

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF REGULAR MONTHLY MEETING
WEDNESDAY, APRIL 20, 2016**

COMMITTEE MEETINGS

- **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

CARES TEAM TRANSITION

Amy Morton, Chief Academic 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

April 20, 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	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 – 13; Directors absent – 4

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

Kenneth Erb—Telepresence and Communication Technology Facilitator
Victoria Frace—Education Association Representative/Teacher
Marcia Hoffman—Human Resources Director
Jeffrey Kimball—Director of Cooperative Purchasing Services
Susan Kinney—Executive Office Manager/Board Recording Secretary
Dr. John Kurelja—Warrior Run School District Superintendent
Amy Morton—Chief Administrative Officer
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 (14)

V. ANNOUNCEMENTS

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

Mr. Augustine announced that an executive session regarding personnel issues would be held following the Spotlight Segment.

Mr. Augustine also announced that Board Members would receive the evaluation form for the executive director at the May board meeting.

VI. APPROVAL OF MINUTES

Motion by Mr. Whitmoyer and seconded by Mr. McGann to approve the minutes of the regular meeting of the CSIU Board of Directors on March 16, 2016, as presented.

The motion was unanimously passed.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. STEM Competitions

Rae Ann Crispell, curriculum services coordinator, highlighted information about the K’Nex STEM Design Challenge in which 170 students participated over two days. Twelve of the regions’ districts and two non-public schools were represented in the competition.

Executive Session

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

COMMITTEE REPORTS

I. BOARD GOVERNANCE

CONSIDERATION OF ACTION ITEMS

1. Technology Advantage Inc. (TAI) Board Representative

Directors are asked to appoint a representative to the TAI Board. (**Attachment No. 1**)

Motion by Mr. McGann and seconded by Mr. Keiser to appoint Dr. Unzicker-Fassero to serve as a representative to the TAI Board for a three-year term.

The motion was unanimously passed.

2. 2016-17 CSIU Board of Directors Meeting Schedule

The following schedule is proposed for 2016-17 CSIU Board of Directors meetings. Unless otherwise noted, all meetings will be the third Wednesday of the month.

July 20, 2016	January 18, 2017
No August meeting	February 15
September 21	March 15
October 19	April 19
November 16	May 17
December 14 (2 nd Wednesday)	June 21

Motion by Mr. Keiser and seconded by Mr. Whitmoyer to approve the 2016-17 CSIU Board of Directors Meeting Schedule.

The motion was unanimously passed.

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

CONSIDERATION OF ACTION ITEMS – FISCAL

1. 2016-17 CSIU General Operating Budget

The CSIU's preliminary 2016-17 general operating budget of \$1,073,846 was given initial approval by directors in February and released to district boards of directors for their consideration. According to the PA School Code and CSIU Board bylaws, directors may consider final adoption of the general operating budget after it has been approved by a majority of nine member district boards of directors.

Official approval of the CSIU's 2016-17 general operating budget has been received from all 17 district boards of directors. The total vote was 144 directors approving the budget (440 weighted votes) and 0 opposing the budget. A total of 8 directors in 5 districts were absent during their districts' vote. One board has a vacancy.

Directors are asked to adopt the 2016-17 CSIU general operating budget in the amount of \$1,073,846. (**Attachment No. 2**)

2. Program Balance Sheet

The reports of fiscal year 2015-16 financial activity as of March 31, 2016 are presented for acceptance. The revenue and expenditure reports by program are included in directors' agenda packets (**Attachment No. 3**); the monthly financial statements follow:

