programs Total	116.5	125	1,556	1,495