

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, NOVEMBER 18, 2015**

COMMITTEE MEETINGS

- **Policy Committee**
2:30 p.m. in Heritage Room
- **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

- 6:35 p.m. in Commonwealth Room

NORTH CENTRAL SECURE TREATMENT UNIT OVERVIEW

Matthew Schwenk, Supervisor

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.

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BUSINESS MEETING AGENDA AND MINUTES
November 18, 2015 CSIU Board of Directors Meeting
CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER: 7:38 p.m.

The meeting was called to order by President Larry Augustine.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
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

- Sharon Beagle—Education Association Vice President
- John Brenchley—Chief Innovation Officer
- Juli Corrigan—Interim Human Resources Manager
- Lynn Cromley—Chief Administrative Officer
- James Dugan—Interim Human Resources Director
- Kenneth Erb—Telepresence and Communication Technology Facilitator
- Paul Gola—Educational Association Representative
- 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
- Members of the CSIU Education Association—Teachers and Therapists (15)

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Dec. 16 at the CSIU central office.

VI. APPROVAL OF MINUTES

Motion by Mr. Rhoads and seconded by Mr. McGann to approve the minutes of the regular meeting of the CSIU Board of Directors on Oct. 21, 2015, as presented.
The motion was unanimously passed.

VII. RECOGNITION OF GUESTS

Sharon Beagle, vice president of the CSIU Education Association, read a prepared statement regarding ongoing negotiations. The statement was prepared by the Association’s president, Vicki Frace, who was unable to attend.
Mr. Augustine thanked Mrs. Beagle for her comments.

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 that evening.

CONSIDERATION OF ACTION ITEMS – FISCAL

The reports of fiscal year 2015-16 financial activity as of Oct. 31, 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 — October

Balance 10/1/15		\$3,991,631.68
October Deposits		\$3,501,797.22
<i>October Disbursements</i>		
<i>October Payroll Transfers</i>	(\$2,208,139.22)	
<i>October WF+ Transfers</i>	(4,733.34)	
October Bank Card ACH	(26,838.25)	
October Bank Charges	(4,572.54)	
Monthly Checks	(2,072,768.78)	
NSF Check Charge	(12.00)	
October Sales Tax ACH	\$63.07)	
South Carolina Tax ACH	(208.52)	
Void Checks dated before 10/1/15	48,160.42	
Total October Disbursements	(\$4,269,175.30)	(\$4,269,175.30)
Balance 10/31/15		\$3,224,253.60

Voided Checks Dated Before 10/1/15

Check #	Payee	Amount	Reason	Check Date
201115	VALIC	\$ 9,000.00	Lost in Mail	9/30/15
200010	David Thankhanmung Khaman	1,000.00	Lost in Mail	8/05/15
200466	Next Century	1,710.94	Duplicate Payment	8/31/15
199723	Nancy Giacomini	495.45	Duplicate Payment	7/31/15
200966	Tiffany Cydis	125.00	Unused Funds Returned	9/30/15
200580	YMCA - Loyalsock Child Care	40.00	Incorrect Vendor	8/31/15
200773	Commonwealth of PA	14,047.31	Incorrect Amount	9/16/15
200712	Port Elevator Inc.	950.00	Duplicate Payment	9/09/15
200108	Commonwealth of PA	9,341.72	Stale Dated	8/18/15

200173	Roads to Freedom	250.00	Security Deposit Returned	8/25/15
200990	Global Data Consultants	11,200.00	Incorrect Amount	9/30/15
	Total	\$ 48,160.42		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 10/1/15	\$ 249,537.59	\$ 9,906.00	\$ 2,754.26	\$ 32,577.58
October Transfers	2,208,139.22	310,043.00	4,733.34	0.00
October Deposits	198.08	0.00	0.00	0.00
October Interest	37.10	0.00	0.00	0.00
October Withdrawals	(2,302,685.57)	(319,949.00)	(4,733.34)	0.00
Voided Checks/Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 10/31/15	\$ 155,226.42	\$ 0.00	\$ 2,754.26	\$ 32,577.58

