

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF REGULAR MONTHLY MEETING
WEDNESDAY, FEBRUARY 17, 2016**

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

GENERAL OPERATING BUDGET

Charles Peterson, Jr., Chief Financial Officer

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.*

BUSINESS MEETING TABLE OF CONTENTS

Page

INTRODUCTION

I. CALL TO ORDER	3
II. PLEDGE OF ALLEGIANCE	3
III. ROLL CALL.....	3
IV. CSIU STAFF AND OTHERS IN ATTENDANCE	4
V. ANNOUNCEMENTS.....	5
VI. BOARD GOVERNANCE	
1. New Director	5
VII. APPROVAL OF MINUTES	5
VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT..	5
IX. SPOTLIGHT SEGMENT	
1. Public Relations Services.....	5

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT	
Consideration of Action Items – Fiscal	
1. Projected 2015-16 and Preliminary 2016-17 CSIU General Operating Budget	6
2. Program Balance Sheet	6
3. Payment Requests	7
Consideration of Action Items – Cooperative Business Services and Operations	
1. Facilities Use Agreement.....	8
2. Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids	8
3. Keystone Purchasing Network (KPN) Bid Awards	8
Consideration of Action Items – Computer Services	
1. Agreement for Services – Bar-Tek Software Services, Inc.....	8
2. Agreement for Services – Technology Advantage, Inc.....	8
II. PERSONNEL COMMITTEE REPORT	
Consideration of Action Items	
1. New Employees	9
2. Position Transfers	10
3. Title Change	10
4. Substitute Teachers and Aide	10
5. Resignations	10
6. Appointment	11

III. AD-HOC COMMITTEE REPORT	11
IV. TECHNOLOGY COMMITTEE REPORT	11
V. POLICY COMMITTEE REPORT	11

NEW BUSINESS

I. PERSONNEL MATTERS	
1. Holiday Schedule – 12-Month Non-Instructional Staff	12
II. POLICY AND PROGRAM MATTERS	
1. Appointment of HIPAA Security Official	12
2. Agreement with Educational Testing Service (ETS).....	12
Northumberland Area Head Start/Early Head Start	
3. Head Start Post Award Change in Scope Budget Revision: Enrollment Reduction Report	12
4. Out-of-School Youth (OSY) Program Resolution	13
III. BOARD GOVERNANCE	
1. Board Policies – Section 000 Board Procedures	13
IV. EXECUTIVE DIRECTOR REPORT	15
V. ADMINISTRATIVE REPORTS	15
VI. ADJOURNMENT	15

INFORMATION ITEMS

I. FISCAL MATTERS	
Finance, Budget and Accounting	
1. Quarterly Financial Status Report	16
2. Section 907-A Report for 2014-15 Fiscal Year.....	16
3. Communications	16
II. PERSONNEL MATTERS	
1. Staff Travel	16
2. Extended Leave of Absence	17
3. Return from Leave of Absence.....	17
4. Completion of New Employment Probationary Period	17
III. POLICY AND PROGRAM MATTERS	
Northumberland Area Head Start and Early Head Start –	
1. Governing Requirements – December 2015 Report.....	17

BUSINESS MEETING AGENDA AND MINUTES

February 17, 2016 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.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate	Midd-West	X	
Larry D. Augustine, <i>President</i>	Selinsgrove Area	X	
William Brecker	Mount Carmel Area.....	X	
Kathleen DeYong	Benton Area	X	
C. Scott Karpinski	Shikellamy.....	X	
Jeffrey Kashner.....	Shamokin Area	X	
Dennis Keiser	Mifflinburg Area	X	
Jody Love	Millville 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	
Deb Zollmann.....	Bloomsburg Area.....	X	
<i>To be Appointed</i>	Milton Area		

Directors present – 15; Directors absent – 1; Directors not yet appointed – 1

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

Sharon Beagle—Education Association Representative
John Brenchley—Chief Innovation Officer
Lynn Cromley—Assistant Executive Director/Chief Administrative Officer
James Dugan—Interim Human Resources Director
Victoria Frace—Education Association Representative
Darlene Garcia-Johnson—Milton Area School District Board Member
Nancy Joraskie—Executive Office Support Specialist/Alt. 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
Anthony Serafini—Special Education Program Supervisor
Jennifer Spotts—Public Relations and Communications Manager
John Wargo—Computer Services Manager
Members of the CSIU Education Association—Teachers and Therapists (10)

V. ANNOUNCEMENTS

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

VI. BOARD GOVERNANCE

1. New Director

Benton Area School District recently appointed **Kathleen DeYong** as a representative to the CSIU Board of Directors.

