

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT  
**BOARD OF DIRECTORS**

**MINUTES OF REGULAR MONTHLY MEETING  
WEDNESDAY, MAY 18, 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 Susquehanna B

**EARLY INTERVENTION SERVICES**

*Terri Locke, Early Intervention Preschool Programs Supervisor*

**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

May 18, 2016 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

**I. CALL TO ORDER:** 7:30 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 .....	Mid-West .....		X
Larry D. Augustine, <b>President</b> .....	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	
Norman Mael .....	Bloomsburg Area .....	X	
Daniel F. McGann, <b>Secretary</b> .....	Berwick .....	X	
Lawrence I. Neidig, <b>Treasurer</b> .....	Line Mountain .....	X	
Thomas Reich .....	Southern Columbia .....	X	
Bruce E. Rhoads, <b>Vice President</b> .....	Central Columbia .....	X	
Tera Unzicker-Fassero .....	Lewisburg Area .....		X
David Weader .....	Danville Area .....		X
Douglas L. Whitmoyer .....	Warrior Run .....	X	

*Directors present – 13; Directors absent – 4*

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

- Sharon Beagle—Education Association Representative/Teacher
- 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
- Amy Morton—Chief Administrative Officer
- Charles Peterson, Jr.—Chief Financial Officer
- Dr. Kevin Singer—Executive Director
- Jennifer Spotts—Public Relations and Communications Manager
- John Wargo—Computer Services Manager
- Jennifer Williams—Director of Special Education and Early Childhood Services
- Members of the CSIU Education Association—Teachers and Therapists (7)

**V. ANNOUNCEMENTS**

The next regular meeting will begin at 7:30 p.m. on Wednesday, June 15 at the CSIU central office.

*Mr. Augustine announced that an executive session would be held prior to the personnel committee report.*

**VI. APPROVAL OF MINUTES**

*Motion by Mr. McGann and seconded by Mr. Neidig to approve the minutes of the regular meeting of the CSIU Board of Directors on April 20, 2016, as corrected.*

*The motion was unanimously passed.*

**VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT**

**VIII. SPOTLIGHT SEGMENT**

**1. Celebrate Communicate Day**

**Jennifer Williams**, director of Special Education and Early Childhood Services, shared a video with the board about the recent Celebrate Communicate (CC) Day. Ms. Williams explained that this was the 20th year of providing a carnival-like environment for the students to use their alternative communication devices to interact with others. She reported that a record 96 attendees representing 13 districts enjoyed a day with games, crafts, entertainment and lunch. More than 105 volunteers also attended the event to provide support to the students.

## COMMITTEE REPORTS

### I. BOARD GOVERNANCE

#### 1. Resignation of Director and Appointment of Replacement

**Deb Zollmann**, Bloomsburg Area School District, has submitted her resignation from the CSIU board, effective May 16, 2016. The Bloomsburg Area school board appointed **Norman Mael** as its representative, effective May 16, 2016 through June 30, 2017.

*Directors welcomed Mr. Mael at the beginning of the meeting.*

### II. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair

**Larry Neidig and Doug Whitmoyer, Committee Members**

#### CONSIDERATION OF ACTION ITEMS – FISCAL

#### 1. Program Balance Sheet

The reports of fiscal year 2015-16 financial activity as of April 30, 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 — April

Balance 4/1/2016		\$2,863,900.64
April Deposits		\$5,766,897.51
<i>April Disbursements</i>		
April Payroll Transfers	(\$1,322,949.84)	
April Bank Card ACH	(32,334.02)	
April Bank Charges	(166.54)	
April HSA ACH	(11,172.34)	
April Flex Spending ACH	(949.88)	
April South Carolina Tax ACH	(387.92)	
April Savings Club ACH	(16,114.00)	
April Payroll Taxes ACH	(532,952.78)	
April OMNI ACH	(15,146.22)	
April Expert Pay ACH	(1,212.92)	
April State Tax ACH	(61,758.36)	
April PSERS ACH	(148,956.36)	
April Keystone ACH	(32,279.16)	
April LPN ACH	(414.00)	
April Cumberland County Tax ACH	(550.00)	
April 1st Qtr Unemployment ACH	(4,348.08)	
Monthly Checks	(2,319,281.66)	
Void Checks dated before 4/1/2016	110.86	
Total April Disbursements	(\$4,500,863.22)	(\$4,500,863.22)
Balance 4/30/2016		\$4,129,934.93