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 10/1/15	\$124,340.24	\$3,376,428.79	\$222,526.24	\$3,142,452.27
October Deposits	0.00	849,525.22	1,071.49	0.00
October Interest	2.20	142.35	8.14	0.00
October Withdrawals	0.00	(1,071.49)	0.00	0.00
Balance 10/31/15	\$124,342.44	\$4,225,024.87	\$223,605.87	\$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 – October	Amount
Work Foundations + 10/08/15	\$ 2,203.13
Work Foundations + 10/22/15	\$ 2,530.21
General Fund 10/31/15	\$ 2,072,768.78

Per Diem and Hourly Employees

Pay Period Ending 10/08/15	\$ 35,626.82
Pay Period Ending 10/22/15	\$ 37,172.87

Total	\$ 2,150,301.81
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3. Revenue Anticipation Note Update - Chuck Peterson

Mr. Peterson reported that closing was held on the \$7.5 million revenue anticipation note, but no draw will be made until necessary.

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. PEPPM 2015 Managed Print Solution Bid Awards

Bids were solicited for the PEPPM 2015 purchasing cycle. Directors are asked to approve the list of recommended bid awards for a three-year contract for two vendors for two branded solutions. **(Attachment No. 3)**

2. Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids

Directors are asked to approve the list of recommended KPN line item bids – Copy Paper February Delivery category for the 2016-17 purchasing cycle as presented. **(Attachment No. 4)**

3. Pennsylvania Trust Support Services Agreement

The CSIU serves as the administrative agent for the Pennsylvania Trust, a coalition of Pennsylvania Health Trusts. Directors are asked to approve the renewal of the annual Support Services Agreement with the Pennsylvania Trust for the period of July 1, 2015 to June 30, 2016 as presented. **(Attachment No. 5)**

4. Renewal of Insurance Coverage

The CSIU's insurance broker has received quotes for renewal of CSIU's general liability, auto and umbrella insurance policies for the period Dec. 1, 2015 through Nov. 30, 2016. PSBA provided the lowest quote of \$103,401. Directors are asked to approve the quote as listed. **(Attachment No. 10)**

5. Lynda.com Licensing Purchase

Directors are asked to approve the purchase of licensing for Lynda.com for all CSIU employees for the period of Dec. 1, 2015–Nov. 30, 2016 at a cost of \$20,000. **(Attachment No. 11)**

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

- *to accept the monthly financial reports for October;*
- *to pay the obligations listed on the documents presented for October;*
- *to approve the PEPPM 2015 Managed Print Solution Bid Awards as listed;*
- *to approve the KPN Definite Quantity Line-Item Bids as listed;*
- *to approve the Pennsylvania Trust Support Services Agreement renewal as presented;*
- *to approve renewal of insurance coverage as presented; and*
- *to approve the Lynda.com licensing purchase as presented.*

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

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 (Attachment No. 12)

1. New Employees

Non-Instructional Staff

Tara R. Amerman, Northumberland, received a bachelor’s degree from Bloomsburg University. She has been employed as substitute teacher by Milton Area and Selinsgrove Area school districts, and more recently as mobile bone density technologist by Geisinger Rheumatology, Danville. Ms. Amerman is recommended as **one-on-one aide**, effective Nov. 19, 2015. Funds for this new position are available in the special education budget.

Vickie L. Brown, Selinsgrove, received a master’s degree from Lutheran Theological Seminary, Gettysburg. She has been employed as co-pastor by First Lutheran Church, Mifflinburg, and more recently as pastor by Arbogast/Leininger’s Lutheran Churches, Mt. Pleasant Mills. Ms. Brown is recommended as **aide**, effective Nov. 19, 2015. Funds for this replacement position are available in the special education budget.