Darlene Garcia-Johnson, who expressed interest in representing Milton Area on the CSIU board, attended the meeting to observe.

The Board welcomed Mrs. DeYong and Mrs. Garcia-Johnson at the beginning of the meeting and made introductions.

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 Jan. 20, 2016, as presented.

The motion was unanimously passed.

VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

IX. SPOTLIGHT SEGMENT

1. Public Relations Services

Jennifer Spotts, public relations and communications manager, spoke to directors regarding the public relations and communications planning process, as well as the other services offered to CSIU districts, including research and evaluation, publication development and branding, media relations, legislative advocacy, social media and community relations.

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 and discussed initiatives that are underway. He also reminded board members about the talking points prepared specifically for each district.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Projected 2015-16 and Preliminary 2016-17 CSIU General Operating Budgets

The preliminary 2016-17 CSIU General Operating Budget of \$1,073,846 is presented to directors for initial consideration. If approved, it will be released to member-district boards of directors for their consideration. After a majority of the school boards give their consent, the GOB will be presented to CSIU directors for final adoption.

Directors are also asked to approve the projection of \$986,181 for the 2015-16 general operating budget. (**Attachment No. 1**)

2. Program Balance Sheet

The reports of fiscal year 2015-16 financial activity as of Jan. 31, 2016 are 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 — January

Balance 1/1/2016		\$1,229,799.90
January Deposits		\$6,959,907.32
<i>January Disbursements</i>		
January Payroll Transfers	(\$2,279,467.88)	
January WF+ Transfers	(1,873.61)	
January Bank Card ACH	(16,262.93)	
January Bank Charges	(186.25)	
January PSERS ACH	(1,743,247.29)	
January HSA ACH	(49,833.33)	
January Sales Tax ACH	(204.14)	
January South Carolina Tax ACH	(8.48)	
Monthly Checks	(1,919,676.50)	
Void Checks dated before 1/1/2016	89,079.24	
Total January Disbursements	(\$5,921,681.17)	(\$5,921,681.17)
Balance 1/31/2016		\$2,268,026.05

Voided Checks Dated Before 1/1/16

Check #	Payee	Amount	Reason	Check Date
201486	Centre Business Products	\$ 401.25	Incorrect Vendor	10/30/15
202196	Holiday Inn Harrisburg/Hershey	4,094.49	Lost in Mail	12/15/15
D0000668	MindShine Technologies	84,583.50	Incorrect Date	12/22/15
	Total	\$ 89,079.24		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 1/1/2016	\$ 230,845.89	\$ 0.00	\$ 2,754.26	\$ 32,580.86
January Transfers	2,279,467.88	0.00	1,873.61	0.00
January Deposits	80345.42	192,858.00	0.00	0.00
January Interest	42.60	0	0.00	0.00
January Withdrawals	(2,289,519.88)	(192,858.00)	(2,268.75)	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	395.14	0.00
Balance 1/31/2016	\$ 301,181.91	\$ 0.00	\$ 2,754.26	\$ 32,580.86

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 1/1/2016	\$124,350.63	\$ 331,388.74	\$225,775.08	\$3,143,711.33
January Deposits	0.00	15,388,795.81	1,071.49	0.00
January Interest	18.39	1077.40	40.04	0.00
January Withdrawals	0.00	(4,019,332.65)	0.00	0.00
Balance 1/31/2016	\$124,369.02	\$11,701,929.30	\$226,886.61	\$3,143,711.33

3. Payment Requests

The following obligations are listed on the documents included in directors' agenda packets. **(Attachment No. 3)** Funds for payment are available in program budgets.

