

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF REGULAR MONTHLY MEETING
WEDNESDAY, MARCH 16, 2016**

COMMITTEE MEETINGS

- **Policy Committee**
3 p.m. in Heritage Room
- **Budget and 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 Susquehanna B

POST AUDIT REVIEW

*Baker Tilly Virchow Krause, LLP, Auditors and
Charles Peterson, Jr., Chief Financial Officer*

YES PROGRAM UPDATE (Out-of-School Youth)

*Lynn Cromley, Assistant Executive Director/
Chief Administrative 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.*

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BUSINESS MEETING AGENDA AND MINUTES

March 16, 2016 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

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

The meeting was called to order by President Larry Augustine.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate	Mid-West		X
Larry D. Augustine, President	Selinsgrove Area	X	
William Brecker	Mount Carmel Area		X
Kathleen DeYong	Benton Area	X	
Darlene Garcia-Johnson	Milton 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, Secretary	Berwick	X	
Lawrence I. Neidig, Treasurer	Line Mountain	X	
Thomas Reich	Southern Columbia	X	
Bruce E. Rhoads, Vice President	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

Directors present – 12; Directors absent – 5

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
Kenneth Erb—Telepresence and Communication Technology Facilitator
Marcia Hoffman—Human Resources Director
Susan Kinney—Executive Office Manager/Board Recording Secretary
Charles Peterson, Jr.—Chief Financial Officer
Dr. Kevin Singer—Executive Director
Jennifer Spotts—Public Relations and Communications Manager
Jennifer Williams—Director of Special Education and Early Childhood Services
Members of the CSIU Education Association—Teachers and Therapists (17)

V. ANNOUNCEMENTS

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

Mr. Augustine announced that an Executive Session regarding personnel issues would be held before the Personnel Committee report.

VI. APPROVAL OF MINUTES

Motion by Mr. McGann and seconded by Mr. Rhoads to approve the minutes of the regular meeting of the CSIU Board of Directors on Feb. 17, 2016, as presented.

The motion was unanimously passed.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. Wellness Update

Marcia Hoffman, director of human resources, updated the board on the wellness initiative for non-bargaining staff who are eligible to receive a Fitbit device of their choice at a discounted price. The Fitbit storefront will be open from March 1 through May 30. To date, 174 employees have requested the promo code required to make a purchase.

COMMITTEE REPORTS

I. BOARD GOVERNANCE

1. New Director

Mr. Augustine welcomed **Darlene Garcia-Johnson** who was recently appointed by Milton Area’s Board as its representative to the CSIU Board of Directors.

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

Mr. McGann reported the committee met this evening and received an update of ongoing projects.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2015-16 financial activity as of Feb. 29, 2016 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 — February

Balance 2/1/2016		\$2,268,026.05
February Deposits		\$3,964,734.38
<i>February Disbursements</i>		
February Payroll Transfers	(\$1,301,954.12)	
February WF+ Transfers	(3,485.20)	
February Bank Card ACH	(28,368.05)	
February Bank Charges	(220.13)	
February HSA ACH	(23,163.84)	
February Flex Spending ACH	(3,085.05)	
February South Carolina Tax ACH	(387.92)	
February Savings Club ACH	(16,194.00)	
February Payroll Taxes ACH	(527,017.60)	
February OMNI ACH	(13,996.22)	
February Expert Pay ACH	(1,212.92)	
February State Tax ACH	(30,343.02)	
February NSF Check Charge	(12.00)	
Monthly Checks	(1,820,482.94)	
Void Checks dated before 2/1/2016	5,155.18	
Total February Disbursements	(\$3,764,767.83)	(\$3,764,767.83)
Balance 2/29/2016		\$2,467,992.60