General Fund — March

Balance 3/1/2016		\$2,467,992.60
March Deposits		\$7,569,586.95
<i>March Disbursements</i>		
March Payroll Transfers	(\$1,325,528.07)	
March Bank Card ACH	(36,677.99)	
March Bank Charges	(305.69)	
March HSA ACH	(18,854.01)	
March Flex Spending ACH	(3,006.04)	
March South Carolina Tax ACH	(582.52)	
March Savings Club ACH	(16,154.00)	
March Payroll Taxes ACH	(535,455.78)	
March OMNI ACH	(32,396.22)	
March Expert Pay ACH	(1,212.92)	
March State Tax ACH	(92,447.96)	
March PSERS ACH	(1,931,265.22)	
March Keystone ACH	(31,649.43)	
March LPN ACH	(149.00)	
Monthly Checks	(3,150,381.31)	
Void Checks dated before 3/1/2016	2,387.25	
Total March Disbursements	<u>(\$7,173,678.91)</u>	<u>(\$7,173,678.91)</u>
Balance 3/31/2016		\$2,863,900.64

**Voided Checks/Direct Deposits
Current Month**

Check #	Payee	Amount	Reason	Check Date
203897	Lance Hoover	\$ 100.00	Incorrect Vendor	3/22/16
	Total	<u>\$ 100.00</u>		

**Voided Checks/Direct Deposits
Dated Before 3/1/16**

Check #	Vendor	Amount	Reason	Check Date
202499	Zoom Video Communications	\$ 594.00	Stale Dated	1/5/16
203090	Directors of Athletics	425.00	Booth Canceled	2/16/16
203300	Sherwin-Williams	368.25	Duplicate Payment	2/23/16
200557	VALIC	1,000.00	Stale Dated	8/31/15
	Total	<u>\$2,387.25</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 3/1/2016	\$ 20,093.55	\$ 0.00	\$2,754.26	\$32,580.86
March Transfers	1,325,528.07	149.00	0.00	0.00
March Deposits	0.00	67,876.00	0.00	0.00
March Interest	9.89	0.00	0.00	3.25
March Withdrawals	(1,325,760.89)	(68,025.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	10.80	0.00	0.00	0.00
Balance 3/31/2016	<u>\$ 19,881.42</u>	<u>\$ 0.00</u>	<u>\$2,754.26</u>	<u>\$32,584.11</u>

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 3/1/2016	\$124,388.80	\$ 8,979,968.52	\$228,004.46	\$7,143,711.33
March Deposits	0.00	2,986,209.74	1,071.49	0.00
March Interest	25.98	1570.21	50.95	5378.32
March Withdrawals	0.00	(5,001,071.49)	0.00	0.00
Balance 3/31/2016	<u>\$124,414.78</u>	<u>\$ 6,966,676.98</u>	<u>\$229,126.90</u>	<u>\$7,149,089.65</u>

3. Payment Requests

The following obligations are listed on the documents included in directors' agenda packets. (**Attachment No. 4**) Funds for payment are available in program budgets.

Accounts Payable – March	Amount
General Fund 03/31/16	\$ 1,820,482.94
Per Diem and Hourly Employees	
Pay Period Ending 03/10/16	\$ 31,763.79
Pay Period Ending 03/24/16	\$ 34,086.19
Total	<hr/> \$ 1,889,818.12

4. Easy Procure Purchasing Card Program

Directors are asked to authorize the execution of a Visa Purchasing Card Agreement and Resolutions for Extensions of Credit and Incumbency Certificate with PNC Bank for Easy Procure which is a program of the Pennsylvania School District Liquid Asset Fund. (**Attachment No. 5**)

5. Building Condition Survey and Capital Facilities Plan

Directors are asked to authorize an Agreement with Hunt Engineers, Architects & Land Surveyors, PC, to provide a Building Condition Survey and prepare a Five-Year Capital Facilities Plan at a cost of \$4,600 and expenses not-to-exceed \$1,000, as presented. (**Attachment No. 6**)

Motion and second by the Committee:

- *to approve the 2016-17 General Operating Budget;*
- *to accept the monthly financial reports for March;*
- *to pay the obligations listed on the documents presented for March;*
- *to approve the easy procure purchasing card program; and*
- *to approve the building condition survey and capital facilities plan as presented.*

Voice Vote recorded as Roll Call:

*Voting yes: Mr. Augustine, Mr. Brecker, Mrs. DeYong,
Mrs. Garcia-Johnson, Mr. Kashner, Mr. Keiser, Mrs. Love,
Mr. McGann, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero,
Mr. Weader, Mr. Whitmoyer*

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

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

CONSIDERATION OF ACTION ITEMS (Attachment No. 16)

1. New Employees

Non-Instructional Staff

Charles R. Bomboy, Jr., Slatington, received a master’s degree from Wilkes University. He has been employed as principal by St. Mary’s Villa for Children and Families, Ambler, and more recently as vice principal by Asbury Park School District. Mr. Bomboy is recommended as **corrections education program principal**, effective May 23, 2016. Funds for this replacement position are available in the North Central Secure Treatment Unit budget.

Jamie M. Brent, Elysburg, received a bachelor’s degree from Bloomsburg University. She has been employed as associate group supervisor, and more recently as Head Start home-based teacher by Columbia Child Development Program, Bloomsburg. Ms. Brent is recommended as **Early Head Start senior instructor**, effective April 21, 2016. Funds for this replacement position are available in the Early Head Start budget.

Dr. John M. Kurelja, Bloomsburg, received a doctorate from The Pennsylvania State University. He has been employed as curriculum coordinator at Central Columbia School District, and more recently as superintendent at Warrior Run School District. He is recommended as **chief academic officer**, effective July 1, 2016. Funds for this replacement position are available in the curriculum services budget.

Ellen C. Wilhour, New Berlin, is set to receive a bachelor’s degree from Susquehanna University in May 2016. She has been employed as accounting tutor by Susquehanna University, and more recently as office assistant by Selinsgrove Borough Office. Ms. Wilhour is recommended as **payroll coordinator**, effective May 16, 2016. Funds for this replacement position are available in the administration budget.

Instructional Staff

Melodee S. Leshner, Pitman, received a bachelor’s degree from Lock Haven University. She has been employed as head teacher/interim director of education by Northwestern Academy, Coal Township, and more recently as social studies teacher by Shamokin Area School District. Ms. Leshner is recommended as **corrections education teacher**, effective April 4, 2016. Funds for this new position are available in the corrections education budget.

2. Substitute Teacher and Aides

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

Bethann Ledezma

Substitute Aide

Pamela L. Hooper-Begis
Sherrill L. Miller

3. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Carol A. Barbarich	director of the Central Susquehanna LPN Career Center	July 1, 2016
Terry N. Brown	facilities support senior technician	April 15, 2016
Marilyn Calderon	Migrant Education after school and online learning instructor	May 2, 2016
Tricia L. Haines	program supervisor/special education projects administrator	April 1, 2016
Charmaine E. Humphrey	Early Intervention instructional assistant	June 17, 2016

4. Position Transfer

Our executive director recommends a position transfer for **Sharon A. McIntyre** from WATCH case manager to WATCH Project employment development specialist due to filling a vacancy, effective April 21, 2016.

Motion and second by the Committee to:

- *to approve the new employees as presented;*
- *to approve the substitute teacher and aides as listed;*
- *to accept the resignations as listed; and*
- *to approve the position transfer as presented.*

The motion was unanimously passed.

5. Non-Bargaining Unit Staff Salary Adjustments and Position Titles for 2016-17

After discussion with the Personnel Committee, salary adjustments of three percent (3%) for non-bargaining unit staff are requested for the 2016-17 fiscal year.

Directors are asked to approve the 2016-17 salaries for non-bargaining unit staff members, effective July 1, 2016, as listed. The motion will not include salary increases for senior management or Head Start/Early Head Start staff.

(Corrected Attachment No. 7)

Motion by Mr. Keiser and seconded by Mr. Rhoads to approve the non-bargaining unit staff salary adjustments and position titles for 2016-17 as presented.