Accounts Payable – January	Amount
Work Foundations + 01/14/16	\$ 98.87
Work Foundations + 01/28/16	\$ 1,774.74
General Fund 01/31/16	\$ 1,919,676.50

Per Diem and Hourly Employees

Pay Period Ending 01/14/16	\$ 14,335.11
Pay Period Ending 01/28/16	\$ 27,757.14
Total	<hr/> \$ 1,963,642.36

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Facilities Use Agreement

WATCH Project: Directors are asked to approve the lease agreement with JAKK Holdings, LLC for office space to conduct small group meetings at Suite No. 217, 312 Pine Street, Williamsport. Term of lease – effective March 1, 2016 through Sept. 29, 2020, with a first-year cost of \$495 per month. (**Attachment No. 4**)

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

Directors are asked to approve the list of recommended KPN line item bids – Athletic Supply, Cafeteria Supply and Custodial Supply for the 2016-17 purchasing cycle as presented. (**Attachment No. 5**)

3. Keystone Purchasing Network (KPN) Bid Awards

Directors are asked to approve the list of recommended KPN bid awards for commercial flooring, scoreboards, LED lighting and Jan-San supplies. (**Attachment No. 6**)

CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES

1. Agreement for Services - Bar-Tek Software Services, Inc.

Directors are asked to approve a revision to the agreement with **Bar-Tek Software Services, Inc.** of Mountville for continued software development services. The term of this agreement shall be for the fiscal year 2015-16 for a maximum of \$80,000, hourly rate of \$74.91, (previously \$40,000), and will provide limited software development services for current CSIU legacy systems. This revision is due to an increase in programming time as a result of implementing the Affordable Care Act provisions in our existing software. Funds for this expenditure are available in the computer services budget. (**Attachment 7**)

2. Agreement for Services - Technology Advantage, Inc. (TAI)

Directors are asked to approve an agreement with **Technology Advantage, Inc.** of Milton for continued technology services (programming, consulting, working with software products and supporting PIMS). The term of this agreement shall be Jan. 1, 2016 – Dec. 31, 2016, for a maximum of \$120,000 at an hourly rate of \$59, or a per diem rate of \$275 (depending on the service required). Funds for this expenditure are available in the computer services budget. (**Attachment No. 8**)

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

- *to approve the preliminary 2016-17 budget of \$1,073,846 and the 2015-16 projected budget of \$986,181;*
- *to accept the monthly financial reports for January;*
- *to pay the obligations listed on the documents presented for January;*
- *to approve the facilities use agreement as presented;*
- *to approve KPN definite quantity line-item bids and bid awards as listed; and*
- *to approve the agreements for services as presented.*

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

Result: *Motion passed: Voting yes-15; Voting no-0*

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

CONSIDERATION OF ACTION ITEMS (Attachment 18)

1. New Employees

Non-Instructional Staff

Marcia K. Hoffman, Lewisburg, received a master's degree from Bucknell University. She has been employed as a health planning consultant by Central PA Health Systems Agency, Inc., Lewisburg, and more recently as an executive director of human resources by Bucknell University. Ms. Hoffman is recommended as **director of human resources**, effective Feb. 18, 2016. Funds for this replacement position are available in the administrative budget.

Employment Contract

As director of human resources, **Marcia K. Hoffman** is eligible to receive an employment contract, effective Feb. 18, 2016. The employment contract outlines responsibilities, conditions of employment, salary and benefits.

Meghan E. Drumheller, Danville, received a master's degree from Bloomsburg University. She has been employed as programs coordinator/mental health therapist by Psychological Services Clinic, Inc., Sunbury, and more recently as mobile therapist by KidsPeace, Danville. Ms. Drumheller is recommended as **Out-of-School Youth (OSY) workforce specialist**, effective Feb. 22, 2016. Funds for this new position are available in the Out-of-School Youth budget.

Jillian L. Johnson, Danville, received a bachelor's degree from Albright College. She has been employed as supervisor by Montour County Children and Youth, Danville, and currently as corrections education aide by CSIU. Ms. Johnson is recommended as **Out-of-School Youth (OSY) workforce specialist**, effective Feb. 29, 2016. Funds for this new position are available in the Out-of-School Youth budget.