Voided Checks Dated Before 2/1/16

Check #	Vendor	Amount	Reason	Check Date
200674	Classic Drycleaners	\$ 46.17	Stale Dated	09/09/15
202638	Coughlin & Gerhaert LLP	3,759.01	Incorrect Amount	01/19/16
202821	NGIF	1,350.00	Incorrect Vendor	01/26/16
	Total	\$5,155.18		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 2/1/2016	\$ 301,181.91	\$ 0.00	\$ 2,754.26	\$32,580.86
February Transfers	1,301,954.12	0.00	3,485.20	0.00
February Deposits	0.00	68,594.00	0.00	0.00
February Interest	20.96	0.00	0.00	0.00
February Withdrawals	(1,583,285.46)	(68,594.00)	(3,485.20)	0.00
Voided Checks/ Returned Direct Deposit	222.02	0.00	0.00	0.00
Balance 2/29/2016	\$ 20,093.55	\$ 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 2/1/2016	\$124,369.02	\$11,701,929.30	\$226,886.61	\$3,143,711.33
February Deposits	0.00	3,277,387.49	1,071.49	4,000,000.00
February Interest	19.78	1723.22	46.36	0.00
February Withdrawals	0.00	(6,001,071.49)	0.00	0.00
Balance 2/29/2016	\$124,388.80	\$8,979,968.52	\$228,004.46	\$7,143,711.33

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 – February	Amount
Work Foundations + 02/11/16	\$ 1,811.50
Work Foundations + 02/25/16	\$ 1,673.70
General Fund 02/29/16	\$ 1,820,482.94

Per Diem and Hourly Employees

Pay Period Ending 02/11/16	\$ 31,763.79
Pay Period Ending 02/25/16	\$ 34,086.19
Total	<hr/> \$ 1,889,818.12

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

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

Directors are asked to approve the list of recommended KPN definite quantity line-item bids – Art Supply, General Supply, Computer Supply and Copy Paper categories (all July 2016 Delivery) for the 2016-17 purchasing cycle as presented. (**Attachment No. 3**)

2. PEPPM 2015 Pricing Review

Directors are requested to authorize an agreement with Baker Tilly Virchow Krause, LLP (formerly ParenteBeard LLC) of Williamsport for the PEPPM 2015 pricing review at a base cost of \$7,700 with the option to increase the cost of the agreement as stated in the Baker Tilly proposal, if deemed necessary. (**Attachment No. 4**)

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

- *to accept the monthly financial reports for February;*
- *to pay the obligations listed on the documents presented for February;*
- *to approve KPN definite quantity line-item bids as listed; and*
- *to approve the PEPPM 2015 pricing review as presented.*

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

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

3. Acceptance of June 30, 2015 Single Audit by Baker Tilly

Motion by Mr. McGann and seconded by Mr. Reich to acknowledge receipt of the June 30, 2015 Single Audit from Baker Tilly as presented. (Attachment No. 9)

The motion was unanimously passed.

EXECUTIVE SESSION

The meeting was recessed at 7:50 p.m. for an executive session regarding personnel matters. The meeting was reconvened at 8:40 p.m.

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

CONSIDERATION OF ACTION ITEMS (Attachment No. 8)

1. New Employees

Non-Instructional Staff

Marca L. O’Hargan, Montgomery, received a master’s degree from Capella University. She has been employed as day care teacher by Pitter Patter Day School, Williamsport, and more recently as counselor by Clear Vision Residential Treatment Services, Inc., Montgomery. Ms. O’Hargan is recommended as **career counselor specialist**, effective March 17, 2016. Funds for this new position are available in the Out-of-School Youth budget.

Christina M. Moser, Berwick, received a master’s degree from Bloomsburg University. She has recently been employed as Head Start teacher by Columbia Child Development Program, Bloomsburg. Ms. Moser is recommended as **Pre-K Counts program/recruitment coordinator**, effective April 1, 2016. Funds for this replacement position are available in the Pre-K Counts budget.

Instructional Staff

Kristen L. Lloyd, New Columbia, graduated from Milton Area School District. She has been employed as member relations representative by Northumberland County Schools Federal Credit Union, Milton, and more recently as insurance customer service representative by Meixell-Diehl Insurance, Lewisburg. Ms. Lloyd is recommended as **assistant instructor**, effective March 17, 2016. Funds for this new position are available in the Head Start budget.