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

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

6. Head Start/Early Head Start Staff Salary Adjustments for 2016-17

After discussion with the Personnel Committee, salary adjustments of three percent (3%) for Head Start and Early Head Start staff are requested for the 2016-17 fiscal year. Directors are asked to approve the 2016-17 salaries for Head Start and Early Head Start staff members, effective July 1, 2016, as listed. **(Attachment No. 8)**

Motion and second by Committee to approve the Head Start/Early Head Start staff salary adjustments for 2016-17 as presented.

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

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

7. People Admin Contract for TalentEd Recruit & Hire System

Directors are asked to approve the contract between CSIU and PeopleAdmin for online TalentEd Recruit & Hire System as presented. **(Attachment No. 9)**

Motion and second by the Committee to approve the contract as presented.

The motion was unanimously passed.

8. Statement of Charges

The administration recommends board approval of the modified and supplemental statement of charges to be sent to Employee No. 16-1400.

Motion by Mr. Rhoads and seconded by Mr. McGann to approve the statement of charges as presented.

The motion was unanimously passed.

9. Human Resources Director Employment Contract

The administration recommends board approval of the employment contract for Marcia K. Hoffman, director of human resources. **(Attachment No. 17)**

Motion and second by the Committee to approve the contract as presented.

The motion was unanimously passed.

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

Larry Augustine and Daniel McGann, Committee Members

Nothing to report.

V. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair

Victor Abate and Jeffrey Kashner, Committee Members

Nothing to report.

**VI. POLICY COMMITTEE REPORT – Daniel McGann, Chair
Bruce Rhoads and Scott Karpinski, Committee Members**

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

Directors are asked to approve at second and final reading Board Policy No. 806 Child Abuse. (**Attachment No. 10**)

Motion and second by the Committee to approve the second and final reading of the policy as presented.

The motion was unanimously passed.

2. Board Policies – Section 300 Employees

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

302 Employment of Executive Director/Assistant Executive Director

304 Employment of Intermediate Unit Staff

304.1 Nepotism

304.2 Position Classifications

305 Employment of Substitutes and Part-Time Staff

307 Student Teachers/Interns

308 Employment Contract/Board Resolution

308.1 Probationary Period for New Employees

309 Assignment and Transfer

311 Furloughs

311.1 Separation of Staff in Non-Certificated Positions

312 Evaluation of Executive Director

313 Evaluation of Employees

314 Physical Examination

314.2 Management of Bloodborne Pathogens

317 Conduct/Disciplinary Procedures

317.1 Educator Misconduct

318 Penalties for Tardiness/Unapproved Absence

319 Outside Activities

319.1 Conflict of Interest

320 Freedom of Speech

321 Political Activities

322 Gifts

323 Tobacco

324 Personnel Files

325 Dress and Grooming

326 Complaint Process

328 Compensation Plans for Act 93 Members

328.1 Compensation Guides

330 Overtime

331 Job Related Expenses

332 Working Periods

333 Professional Development

- 334 Sick Leave
- 334.1 Sick Leave Bank
- 335 Family and Medical Leaves
- 336 Personal Necessity Leave
- 336.1 Military Leave
- 337 Vacation
- 338 Sabbatical Leave for Restoration of Health
- 338.1 Compensated Professional Leaves
- 339 Uncompensated Leave
- 341 Benefits for Part-Time Employees
- 342 Jury Duty
- 343 Paid Holidays
- 344 Retirement Benefit
- 346 Workers' Compensation
- 347 Workers' Compensation Transitional Return to Work Program
- 348 Unlawful Harassment
- 351 Drug and Substance Abuse

(Attachment No. 11)

Motion and second by the Committee to approve the first reading of policies as presented.

The motion was unanimously passed.

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS

CENTRAL SUSQUEHANNA REGION SCHOOL EMPLOYEES' HEALTH AND WELFARE TRUST

1. Appointment of Trustee

Our executive director recommends that **Marcia Hoffman**, human resources director, be appointed to represent CSIU as trustee of CS Trust. Ms. Hoffman will fill the seat vacated by the CSIU's former interim director of human resources.