Instructional Staff

Heidi J. Daub, Milton, graduated from Mifflinburg Area School District. She has been employed as assistant group supervisor by Noah’s Ark, Milton, and more recently as assistant group supervisor by Wish Upon A Star, LLC, Watsontown. Ms. Daub is recommended as **classroom assistant**, effective Feb. 18, 2016. Funds for this new position are available in the special education budget.

2. Position Transfers

Our executive director recommends position transfers for the following staff members:

Name	From	To	Reason	Effective
Kelly L. Jimison-Boyer	Pre-K program and recruitment coordinator	Pre-K Counts teacher	filling a vacancy	March 7, 2016
Susan J. Luna	Migrant Education student support specialist	Migrant Education student support specialist and parent coordinator	filling a vacancy	Feb. 18, 2016

3. Title Change

Our executive director recommends a title change for **Kathryn M. Antico** from one-on-one classroom assistant to Pre-K assistant instructor, effective March 7, 2016.

4. Substitute Teachers and Aide

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

Substitute Teachers	Substitute Aide
Marie M. Bourassa	Scott A. Hummel
Laura L. Brown	
Alison E. Horne	

5. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Carol A. Anspach	payroll technician	July 1, 2016
Vickie L. Brown	instructional support program assistant	Jan. 25, 2016
Pegi L. Keller	coordinator of Early Intervention services	July 1, 2016
Lynn M. Reinhold	community and systems development manager	May 5, 2016

6. Appointment

Directors are asked to appoint **Dr. Daniel H. Clark** as full-time **interim principal** at North Central Secure Treatment Unit (NCSTU), effective Feb. 8–June 30, 2016, or until the position is filled permanently, whichever occurs sooner. Dr. Clark will be compensated at the rate of \$73.30 per hour up to 37.5 hours per week. Dr. Clark is not eligible for benefits, other than required payroll deductions. Dr. Clark moves from the part-time position as Interim principal at NCSTU (Jan. 18–Feb. 5, 2016) at \$50 per hour. Dr. Clark previously served as the corrections education director before his retirement. PSERS has approved this interim assignment without affecting Dr. Clark’s retirement benefit.

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 title change presented;*
- *to approve the substitute teachers and aide as listed;*
- *to accept the resignations as listed; and*
- *to approve the appointment as presented.*

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

Result: ***Motion passed: Voting yes-15; Voting no-0***

III. AD-HOC COMMITTEE REPORT – BRUCE RHOADS, CHAIR

Larry Augustine and Daniel McGann, Committee Members

Mr. Rhoads reported the committee met on Feb. 8 with Act 93 representatives.

IV. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair

Victor Abate and Jeffrey Kashner, Committee Members

Mr. Rhoads reported the committee met this evening and discussed two agreements approved earlier, as well as the software development schedule which is on track to meet goals.

V. POLICY COMMITTEE REPORT – Daniel McGann, Chair

Bruce Rhoads and Scott Karpinski, Committee Members

Mr. McGann reported the committee met on Feb. 1 and earlier today, and finalized Section 000 being presented for second and final reading this evening. The committee also partially completed Section 300.

NEW BUSINESS

I. PERSONNEL MATTERS

1. Holiday Schedule – 12-Month Non-Instructional Staff

Directors are asked to approve the 2016-17 holiday schedule for 12-month non-instructional staff. (**Attachment No. 9**)

Motion by Mr. Keiser and seconded by Mr. McGann to approve the holiday schedule as presented.

The motion was unanimously passed.

II. POLICY AND PROGRAM MATTERS

1. Appointment of HIPAA Security Official

Our Executive Director recommends that **Marcia Hoffman**, director of human resources, be appointed the HIPAA Security Official for CSIU, as required by the HIPAA Security Rule. (**Attachment No. 10**)

Motion by Mr. Abate and seconded by Mr. Keiser to appoint the HIPAA Security Official as presented.

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

Result: ***Motion passed: Voting yes-15; Voting no-0***

2. Agreement with Educational Testing Service (ETS)

The Central Susquehanna Intermediate Unit will be closing the Pearson Vue Test Center on March 31, 2016. This closure will affect the service of the GED exam for the Commonwealth Secondary Diploma. Directors are asked to approve an agreement with Educational Testing Service (ETS) for use and administration of the HiSet® (High School Equivalency Test). (**Attachment No. 11**)

Motion by Mr. Neidig and seconded by Mr. Weader to approve the agreement as presented.