Brach W. Rosancrans, Selinsgrove, received a bachelor’s degree from Bloomsburg University. He is currently employed as substitute teacher by CSIU, Milton Area School District, Selinsgrove Area School District and Danville Area School District. Mr. Rosancrans is recommended as **corrections education teacher**, effective March 21, 2016. Funds for this new position are available in the corrections education budget.

Cynthia L. Young, Danville, graduated from Warrior Run School District. She has been employed as school bus aide/layover driver and as part-time bus driver by the CSIU. Ms. Young is recommended as **school bus driver**, effective March 17, 2016. Funds for this new position are available in the Head Start budget.

2. Substitute Teacher and Aide

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

Substitute Teacher

Beth A. Bellve

Substitute Aide

Eric J. Weikel

3. Position Transfers

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

Name	From	To	Reason	Effective
Jessica M. Glenn	assistant instructor	senior instructor	filling a vacancy	March 17, 2016
Angela M. Startzel	associate instructor	senior instructor	increased responsibilities	March 17, 2016

4. Title Changes

Our executive director recommends a title change for the following staff members, effective March 17, 2016:

Name	From	To
Kathryn M. Antico	Pre-K assistant instructor	Pre-K Counts assistant instructor
Paula J. Dickey	Out-of-School Youth (OSY) project manager	project manager
Meghan E. Drumheller	Out-of-School Youth (OSY) workforce specialist	career counselor specialist
Denise L. Gonsar	Pre-K assistant instructor	Pre-K Counts associate instructor
Jillian L. Johnson	Out-of-School Youth (OSY) workforce specialist	career counselor specialist
Lynette M. Pauling	Pre-K associate instructor	Pre-K Counts associate instructor
Christy D. Powlus	Pre-K assistant instructor	Pre-K Counts assistant instructor
Donna A. Vought	Pre-K senior instructor	Pre-K Counts senior instructor

5. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Diane Shiko	classroom assistant	March 14, 2016
Stephanie A. Stahl	student transportation administrative assistant	Feb. 29, 2016

6. Change of Resignation Date

Directors have previously accepted the resignation of **Carol A. Anspach**, payroll technician, effective July 1, 2016. The approved date has since changed to April 22, 2016.

Motion by Mr. Reich and seconded by Mr. Neidig to approve Personnel Items 1–6 as presented.

The motion was unanimously passed.

7. Termination of Employment

The administration recommends board approval of the termination for cause of Employee No. 16-1400 based upon the Statement of Charges.

Motion by Mr. Neidig and seconded by Mr. Reich to approve the termination for cause as presented.

The motion was unanimously passed.

IV. AD-HOC COMMITTEE REPORT – Bruce Rhoads, Chair

Larry Augustine and Daniel McGann, Committee Members

Mr. Rhoads reported the committee met March 1, 2016 with Act 93 representatives regarding the Memorandum of Understanding for the group. Human Resources personnel are currently reviewing the agreement which should be presented for consideration in April.

V. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair

Victor Abate and Jeffrey Kashner, Committee Members

VI. POLICY COMMITTEE REPORT – Daniel McGann, Chair

Bruce Rhoads and Scott Karpinski, Committee Members

Mr. McGann reported the committee met earlier today and reviewed drafts of Section 300.

1. Board Policy – Section 800 Operations, No. 806 Child Abuse

Directors are asked to approve at first reading Board Policy No. 806 Child Abuse. **(Attachment No. 6)**

Motion by Mr. McGann and seconded by Mr. Rhoads to approve the first reading of Board Policy No. 806 Child Abuse as presented.

The motion was unanimously passed.

NEW BUSINESS

I. EXECUTIVE DIRECTOR REPORT

Dr. Singer provided the Board with an update on teacher negotiations from the perspective of the executive director, and responded to/fielded questions from the board and staff. (**Attachment No. 7**)

II. 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**

III. ADJOURNMENT

Mr. Augustine declared the meeting adjourned at 9:31 p.m.