Motion by Mr. McGann and seconded by Mr. Rhoads to approve the recommendation as presented.

The motion was unanimously passed.

HEAD START AND EARLY HEAD START

1. Contract between CSIU and Snyder Union Mifflin Child Development, Inc.

Directors are asked to approve the contract between CSIU and Snyder Union Mifflin Child Development, Inc. to provide personnel support as presented.

(Attachment No. 12)

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

The motion was unanimously passed.

SPECIAL EDUCATION

1. Assurance for the Operation of Special Education Services and Programs/ Quality Space for 2016-17 School Year

The CSIU is required to annually submit documentation to the Pennsylvania Department of Education (PDE) assuring that all special education services and programs/quality space operated by the CSIU are in compliance with all state and federal laws, regulations and procedures. Directors are asked to authorize staff to submit the *Assurance for the Operation of Special Education Services and Programs/ Quality Space* for the 2016-17 school year. (**Attachment No. 13**)

Motion by Mr. Reich and seconded by Mr. Weader to approve the assurance as presented.

The motion was unanimously passed.

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

Jennifer Williams, Director of Special Education and Early Childhood Services, reminded board members that the 20th Annual Celebrate Communicate Day will be Wednesday, May 11 from 9:30 a.m. to 1:30 p.m.

III. ADJOURNMENT

Mr. Augustine declared the meeting adjourned at 9:10 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. BOARD GOVERNANCE

1. Nominations Committee

The Board President appointed the following board members to the Nominations Committee: Jeffrey Kashner, Thomas Reich and Tera Unzicker-Fassero. The Committee will meet prior to the June board meeting and present its recommendation for a slate of candidates for board offices at the June meeting. Election of officers for 2016-17 will take place at the July reorganization meeting.

II. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

March 3, 2016, via email from Jim Domen (Procurement Manager, PDE-Bureau of Management Services) notifying CSIU of a revision to Purchase Order #4300394534 for CSIU AEDY Consulting Services. The purchase order terms and conditions, along with the expiration date, remain the same (\$324,423.56 expiring June 30, 2016). The purchase order is being revised to reflect newly defined tasks and travel location.

March 10, 2016, via email from Brenda Kylen, a letter from Carmen Medina (Chief, PDE Division of Student Services) notifying CSIU of the approved grant agreement for the 2015-16 Child Care for Migratory Children – FC #4100070446. The agreement is effective July 1, 2015 through June 30, 2016, in the amount of \$102,264.

March 11, 2016, via email from Brenda Kylen (PDE Division of Student Services) a letter notifying the CSIU of the approved budget revision for FC #4100070446 (Appendix B1) – Child Care for Migratory Children. There were no changes to the statement of work and the grant agreement remains in effect from July 1, 2015 through June 30, 2016, in the amount of \$102,264. Funds were redistributed to revised budget categories.

March 17, 2016, via GrantSolutions email from Timothy Chappelle (ACF Grants Officer, U.S. Department of Health and Human Services) notifying CSIU of the approved budget revision for Award #90FX0033-01-01 – Work Attributes Toward Careers in Health (WATCH). There were no changes to the statement of work and the budget period remains Sept. 30, 2015 through Sept. 29, 2016, in the amount of \$1,500,000. Funds were redistributed to revised budget categories.

March 24, 2016, a letter dated Jan. 29, 2016 from Carmen Medina (Chief, PDE Division of Student Services) notifying CSIU of the approved grant agreement for the 2015-16 Education for Homeless Children and Youth program (Federal Award #S196A150039). The agreement is effective July 1, 2015 through Sept. 30, 2016, in the amount of \$190,000.

March 28, 2016, via GrantSolutions email from Calvin Mitchell (ACF Grants Officer, U.S. Department of Health and Human Services) notifying CSIU that the balance of funds for Award #03CH010273-01-01 have been awarded (Head Start/Early Head Start). The budget period remains Dec. 1, 2015 through Nov. 30, 2016, in the amount of \$2,702,630. This action corrects the Head Start enrollment numbers. Early Head Start enrollment numbers remain the same.