Tanya R. Dynda, Shinglehouse, received a master’s degree from Walden University-Online. She has been employed as instructional technology specialist by Seneca Highlands Intermediate Unit 9, and more recently as STEM educator/instructional coach by Austin Area School District, Austin. Ms. Dynda is recommended as technology integration support specialist, effective Nov. 19, 2015. Funds for this new position are available in the curriculum services budget. Directors are asked to approve a conditioned offer of employment to Tanya Dynda as technology integration support specialist at a prorated salary, plus appropriate benefits, pending receipt of acceptable background clearances and authorize the executive director to approve her start date when all mandatory clearances and employment requirements have been provided and accepted. Ms. Dynda may be held up to sixty days by her current school district. The executive director will advise the Board of Ms. Dynda’s start date when it has been determined.

Nichole D. Fisher, New Cumberland, received a master’s degree from University of Phoenix, Phoenix, Ariz. She has been employed as substitute teacher by West Shore School District, New Cumberland, and more recently contracted as family advocacy program assistant by Defense Logistics Agency, New Cumberland. Ms. Fisher is recommended as **youth development coordinator**, effective Jan. 4, 2016. Funds for this replacement position are available in the Center for Schools and Communities budget.

William L. Simpson, Williamsport, received a master’s degree from East Carolina University, Greenville, N.C. He has been employed as middle school principal by Warrior Run School District, and more recently as adjunct instructor by Bloomsburg University. Mr. Simpson is recommended as **educational program supervisor**, effective Nov. 19, 2015. Funds for this new position are available in the special education budget.

Kelly A. Thomas, Northumberland, graduated from Shikellamy School District. She has been employed as daycare staff/youth supervisor by YMCA, Sunbury, and more recently as aide by Shikellamy School District. Ms. Thomas is recommended as **assistant instructor**, effective Nov. 19, 2015. Funds for this replacement position are available in the Head Start budget.

Instructional Staff

Brooke A. Young, Marion Heights, received a master’s degree from Bucknell University. She has been employed as mobile therapist/behavior specialist by Safety Net Counseling, Inc., Mount Carmel, and more recently as psychological services specialist by Pennsylvania Department of Corrections–State Correctional Institution, Coal Township. Ms. Young is recommended as **corrections education-school psychologist**, effective Nov. 23, 2015. Funds for this replacement position are available in the corrections education budget.

2. Substitute Teacher

Directors are asked to approve **Richard C. Scarantino** as substitute teacher, in CSIU classrooms and programs for the 2015-16 school year.

3. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Cathy J. Cydis	Early Intervention instructional assistant	Nov. 25, 2015
Rebecca O. Eves	WATCH Project case manager	Nov. 11, 2015
Ana J. Garcia	Migrant Education student support technical specialist	Nov. 16, 2015
Carolyn W. Gilroy	special education teacher	Dec. 24, 2015
Amy C. Morton	chief academic officer	July 1, 2016
Eric D. Nace	corrections education teacher	Jan. 1, 2016

4. 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, **William L. Simpson**, educational program supervisor, is eligible to receive a memorandum of understanding, effective Nov. 19, 2015.

5. Continuation of Employment

Effective Dec. 1, 2015, continue **Susan Blyth’s** full-time position as **curriculum services project manager** through Dec. 31, 2015, at a salary of \$75,000 (pro-rated), plus appropriate benefits, pending approval of an additional grant through Bloomsburg University. Authorize the executive director to continue Susan Blyth’s full-time position through June 30, 2016, should the additional Bloomsburg University grant (or any other approved funding source) be accepted. Should the funding through the Bloomsburg

University grants (or any other approved funding source) be exhausted or discontinued or should it be determined that her services as a full-time employee are not required, authorize the executive director to reduce Susan Blyth's full-time position to part time (up to 24.5 hours per week) at the rate of \$51.50 per hour (no benefits). Should Susan Blyth's position no longer be required (either full time or part time), authorize the executive director to terminate Susan Blyth's employment with the CSIU after providing thirty days written notice. Susan Blyth's employment with the CSIU will not be extended beyond June 30, 2016 without approval of the CSIU Board of Directors.