Respectfully submitted,

Daniel McGann
Secretary

Susan Kinney
Recording Secretary

INFORMATION ITEMS

I. BOARD GOVERNANCE

1. Nominations Survey Form 2016-17

In accordance with CSIU Board Policy 005, President Augustine will appoint a Nominations Committee at the April 20 meeting. It is the responsibility of that committee to recommend a slate of candidates for 2016-17 CSIU Board officers: president, vice president, secretary and treasurer.

The committee will present the slate of candidates to the board in June; it may be a single slate or contain multiple nominees for any office. Election of officers will take place at the annual reorganization meeting in July, when the president will accept additional nominations from the floor.

To assist the Nominations Committee with its assignment, directors are asked to complete the Nominations Survey Form if willing to serve on the committee or hold a board office for 2016-17. (**Attachment No. 5**)

2. Terms of Office

The following six directors' current terms on the CSIU board will end June 30, 2016. Information has been sent to each superintendent asking that the district board either reappoint the current director or appoint another director for a three-year term on the CSIU board from July 1, 2016 through June 30, 2018. The names of those directors will then appear on the election ballot sent to all district directors in May.

- **Benton Area** – Kathleen DeYong
- **Line Mountain** – Lawrence Neidig
- **Millville Area** – Jody Love
- **Mount Carmel Area** – William Brecker
- **Southern Columbia Area** – Thomas Reich
- **Warrior Run** – Douglas Whitmoyer

II. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

Jan. 22, 2016, a letter from Carl Blessing (Chief Financial Officer, Berks County Intermediate Unit) notifying CSIU of the 2015-16 Independent Contractor Agreement for Pennsylvania Key-SMART. The contract is effective July 1, 2015 through June 30, 2016, in the amount of \$68,402. Services to be provided include maintenance of current SMART software, creation of web based SMART applications, iPad application solution and creation of reports for OCDEL staff.

Feb. 2, 2016, a letter from Susan W. D'Annunzio (Student Services Supervisor, PDE, Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the approved budget revision for 21st Century Community Learning Center (Cohort 7) – FC #4100068052. The award amount remains \$400,000. The revision involves allowable adjustments between budget categories.

Feb. 2, 2016, via email from Marla Doddo (Workforce Operations & Strategies Manager/EO Officer, Luzerne/Schuylkill Workforce Investment Board, Inc.) notifying CSIU of the 2015-16 Youth TANF Grant. The contract is effective Sept. 4, 2015 through June 30, 2016, in the amount of \$75,000. The CSIU proposal includes serving 75 migrant and English Language Learner students in grades 5-12 at the Hazleton Literacy Lab in Luzerne County.

Feb. 5, 2016, a letter from Pat Fortenbaugh (Administrative Assistant, PDE, Division of Professional Development & Instruction) notifying CSIU of the approved grant agreement for the Youth Development Center at North Central Secure Treatment Unit (NCSTU) in Danville–FC #4100071800. The agreement is effective July 1, 2015 through June 30, 2016, in the amount of \$2,476,520. Funds will be used to allow the CSIU to continue to operate school programs for students placed at NCSTU.

Feb. 23, 2016, via email from Roxanne Walden (Purchasing Agent I, PDE, Bureau of Management Services) notifying CSIU of the amendment to Purchase Order #4300459950 – ELECT Evaluation. The contract amount remains \$71,642 for the period of July 1, 2015 through June 30, 2016. An amendment is needed in order to increase and decrease quantities. These changes will not affect the overall amount of the contract.

Feb. 29, 2016, via email from Karen Gehers (Finance Manager, CPWDC-Central Pennsylvania Workforce Development Corporation) the fully executed contract rider for YES to the Future. The newly awarded grant for services to be provided for Out-of-School Youth is for the period of Jan. 1, 2016 through June 30, 2017. The maximum award amount for this time frame is \$704,500.