April 1, 2016, via GrantSolutions email from Daphne Weeden (ACF Grants Officer, U.S. Department of Health and Human Services) notifying CSIU of the approved continuation for Award #90CX6954-04-00 – Transitional Living Program/Maternity Group Home (Pinnacle Place). The budget period is May 1, 2016 through April 30, 2017, in the amount of \$200,000.

III. PERSONNEL MATTERS

1. Staff Travel

Assistant Executive Director/Chief Administrative Officer **Lynn Cromley**, PSAYDN Director **Laura Saccente** and PSAYDN Coordinator **Caroline Allen** will attend the *2016 National Network Meeting of Statewide Afterschool Networks* April 18–21, 2016 in Detroit, Mich. Attendance at this meeting is required for the Mott Foundation Grant. While there, they will be provided professional development and networking opportunities. Funds for airfare, lodging and meals are available in the Mott Foundation Grant.

Chief Innovation Officer **John Brenchley**; **Judith Barnett**, student applications support manager; **Lisa Cardennis**, senior client support specialist; **Leslie Hartline**, client support and data analyst and **John Wargo**, computer services manager, will attend the *2016 eSchoolData Annual User Conference* April 20-21, 2016 in Saratoga Springs, N.Y. While there, they will participate with SIS partners at their end user conference and engage with Pennsylvania clients; learn about future direction of the product; and assist with presentations. Funds for transportation, lodging, registration and meals are available in the computer services budget.

Chief Financial Officer **Charles Peterson, Jr.** will attend *the Express Scripts Outcomes Symposium* April 27-29, 2016 in Orlando, Fla. He will attend professional development activities to learn best practice in managing prescription programs. All costs will be paid by Pennsylvania Trust and Express Scripts.

Chief Innovation Officer **John Brenchley**; **Jeffrey Kimball**, director of cooperative purchasing, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend a *KPN Marketing Meeting with Tremco* May 4, 2016 in Cleveland, Ohio. While there, they will work with Tremco staff to develop new marketing materials for the AEPA contract for Pennsylvania and New York. All costs will be paid by Tremco.

Ashley Graves, project development specialist, will attend the *National Highway Traffic Safety Administration Region 2 Child Passenger Safety Technical Conference* May 10-12, 2016 in Lake Placid, N.Y. As a member of the planning committee and a certified child passenger technician instructor, she will attend this conference to fulfill requirements of her certification and receive training to further her skills in child passenger safety. She has received a scholarship to cover the registration and lodging. Funds for meals are available in Safe Kids PA budget.

Jeffrey Kimball, director of cooperative purchasing, and **Cassie Mitcheltree**, cooperative purchasing marketing specialist, will attend a *FieldTurf-Tarkett Marketing Meeting* May 17, 2016 in Calhoun, Ga. While there, they will review the KPN contract and marketing materials, and review their manufacturing operations. All costs will be paid by FieldTurf-Tarkett.

Chief Financial Officer **Charles Peterson, Jr.** will attend the *Massachusetts Association of School Business Officials Conference* May 18-20, 2016 in Brewster, Mass. He will attend professional development sessions and will also represent PASBO at the conference. All costs will be paid by PASBO.

Cassie Mitcheltree, cooperative purchasing marketing specialist, will attend the *National Association of Educational Procurement Annual Meeting* May 23–24, 2016 in San Antonio, Texas. While there, she will exhibit to market the KPN national cooperative purchasing contracts to educators from all over the country. Funds for airfare, lodging, meals, parking and shuttle are available in the joint purchasing budget.

Kenneth Erb, telepresence and communication technology facilitator, will attend the *InfoComm 16 Expo* June 8-10, 2016 in Las Vegas, Nev. While there, he will attend sessions to explore new ideas and technologies on how to inspire and involve staff at the IU and students in surrounding districts. He will meet with resellers and their representatives to explore new technologies and ways to bring in additional revenue through sales of new products and services. Funds for airfare, lodging, car rental and meals are available in the executive office budget.

