

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT  
**BOARD OF DIRECTORS**

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

**COMMITTEE MEETINGS**

- **Budget and 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

**GRANTS AND DEVELOPMENT**

*Ellen Withrow, Grants, Research and Development Coordinator*

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

**I. CALL TO ORDER: 7:31 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 .....	Midd-West .....	x	
Larry D. Augustine, <i>President</i> .....	Selinsgrove Area .....	x	
William Brecker .....	Mount Carmel Area.....	x	
Brandon Hartman .....	Benton Area .....	x	
C. Scott Karpinski .....	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	
Tera Unzicker-Fassero.....	Lewisburg Area.....	x	
David Weader .....	Danville Area .....		x
Douglas L. Whitmoyer .....	Warrior Run.....	x	
<i>To be Appointed</i> .....	Bloomsburg Area		
<i>To be Appointed</i> .....	Millville Area		
<i>To be Appointed</i> .....	Milton Area		

*Directors present – 12; Directors absent – 2; Directors not appointed – 3*

*Mr. Weader arrived at the meeting at 7:38 p.m. (See page 10)*

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

- John Brenchley—Chief Innovation Officer
- Geoff Craven—Telecommunications Manager
- James Dugan—Interim Human Resources Director
- Kenneth Erb—Telepresence and Communication Technology Facilitator
- Nancy Joraskie—Executive Office Support Specialist/Alternate Board Recording Secretary
- 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 (4)

**V. ANNOUNCEMENTS**

The next regular meeting will begin at 7:30 p.m. on Wednesday, Jan. 20 at the CSIU central office.

**VI. BOARD GOVERNANCE**

**1. New Director**

The Shikellamy school board has appointed Scott Karpinski as its representative to the CSIU Board of Directors, effective Dec. 7, 2015. The Board welcomed Mr. Karpinski at the beginning of the meeting and made introductions.

**2. Resignation of Director**

Leo “Joe” Yodock, Bloomsburg Area school board, resigned as CSIU representative, effective Dec. 11, 2015.

**VII. APPROVAL OF MINUTES**

*Motion by Mr. Abate and seconded by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Nov. 18, 2015, as presented. The motion was unanimously passed.*

**VIII. ANNOUNCEMENTS**

The next regular meeting will begin at 7:30 p.m. on Wednesday, Jan. 20 at the CSIU central office.

## COMMITTEE REPORTS

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

*Mr. McGann reported the committee met this evening.*

#### CONSIDERATION OF ACTION ITEMS – FISCAL

##### 1. Program Balance Sheet

The reports of fiscal year 2015-16 financial activity as of Nov. 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 — November

Balance 11/1/15		\$3,224,253.60
November Deposits		\$2,844,925.40
<i>November Disbursements</i>		
November Payroll Transfers	(\$2,206,337.79)	
November WF+ Transfers	(5,109.95)	
November Bank Card ACH	(38,935.19)	
November Bank Charges	(2,453.24)	
Monthly Checks	(1,723,590.12)	
Void Checks dated before 11/1/15	1,106.84	
Total November Disbursements	(\$3,975,319.45)	(\$3,975,319.45)
Balance 11/30/15		\$2,093,859.55

##### Voided Checks Dated Before 11/1/15

Check #	Payee	Amount	Reason	Check Date
195485	Bucknell Bookstore	\$ 678.59	Void-Stale Dated	8/31/15
198726	Crossroads Church	150.00	Void-Stale Dated	9/16/15
199371	Edward Peebles	161.52	Lost	9/09/15
199860	Lise Reardon	104.08	Void-Stale Dated	8/18/15
200270	Susan Amarante	12.65	Void-Stale Dated	8/25/15
200990	Global Data Consultants	11,200.00	Incorrect Amount	9/30/15
	Total	\$ 1,106.84		

**Other Accounts**

	<b>Payroll</b>	<b>LPN Career Center</b>	<b>Work Foundations +</b>	<b>Rental Security</b>
Balance 11/1/15	\$ 155,226.42	\$ 0.00	\$ 2,754.26	\$ 32,577.58
November Transfers	2,206,337.79	0.00	5,109.95	0.00
November Deposits	0.00	0.00	0.00	0.00
November Interest	29.09	0.00	0.00	0.00
November Withdrawals	(2,202,236.34)	0.00	(5,109.95)	0.00
Voided Checks/Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 11/30/15	\$ 159,356.96	\$ 0.00	\$ 2,754.26	\$ 32,577.58