The motion was unanimously passed.

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

3. Head Start Post Award Change in Scope Budget Revision: Enrollment Reduction Report

Directors are asked to approve the Head Start Post Award Change in Scope Budget Revision: Enrollment Reduction Report. (**Attachment No. 12**)

Motion by Mr. Abate and seconded by Mr. Keiser to approve the post award change as presented.

The motion was unanimously passed.

4. Out-of-School Youth (OSY) Program Resolution

Directors are asked to approve hiring Out-of-School Youth (OSY) participants in the Paid Work Experience (PWE) as temporary employees at \$7.25 per hour according to the terms outlined in the attachment (**Attachment 17**)

Motion by Mr. Abate and seconded by Mr. Keiser to approve hiring OSY participants as presented.

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

Result: ***Motion passed: Voting yes-15; Voting no-0***

III. BOARD GOVERNANCE

1. Board Policies – Section 000 Board Procedures

Directors are asked to rescind Board Policies as follows:

No. 9000	General Statement
No. 9100	Organization
No. 9110	Number of Members
No. 9111	Filling Vacancies
No. 9120	Officers
No. 9130	Standing Committees
No. 9140	Temporary (ad hoc) Committees
No. 9141	Nominations Committee
No. 9150	Executive Committee
No. 9210	President
No. 9220	Vice-President
No. 9230	Secretary
No. 9240	Treasurer
No. 9245	Recording Secretary
No. 9246	Immediate Past President
No. 9250	Solicitor
No. 9260	Auditor
No. 9270	Individual Members
No. 9310	Adoption and Amendment of Policies
No. 9311	Adoption and Review of Strategic Plan
No. 9320	Adoption and Amendment of Bylaws
No. 9340	Suspension of Policies, Bylaws and Regulations
No. 9360	Meetings

No. 9361	Types of Meetings
No. 9361.1	Regular Meetings
No. 9361.2	Special Meetings
No. 9361.3	Adjourned Meetings
No. 9363	Notification to Members
No. 9364	Executive Sessions
No. 9365/6	Construction of Agenda/Advance Delivery of Meeting Materials
No. 9367	Quorum
No. 9368	Meeting Conduct
No. 9368.1	Order of Business
No. 9368.11	Regular Business Meeting
No. 9368.12	Annual Organizational Meeting
No. 9368.2	Parliamentary Procedure: Voting
No. 9369	Minutes/Public Records
No. 9400	Conventions
No. 9420	Special Convention

And, in place of the rescinded policies, accept at second 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. 004.1	Ethics Act and Conflicts of Interest
No. 005	Organization
No. 006	Meetings
No. 006.1	Attendance at Meetings Via Electronic Communications
No. 007	Policy Manual Access
No. 011	Principles for Governance and Leadership

(Attachment No. 13)

Motion by Mr. McGann and seconded by Mr. Rhoads to rescind policies and accept at second reading policies as presented.

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

Result: ***Motion passed: Voting yes-15; Voting no-0***

IV. EXECUTIVE DIRECTOR REPORT

Dr. Singer provided the Board with an update on teacher negotiations from the perspective of the executive director. (**Attachment No. 19**)

Victoria Frace, president of the CSIU Education Association, addressed Dr. Singer in response to his presentation, following the clarifying questions that were asked by two teachers.

Kathleen DeYong left the meeting at 9 p.m.

V. ADMINISTRATIVE REPORTS

- 1. Executive Leadership**
Kevin Singer, Executive Director
- 2. Administrative Services**
Lynn Cromley, Assistant Executive Director/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**

VI. ADJOURNMENT

Mr. Augustine declared the meeting adjourned at 9:03 p.m.