Jennifer Spotts, public relations manager, will attend the *National School Public Relations Association Seminar* July 17-20, 2016 in Chicago, Ill. While there, she will attend sessions to learn about innovative communication strategies and programs, and how to market/brand an organization, create authentic engagement and manage crisis response; and gather best practices, tools and advice for engaging stakeholders. Funds for transportation, lodging, registration and meals are available in the information services budget.

2. Employment Offer Declined

At the January 20, 2016 board meeting, directors approved the employment of **Eric J. Turofski**, corrections education teacher. Mr. Turofski has declined the position and will not begin employment.

3. Completion of New Employment Probationary Period

Nancy L. Joraskie, executive office support specialist/alternate board recording secretary, has successfully completed her new employment probationary period effective Nov. 23, 2015.

4. Unpaid Leave of Absence

Our executive director has approved an unpaid leave of absence for **Angela K. Klinger**, classroom associate, effective March 14, 2016 through April 5, 2016, who has since returned April 6, 2016.

IV. POLICY AND PROGRAM MATTERS

1. Northumberland Area Head Start and Early Head Start – Governing Requirements: January and February 2016 Reports

The information contained in these monthly reports meets the directive in the Head Start Act. (**Attachments No. 14 and 15**)

2. Computer Fair Winners

The CSIU sponsored and hosted the annual regional middle and high school computer fairs in March, testing students' computer knowledge and application skills. Thirty-nine high school students from seven districts (*Central Columbia, Danville Area, Line Mountain, Millville Area, Milton Area, Mount Carmel Area and Shamokin Area*), as well as 44 middle school students from four districts (*Central Columbia, Millville Area, Milton Area and Southern Columbia Area*) submitted projects in six categories: logo design, web page design, digital movie, programming, animation and graphic design. The first-place winners advance to the state competition in May. The CSIU has sponsored the regional computer fairs since 1998.

Animation

Middle School: First place: Rylee Granville and Audrey Hiller (Central Columbia);
Second place: Holden Dent, Touhid Islam and Marcus Petersheim (Central Columbia);
Third place: Addie Shukauskas and Brooke Uholik (Central Columbia)

High School: First place: Wade Houseman (Line Mountain); Second place: John Miller, Noah Shultz and Andrew Spangenberg (Millville Area)

Computer Fair Logo

Middle School: First place: Kayla Hauer (Southern Columbia Area)

High School: First place: Bryna Tressler (Danville Area); Second place: Christopher Deppen (Line Mountain); Third place: Madeleine Lyash (Mount Carmel Area)

Digital Movie

Middle School: First place: Lindsey Kingston, Samantha McGinness and Adrianna Rakauskas (Central Columbia); Second place: Alyssa Boyd, Cally Lupashunski and Riley O'Neil (Central Columbia); Third place: Nicholas Kishbaugh, Benjamin Montgomery and Logan Zilz (Central Columbia)

High School: First place: Carson Quinn, Marcos Velsquez and Syndey Zartman (Shamokin Area)

Graphic Design

Middle School: First place: Mikaela Brouse, Nathaniel Hicks and Erick Shufeldt (Southern Columbia Area); Second place: Tridaija Lisimba-Alvarez and Kyla Rovenolt (Milton Area); Third place: Makiah Brewer, Kaitlyn Knorr and Emma Morgan (Central Columbia)

High School: First place: Autumn Bohner, Kaitlyn Troutman and Ashley Wilga (Line Mountain); Second place: Morgan Keim and Stevie Snyder (Line Mountain); Third place: Brynna Tressler (Danville Area)

Programming

Middle School: First place: Drew Gordner, Emma Whispell and Mason Zettlemyer (Millville Area); Second place: Steven Reifendifer and Samantha Wolfe (Millville Area); Third place: Jessica Dodge, Ceirra Earnest and Kayla Sassaman (Millville Area)