Feb. 29, 2016, via email from Michael Leister (Director of Partnership Development, Pennsylvania Workforce Development Board) a letter dated February 25, 2016 from Robert V. O'Brien (Executive Deputy Secretary-Acting Deputy Secretary for Workforce Development) notifying CSIU of the Nontraditional Apprenticeship Grant award letter. The Pennsylvania Department of Labor & Industry is awarding \$200,000 to promote and expand the CNA apprenticeship program. More details will be forthcoming in a grant package, to be sent separately.

III. PERSONNEL MATTERS (Attachment No. 8)

1. Staff Travel

Chief Academic Officer **Amy Morton** will attend the *Future of Learning Workshop sponsored by KnowledgeWorks* March 15-16, 2016 in Denver, Colo. She was invited to be one in a group of 25 thought leaders from around the country to inform their next version of The Future of Learning, an infographic used to help educators and others anticipate major trends and changes in education policy and practice. KnowledgeWorks will reimburse the cost of airfare, and incur costs for all meals and lodging.

Jared Lehman, cooperative business services and operations project manager, will attend the *National School Boards Association Conference* April 9-10, 2016 in Boston, Mass. While there, he will market and promote PEPPM and KPN cooperative purchasing programs. Funds for airfare, lodging, meals and parking are available in the joint purchasing budget.

Brian Jason Ford, special education due process officer, will attend the *National Association of Hearing Officials (NAHO) Mid-Year Meeting* April 14-15, 2016 in Portland, Ore. He will attend the meeting as a NAHO member-at-large which allows him to weigh in over NAHO's direction and conference development. Funds for meals and parking are available in the Office for Dispute Resolution budget. NAHO will cover hotel and flights expenses.

Jeffrey Kay, senior information technology project coordinator, and **David Newberry**, telecommunications technology network consultant, will attend the *National Association of Broadcasters Show – 2016 Conference* April 16-20, 2016 in Las Vegas, Nev. While there, they will view new technologies that will be used to complete work on the new CSIU video studio. They will attend hands-on location video work to gain knowledge and experience on how industry professionals set up shots, work with talent, arrange lighting, etc., as well as post production trainings to more effectively shoot, edit and produce videos. They plan to work with vendors to find out how to better provide digital video solutions to our public relations staff, CSIU clients and districts' staff and students within the CSIU region. Funds for airfare, lodging, conference fees, meals and parking are available in the telecommunications budget.

Shileste Morris, Center for Schools and Communities senior program development and organizational manager, and **Jose Reyes-Lua**, statewide Migrant Education recruitment coordinator, will attend the *2016 National Migrant Education Conference* April 24-27, 2016 in San Diego, Calif. Staff will participate in workshop sessions and be provided with information to enhance the outreach efforts of identification and recruitment of migrant families, maximize compliance to the migrant education program non-regulatory guidance and services delivery plan, and renew the energy and commitment to engage and support migrant families. Funding for airfare, lodging, meals, conference registration, airport shuttle and parking are available in Migrant Education Program budget.

Office for Dispute Resolution (ODR) Director **Kerry Smith**; **Samantha Pudloski**, special education internet resources coordinator; and **Suzanne McDougall**, ODR program manager, will attend *LRP's 37th National Institute* April 25-27, 2016 in New Orleans, La. While there, they will attend sessions that provide valuable special education legal updates and networking opportunities. Funding for airfare, lodging, meals, conference registration, baggage fees and taxi are available in the ODR budget.

Jared Lehman, cooperative business services and operations project manager, and **David Manney**, cooperative purchasing services program manager, will attend the *International Society for Technology in Education (ISTE) Conference* June 27-29, 2016 in Denver, Colo. While there, they will market and promote PEPPM cooperative purchasing contracts to educators and technology coordinators from all over the country. They will also research new products and services and network with vendors. Funds for airfare, lodging, meals and parking are available in the joint purchasing budget.

2. Unpaid Leave of Absence

Our executive director has approved an unpaid leave of absence for **Sarah N. Zettlemyer**, special education teacher, effective March 4–May 31, 2016.

3. Completion of New Employment Probationary Period

Debra F. Johnson, corrections education secretarial assistant, has successfully completed her new employment probationary period, effective Feb. 22, 2016.

4. 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 March 1–May 27, 2016.