**Investment Accounts**

	<b>PA School Districts Liquid Asset Fund (PSDLAF)</b>	<b>PA Local Gov't Investment Trust (PLGIT)</b>	<b>PLGIT Mortgage Escrow</b>	<b>PLGIT/Class</b>
Balance 11/1/15	\$124,342.44	\$4,225,024.87	\$223,605.87	\$3,142,452.27
November Deposits	0.00	929,099.21	1,071.49	0.00
November Interest	2.10	141.80	6.55	0.00
November Withdrawals	0.00	(1,001,071.49)	0.00	0.00
Balance 11/30/15	\$124,344.54	\$4,153,194.39	\$224,683.91	\$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 – November**

	<b>Amount</b>
Work Foundations + 11/05/15	\$ 2,563.24
Work Foundations + 11/19/15	\$ 2,546.71
General Fund 11/30/15	\$ 2,072,768.78

**Per Diem and Hourly Employees**

Pay Period Ending 11/05/15	\$ 33,715.84
Pay Period Ending 11/19/15	\$ 32,525.32

Total	\$ 2,144,119.89
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**CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS**

**1. Facilities Use Agreement**

**Special Education:** Directors are asked to approve the lease agreement with Danville Area School District for classroom space located on the first floor of the former Danville Elementary School, Front Street, Danville. It will be used as a special education classroom for the elementary (K-5) 5 Star Program, which has been relocated from the Warrior Run School District. The lease is effective July 1, 2015 through June 30, 2016 at an annual cost of \$15,000. (**Attachment No. 3**)

*A roll call vote was taken to approve the recommendation of the finance committee:*

- *to accept the monthly financial reports for November;*
- *to pay the obligations listed on the documents presented for November; and*
- *to approve the facilities use agreement as presented.*

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-12; Voting no-0***

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

**CONSIDERATION OF ACTION ITEMS (Attachment No. 10)**

**1. New Employee**

**Instructional Staff**

**Debra A. Shultz**, Shamokin, received a bachelor’s degree from Bloomsburg University. She is currently employed as substitute aide by CSIU. Ms. Shultz is recommended as **assistant instructor**, effective Jan. 4, 2016. Funds for this replacement position are available in the Head Start budget.

**2. Part-time to Full-time Status Transfer**

Our executive director recommends the transfer of **Robin L. Cohrs**, CSIU teacher of the visually impaired, from part-time (as per the MOU, dated Aug. 23, 2015) to full-time status, effective Dec. 17, 2015 at a salary of \$70,044 (pro-rated), with applicable benefits. This change in full-time status is required due to the increased number of eligible students receiving vision services in CSIU member districts.

**3. Position Transfer**

Our executive director recommends a position transfer for **Sandy J. Jones** from instructional support program assistant to special education teacher due to filling a vacancy, effective Dec. 17, 2015.



**4. Para-educator Professional Development Transfer**

The following staff members have met the requirements of the board’s para-educator professional development policy and are recommended for transfer:

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Effective Date</b>
Vickie L. Brown	aide	instructional support program assistant	Dec, 17, 2015
Kathleen A. Ditty	classroom LPN	classroom LPN associate	Dec. 17, 2015

**5. Resignations**

The following staff members have submitted resignations from CSIU employment:

<b>Name</b>	<b>From</b>	<b>Effective Date</b>
Debra A. Bamford	classroom assistant	Dec. 29, 2015
Geoffrey A. Craven	telecommunications manager	Jan. 1, 2016
Karen G. Herschell	one-on-one instructional support program assistant	Dec. 23, 2015
Kellyann Kelly	LPN classroom associate	Dec. 29, 2015
Loralyn Novack	classroom assistant	Dec. 29, 2015

**6. Substitute Teachers**

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

- Valaquenta S. Anderson
- Janet S. Dougherty
- Willene F. Kanasky
- Linda S. Meckley
- Morgana L. Miller
- Allan C. Schappert
- Ann M. Sears