High School: First place: Nick Doresky and Colin Heckman (Milton Area)

Web Page Design

Middle School: First place: Amanda Brosious, Tessa Gill and Jessica Kishbaugh (Central Columbia)

High School: First place: Hailey Swaldi (Mount Carmel Area)

2. K'Nex STEM Challenge Winners

The CSIU again sponsored and hosted the K'Nex STEM Design challenge in April. As part of the challenge, students were tasked to devise a solution to an engineering problem. This year's challenge was to design a building at least one meter tall. Prior to the competition, teams drafted blueprints and wrote short narratives about their projects. At the Design Challenge, students used the blueprints to recreate their projects, which were displayed for the judges to critique. During the presentation, teams had to show the strength of their building (using books, weights, etc.) and also address how it was environmentally friendly. Teams then culminated their experience by presenting information about the processes they used to create their structures. Seventy-eight grade 4-5 students from nine districts and two non-public schools (*Bloomsburg Area, Central Columbia, Danville Area, Greenwood Friends, Lourdes Regional, Midd-West, Millville Area, Milton Area, Shikellamy, Southern Columbia Area and Warrior Run*) as well as 92 grade 6-8 students from 12 districts and two non-public schools (*Benton Area, Bloomsburg Area, Central Columbia, Danville Area, Greenwood Friends, Lewisburg Area, Lourdes Regional, Midd-West, Mifflinburg Area, Millville Area, Milton Area, Selinsgrove Area, Southern Columbia Area and Warrior Run*) competed in the competition. The first- and second-place teams from each competition received K'Nex trophies to display at their schools. First-place teams from each age group will compete in a statewide event at Harrisburg University of Science and Technology. The CSIU was one of 20 intermediate units statewide that hosted a K'Nex STEM Design Challenge, which was funded by Thermo Fisher Scientific.

Grades 4-5

First place: Sarah Bhanushali, Rachel Buzzini, Allie Focht and Ryan Hause (Danville Area)

Second place: Anna Baccile, Brady McNamara, Bryan Sirota and Andrew Sutton (Central Columbia)

Best Blueprint: Anna Baccile, Brady McNamara, Bryan Sirota and Andrew Sutton (Central Columbia)

Most Tech-Infused: Maren Bowman, Gianna Feldmann, Emily Kehoe and Amelia Smith (Danville Area)

Most Environmentally Friendly: Alyssa Drumheiser, Joey Feudale, Cole Pancher and Lucas Weikel (Our Lady of Lourdes Regional School)

Most Unique: Jacob Davenport, Ryan Hricenak, Jackson Reed and Bryce Turner (Southern Columbia Area)

Best Presentation: Dylan Gregory, Pete Lanza, Sean Oh and Dominic Valentino (Central Columbia)

Grades 6-8

First place: Eliena Adams, Hannah Beyer, Makiah Brewer and Emma Morgan (Central Columbia)

Second place: Gracy Beachel, Catherine Herman, Mikael Majcher and Lauren Trapani (Warrior Run)

Best Blueprint: Eliena Adams, Hannah Beyer, Makiah Brewer and Emma Morgan (Central Columbia)

Most Tech-Infused: Claire Boell, Jenna Lankford, Brian Meyers and Addison Smargiassi (Danville Area)

Most Environmentally Friendly: Ella Doerschler, Jacob Gilbert, Chloe Shaffer and Simon Stumbris (Greenwood Friends School)

Most Unique: Alex Bohm, Abigail Burrell, Alayna Lovelace and Coby Walmsley (Bloomsburg Area)

Best Presentation: Mya Berezovske, Ryan Kerris, Nicholas Sandri and Gabby Wagner (Our Lady of Lourdes Regional School)

Best Budget: Amanda Brosious, Charlie Corbin, Tessa Gill and Riley O'Neil (Central Columbia)