6. Salary Adjustments

Approve salary adjustments for the following practical nursing instructors and director of the Central Susquehanna LPN Career Center:

Name	Position	Effective Date
Jessica L. Probst	practical nursing instructor	\$1,860 for 2015–16, \$1,860 for 2016–17 and \$1,860 for 2017–18
Samantha R. Snyder	practical nursing instructor	\$1,860 for 2015–16, \$1,860 for 2016–17 and \$1,860 for 2017–18
Carol A. Barbarich	Director of the Central Susquehanna LPN Career Center	\$1,500 for 2015–16

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

- *to elect the persons named to the positions recommended;*
- *to approve the substitute teacher as listed;*
- *to approve the resignations as listed;*
- *to approve the memorandum of understanding as presented;*
- *to approve the continuation of employment as presented; and*
- *to approve the salary adjustments as listed.*

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

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 the committee did not meet that evening.

**IV. POLICY COMMITTEE REPORT – Belinda Stefl, Chair
Daniel McGann and Bruce Rhoads, Committee Members**

Mrs. Stefl reported the committee met prior to the meeting to review policies. The first set of polices will be forwarded to the IU's solicitor for review.

NEW BUSINESS

I. BOARD GOVERNANCE

1. Mail Ballot for 2016 CSIU Director Elections and Budget Approval

Since 1981, directors have authorized the election of CSIU directors and district action on the CSIU's General Operating Budget to be conducted by mail ballot. It is the administration's recommendation to continue this practice for 2016. District boards may petition the CSIU Board to hold a convention for director elections and budget approval, but requests must be received from a majority of districts (nine) before Feb. 1, 2016.

Director Elections: Six current terms on the CSIU Board of Directors end June 30, 2016. Those district boards will be eligible in the spring to nominate a director to a three-year term on the CSIU Board from July 1, 2016 through June 30, 2019.

Benton Area – Brandon Hartman
Line Mountain – Lawrence Neidig
Millville Area – Larry Breech
Mount Carmel Area – William Brecker
Southern Columbia Area – Thomas Reich
Warrior Run – Douglas Whitmoyer

Budget Approval: Chief Financial Officer Charles Peterson has suggested the following timeline for completion of current-year budget revisions and development of the proposed 2016-17 General Operating Budget (GOB).

November 2015–January 2016: Current-year 2015-16 budget projections are revised, and 2016-17 budget requests are developed by program and business office staff.

January 20, 2016: Proposed GOB is reviewed with Board Finance Committee.

February 17, 2016: Proposed GOB is reviewed with CSIU directors, and presented for consideration of initial approval and release to districts.

March 1–April 5, 2016: Upon approval by CSIU directors, proposed GOB is considered by member district boards of directors.

April 20, 2016: Upon approval by a majority of member district boards of directors, proposed GOB is presented for final adoption by CSIU board.

April 30, 2016: Given all of the above, GOB is submitted to PA Department of Education, as required by law.

Directors are asked to approve the notification of member districts that the 2016 election of CSIU directors and approval of the CSIU's 2016-17 General Operating Budget will be conducted by mail ballot; and to advise member districts that, according to state law, they may petition the CSIU board to hold a convention for such purposes, but a majority of districts must do so before Feb. 1, 2016.

Motion by Mr. McGann and seconded by Mr. Abate to notify member districts that the 2016 election of CSIU directors and approval of the CSIU's 2016-17 General Operating Budget will be conducted by mail ballot; and to advise member districts that, according to state law, they may petition the CSIU board to hold a convention for such purposes, but a majority of districts must do so before February 1, 2016.

The motion was unanimously passed.

II. ADMINISTRATIVE MATTERS

1. Legal Services

Included in directors' agenda packets is an addition to the listing of CSIU's current legal advisors, which was approved in May 2015. Directors are asked to approve an agreement with the additional legal advisors for 2015-16. (**Attachment No. 6**)

Motion by Mr. Abate and seconded by Mr. Brecker to approve an agreement with an additional legal advisor as presented.

The motion was unanimously passed.

III. 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

IV. ADJOURNMENT

Following brief comments by the outgoing directors, Mr. Augustine thanked Mr. Breech, Dr. Hartman and Mrs. Stefl for their dedicated service to the board.