Respectfully submitted,

Daniel McGann
Secretary

Susan Kinney
Recording Secretary

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

- 1. Quarterly Financial Status Report – Charles Peterson, Jr., Chief Financial Officer**
Included in directors' agenda packets is the Second Quarter Forecast Update regarding the CSIU's 2015-16 Programs and Services Budget, comprised of restricted and unrestricted funds. The update includes charts representing proposed, adjusted and actual revenue and expenditures for programs across the CSIU. (**Attachment No. 14**)
- 2. Section 907–A Report for 2014-15 Fiscal Year**
Included in directors' agenda packets is a copy of the CSIU 907-A report for fiscal year 2014-15. Guidelines are attached for reference. (**Attachment No. 15**)
- 3. Communications**
January 7, 2016 via email from Melanie Novak, a letter from Michelle Figlar (Deputy Secretary, Pennsylvania Office of Child Development and Early Learning) notifying CSIU of the approved expansion grant for the 2015-16 Pre-K Counts program. An additional \$63,450 is being awarded to serve an additional 18 full-day slots to eligible children. Due to the budget impasse and late award notification of this funding, it is anticipated these funds for the 2015-16 year will be available past June 30, 2016.

January 7, 2016 via email from Melanie Novak, a letter from Michelle Figlar (Deputy Secretary, Pennsylvania Office of Child Development and Early Learning) notifying CSIU of the approved expansion grant for the 2015-16 Head Start Supplemental Assistance Program (HSSAP). An additional \$91,158 is being awarded to serve an additional 12 slots to eligible children. Due to the budget impasse and late award notification of this funding, it is anticipated these funds for the 2015-16 year will be available past June 30, 2016.

II. PERSONNEL MATTERS (Attachment 18)

1. Staff Travel

Chief Financial Officer **Charles Peterson, Jr.** will attend the *Association of School Business Officials (ASBO) 2016 Executive Leadership Forum* Feb. 18–20, 2016 in Las Vegas, Nev. While there, he will attend the board meeting and leadership conference. Funds for all expenses will be paid by ASBO.

Ryan Korn, Alternative Education for Disruptive Youth (AEDY) managing coordinator, will attend the *22nd Annual Conference on Alternative Education* March 13–19, 2016 in Ponte Vedra Beach, Fla. While there, he will attend sessions and network regarding alternative education. Funds for airfare, lodging, meals, conference registration and car rental are available in the AEDY budget.

Chief Innovation Officer **John Brenchley** will attend the *Association of Education Purchasing Agencies (AEPA) Spring Conference* April 11–12, 2016 in Las Vegas, Nev. He will network with other entities to continue to learn about cooperative purchasing on a national level. Funds for airfare, lodging, meals, conference registration, parking and transportation are available in the joint purchasing budget.

Jeffrey Kimball, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing services marketing specialist, will attend the *Association of Education Purchasing Agencies (AEPA) Board Meeting and Spring Conference* April 10–12, 2016 in Las Vegas, Nev. They will attend the board meeting to conduct business of AEPA and meet with vendors to review their products, services and review marketing. Funds for airfare, lodging, meals and conference registration are available in the joint purchasing budget.

Jared Lehman, cooperative business services and operations project manager, and **David Manney**, cooperative purchasing services program manager, will attend the *California Association of School Business Officials 2016 Annual Conference (CASBO) and California School Business Expo* April 14–15, 2016 in Pasadena, Calif. While there, they will market and promote PEPPM cooperative purchasing contracts to educators and technology coordinators from California. Funds for airfare, lodging, meals and parking are available in the joint purchasing budget.

David Baird, Migrant Education site director, will attend the *National Migrant Education Conference* April 24–27, 2016 in San Diego, Calif. While there, he will be co-presenting with other state site directors, attend workshops on policy and program updates from experts, partners and collaborators, and engage in interstate coordination. Funds for airfare, lodging, registration cost and meals are available in the Migrant Education 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 Jan. 20 – March 1, 2016.

3. Return from Leave of Absence

Jeffrey J. Myers, Jr., corrections education-science teacher, has returned from a military leave of absence, effective Feb. 9, 2016.

4. Completion of New Employment Probationary Period

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

Name	Position	Effective
Joni L. Campbell	client support assistant	Jan. 25, 2016
Michele L. Johnson	community outreach coordinator	Dec. 29, 2015

III. POLICY AND PROGRAM MATTERS

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

The information contained in this monthly report meets the directive in the Head Start Act. (**Attachment No. 16**)