**7. Contract Approval – In School Nursing Services**

Our executive director recommends contract approval with **BAYADA Home Health Care, Inc.** to provide nursing services at the rate of \$40 per hour for RN or LPN services through June 30, 2016. (**Attachment No. 4**)

**8. Appointment of Assistant Executive Director**

(Job Description/Title Change – Position Transfer)

Our executive director recommends a change in the job description/title for **Lynn M. Cromley**, chief administrative officer to **assistant executive director/ chief administrative officer**, effective Jan. 4, 2016, in accordance with terms of PA School Code §10-1078 (four-year period – Jan. 4, 2016 through Jan. 4, 2020), with a salary adjustment of \$3,000 (pro-rated) and all applicable benefits. This appointment is recommended to increase administrative operations efficiency and better position the administration for future program changes and adjustments.

**9. Title Change**

Our executive director recommends a title change for **Lise J. Reardon** from Early Head Start senior instructor to **administrative assistant, Pre-K Counts**, effective Dec. 17, 2015.

**10. Salary Adjustment**

Our executive director recommends a salary adjustment for **Abby R. Tillson**, speech therapist, effective Aug. 11, 2015.

**11. Change of Start Date**

Directors have previously approved the hire of **Tanya R. Dynda**, technology integration support specialist, effective Nov. 19, 2015. The approved date has since changed to Jan. 18, 2016.

**12. Authorization to initiate employment actions**

The executive director recommends authorization of administration to initiate the following actions based upon the Letter of Intent received from the Central Pennsylvania Workforce Development Corporation (CPWDC) to contract with the CSIU to provide services related to eligible Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY), effective Jan. 1, 2016:

1. Appoint Paula J. Dickey, career coordinator with the CSIU as Out-of-School Youth (OSY) project manager at a salary of \$49,500 (prorated).
2. Authorize the administration to advertise for Out-of-School Youth (OSY) case manager positions.

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

- *to elect the persons named to the position recommended;*
- *to approve a part-time to full-time status transfer as presented;*
- *to approve a position transfer as recommended;*
- *to approve a para-educator professional development transfer as presented;*
- *to approve the resignations as listed;*
- *to approve substitute teachers as listed;*
- *to approve the contract approval for In School Nursing Services as presented;*
- *to approve the appointment (job description/title change–position transfer) as presented;*
- *to approve the title change as listed;*
- *to approve the salary adjustment as listed;*
- *to approve the change of start date as listed; and*
- *to authorize administration to initiate employment actions as presented.*

Roll Call Vote: *Voting yes: Mr. Abate, Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-12; Voting no-0***

***Mr. Weader arrived at the meeting at 7:38 p.m.***

**III. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair  
Victor Abate and Jeffrey Kashner, Committee Members**

*Mr. Rhoads reported the committee met this evening and discussed the status of the software and a new firewall.*

**IV. POLICY COMMITTEE REPORT – Daniel McGann, Chair  
Bruce Rhoads, Committee Member**

*Mr. Augustine reported the committee is looking for an additional member because of a recent resignation. Mr. Rhoads reported that the work of the committee is mostly a review, following extensive work by CSIU staff members Lynn Cromley and Nancy Joraskie.*

## **NEW BUSINESS**

**I. POLICY AND PROGRAM MATTERS**

**1. Northumberland Area Head Start/Early Head Start (HS/EHS) –  
Post Award Budget Revisions**

Proposed budget changes for HS/EHS require approval of the Policy Council and the CSIU Board. The proposed changes reflect application of the 2015-16 Restricted Indirect Cost Rate, which was received November 2015. Directors are asked to approve the proposed allowable post-award revisions. (**Attachment No. 5**)

*Motion by Mr. McGann and seconded by Mr. Keiser to approve the proposed post-award budget revision as presented.*

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

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

**2. Board Policies – Section 000 Board Procedures**

Directors are asked to accept at first reading the following Board Policies:

- No. 000 – Board Policy/Procedure/Administrative Regulations
- No. 001 – Name and Classification
- No. 002 – Authority and Powers
- No. 003 – Functions
- No. 004 – Membership
- No. 005 – Organization
- No. 006 – Meetings
- No. 006.1 – Attendance at Meetings Via Electronic Communications
- No. 007 – Policy Manual Access
- No. 011 – Board Governance Standards/Code of Conduct

**(Attachment No. 9)**

*Motion by Mr. McGann and seconded by Dr. Unzicker-Fassero to accept at first reading Board Policies – Section 000 Board Procedures as presented.*

*The motion was unanimously passed.*

**II. ADMINISTRATIVE REPORTS (Attachment No. 11)**

- 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 8:10 p.m.*

**Respectfully submitted,**

**Daniel McGann**  
**Secretary**

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

## INFORMATION ITEMS

### I. FISCAL MATTERS

#### FINANCE, BUDGET AND ACCOUNTING

1. **Quarterly Financial Status Reports** - *Charles Peterson, Chief Financial Officer*  
Directors received the Fourth Quarter Forecast Update – 2014-15 and the First Quarter Forecast Update – 2015-16 regarding the CSIU's Programs and Services Budget, comprised of restricted and unrestricted funds which included charts representing proposed, adjusted and actual revenue and expenditures for programs across the CSIU. **(Attachment No. 6)**

2. **Communications**

Nov. 4, 2015 from Christine Pangelinan (Program Officer, CSCF) notifying the CSIU of an approved grant from the Sunbury Area Community Foundation (SACF) in the amount of \$11,000. The grant period is Dec. 1, 2015 through Nov. 20, 2016 and funds are to be used for Northumberland Area Head Start, serving residents in the SACF service area.

Received Nov. 9, 2015, a letter dated Oct. 29, 2015 from Susan W. D'Annunzio (Student Services Supervisor, PDE, Division of Student Services) notifying CSIU of the approved budget revision for the Cohort 7 Year 1 (21st Century Community Learning Center) project Afterschool Program – Grant FC #4100068052. The grant amount remains \$400,000.

Nov. 24, 2015 via email from Brandi Yagle (Purchasing Agent, Bloomsburg University) notifying CSIU of an increase to Service Purchase Contract #4000037063 for providing additional services related to Bloomsburg University's Pre-Service Differently grant. \$108,070 is being added to the Year 3 amount, bringing the three-year contract total to \$455,020.

#### 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 January meeting. **(Attachment No. 7)**

### II. PERSONNEL MATTERS (Attachment No. 10)

1. **Staff Travel**

**Jeffrey Kimball**, director of cooperative purchasing services, will attend the *GT Grandstands' national sales meeting* on Jan. 19, 2016, in Orlando, Fla. He will present a KPN sales and marketing presentation to GT Grandstands' national sales team. Funds for transportation, lodging and meals are available in the joint purchasing budget.

**Jeffrey Kimball**, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend the *California Association of Public Procurement Officials, Inc. Annual Conference and Supplier Exposition* from Jan. 26-27, 2016 in Santa Barbara, Calif. They will exhibit to promote KPN and PEPPM. Funds for airfare, lodging and meals are available in the joint purchasing budget.

**2. Extended Leave of Absence**

Our executive director has approved an extension of unpaid leave of absence for **Debora L. Matter**, Early Head Start associate instructor, effective Oct. 22, 2015 – Jan. 20, 2016.

**3. Completion of New Employment Probationary Period**

**Tammy M. Sempko**, Pinnacle Place house manager, has successfully completed her new employment probationary period, effective Nov. 25, 2015.

**4. Staff Notification Regarding Updated Clearances**

The law is very specific that new/updated clearances must be on file before Jan. 1, 2016. In April, human resources staff notified CSIU employees whose clearances would expire Dec. 31, and followed up with two reminders in August and December. As a matter of last recourse, the executive director this week sent an email and letter by certified mail to those employees who were not yet in compliance. Dr. Singer stated that if their clearances were not obtained/updated and submitted by Dec. 31, they will be placed on unpaid leave, as employees cannot be in active status (on current payroll) if they are not in compliance with Act 153 of 2014 and Act 15 of 2015.

**III. POLICY AND PROGRAM MATTERS**

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

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