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

Oct. 1, 2015 from Timothy Chappelle (ACF Grants Officer, US Department of Health and Human Services) notifying CSIU of Award #90FX0033-01-00 Work Attributes Toward Careers in Health (WATCH) Project. The project period for this award is Sept. 30, 2015 through Sept. 29, 2020. The amount awarded for the budget period (Sept. 30, 2015 to Sept. 29, 2016) is \$1.5 million. This five-year grant will support WATCH Project activities in the Central PA counties of Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder, Sullivan, Tioga and Union.

Oct. 21, 2015 from Carmen Medina (Chief, PDE, Division of Student Services) notifying CSIU/CSC of the approval of the 2015-16 federal grant for Migrant Education Program. Project #017-15-0106 in the amount of \$670,000 is effective from July 1, 2015 through Sept. 30, 2016.

Oct. 21, 2015 from Carmen Medina (Chief, PDE, Division of Student Services) notifying CSIU of the approval of the 2015-16 federal grant for Migrant Education Program. Project #017-15-0101 in the amount of \$1,392,454 is effective from July 1, 2015 through Sept. 30, 2016.

Oct. 26, 2015 from Susan McCrone (Chief, PDE, Division of Federal Programs) notifying CSIU that the 2015-16 Consolidated Application has been received in substantially approvable form. Funds for FA-999-16-0616 (and the various project numbers associated with this Consolidated Application) may be obligated as of July 1, 2015.

COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Student Transportation Contracts and CSIU-Operated Runs

Directors will be asked to approve the listing of student transportation contracts and CSIU-operated runs for 2015-16 at the December meeting. (**Attachment No. 7**)

II. PERSONNEL MATTERS (**Attachment No. 12**)

1. Staff Travel

Chief Financial Officer **Chuck Peterson** will attend the *Association of Educational Services Agencies (AESA) Annual Conference*, from Dec. 2-5, 2015, in New Orleans, La. He will co-present "Establishing an Environment that Promotes Innovation." He will also attend sessions, keynotes and participate in networking. Funds for airfare, lodging, meals and conference registration are available in multiple budgets.

Chief Academic Officer **Amy Morton** will attend the *Association of Educational Services Agencies (AESA) Annual Conference*, from Dec. 2–5, 2015, in New Orleans, La. In addition to presenting at the conference, she will attend sessions to improve delivery of services to districts. Funds for airfare, lodging, meals and conference registration are available in the administration budget.

Tiedra Marshall, family support coordinator, will attend the *Parents as Teachers (PAT) Level I Trainer Training*, from Dec. 7–11, 2015, in St. Louis, Mo. This training is a part of the process in becoming a Certified Parents as Teachers Trainer, as required in her position. Funds for airfare, lodging, meals and training registration are available in the PAT budget.

Jeffrey Kimball, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *National Athletic Directors Conference*, from Dec. 11–15, 2015, in Orlando, Fla. They will exhibit and market KPN contracts to the conference attendees. Funds for transportation, lodging and meals are available in the joint purchasing budget.

Jeffrey Kimball, director of cooperative purchasing services, will attend the *Association of Educational Purchasing Agencies (AEPA) executive board meeting*, from Jan. 13-15, 2016, in Scottsdale, Ariz. He will attend the AEPA executive board planning workshop and bid committee meeting to form plans for the 2016 spring meeting, review AEPA 2017 bids, review AEPA’s strategic plan and meet with KPN national vendor, Rodeo Ford. Funds for transportation, lodging and meals are available in the joint purchasing budget.

2. Completion of New Employment Probationary Period

The following staff members have successfully completed their six-month new employment probationary period:

Name	Position	Effective Date
Ryan E. Korn	Alternative Education for Disruptive Youth (AEDY) managing coordinator	Nov. 11, 2015
Laura A. Saccente	Pennsylvania Statewide Afterschool/Youth Development Network (PSAYDN) director	Oct. 27, 2015

III. POLICY AND PROGRAM MATTERS

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

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

**2. Northumberland Area Head Start and Early Head Start –
Letter from Office of Head Start, Department of Health & Human Services**

A letter of thanks was received by Patricia Edwards, Head Start/Early Head Start programs manager, recognizing CSIU for dedication in supporting the children and families in local communities. (**Attachment No. 9**)