**Voided Checks/Direct Deposits  
Current Month**

Check #	Payee	Amount	Reason	Check Date
204382	The Conference Group	\$50.29	Incorrect Vendor	4/19/16
	Total	<u>\$50.29</u>		

**Voided Checks/Direct Deposits  
Dated Before 4/1/16**

Check #	Vendor	Amount	Reason	Check Date
176673	Blanca Rejon	\$ 75.00	Unclaimed Property	2/27/13
176675	Erin Hess	16.00	Unclaimed Property	2/27/13
178977	Nathan Ahearn	1.00	Unclaimed Property	5/22/13
178979	Melissa Patraw	1.00	Unclaimed Property	5/22/13
178981	Samantha Shingara	3.00	Unclaimed Property	5/22/13
179719	Mckenzie Romano	1.00	Unclaimed Property	6/12/13
179721	Lisa Engelke	3.00	Unclaimed Property	6/12/13
179723	Kasey Roedts	1.00	Unclaimed Property	6/12/13
179724	Sabina Tuorto	1.00	Unclaimed Property	6/12/13
184510	Ery C. Turbi-Cruz	4.86	Unclaimed Property	12/18/13
202760	Samantha Stover	4.00	Stale Dated	1/19/16
	Total	<u>\$ 110.86</u>		

**Other Accounts**

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 4/1/2016	\$ 19,881.42	\$ 0.00	\$2,754.26	\$32,584.11
April Transfers	1,322,949.84	414.00	0.00	0.00
April Deposits	0.00	1,162.00	0.00	0.00
April Interest	13.55	0.00	0.00	0.00
April Withdrawals	(1,322,949.84)	(1,576.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	22.96	0.00
Balance 4/30/2016	<u>\$ 19,894.97</u>	<u>\$ 0.00</u>	<u>\$2,777.22</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 4/1/2016	\$124,414.78	\$6,966,676.98	\$229,126.90	\$7,149,089.65
April Deposits	0.00	1,698,390.58	1,071.49	0.00
April Interest	24.44	1386.26	53.65	0.00
April Withdrawals	0.00	(3,501,071.49)	0.00	0.00
Balance 4/30/2016	\$124,439.22	\$5,165,382.33	\$230,252.04	\$7,149,089.65

**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 – April**

	<b>Amount</b>
General Fund 04/30/16	\$ 2,319,291.66

**Per Diem and Hourly Employees**

Pay Period Ending 04/07/16	\$ 38,311.03
Pay Period Ending 04/21/16	\$ 35,577.69
Total	\$ 2,393,180.38

**CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS**

**1. Facilities Use Agreement**

**WATCH Project:** Directors are asked to approve a new lease agreement with Union County Housing Authority for 211 sq. ft. of office space in a building located at 1610 Industrial Boulevard, Lewisburg. It will be used for additional office space and to meet with WATCH Project participants. The lease is effective June 1, 2016 through May 31, 2017, and will have automatic one-year renewals in the absence of 60-day termination notices. The lease will terminate no later than the grant end date of Sept. 29, 2020. The cost is \$400 per month. **(Attachment No. 3)**

**2. Keystone Purchasing Network Bid Awards**

KPN solicited bids on behalf of its members for Commercial Food Service Equipment and Supplies, Document Management Services and Trip Hazard Removal. Directors are asked to approve a contract to provide Trip Hazard Removal as listed, effective May 19, 2016 through Feb. 28, 2017. **(Attachment No. 4)**



**3. PEPPM 2016 Product Line Bid Awards**

CSIU staff solicited bids for the PEPPM 2016 bid cycle. Bids were opened on April 25 and were reviewed and analyzed by staff – 77 bids were received from 37 vendors for 60 product lines. Included in directors’ packets is the listing of recommended bid awards for 43 product lines, effective May 19, 2016 through Dec. 31, 2017. Five of those recommendations are made “pending receipt of documentation or research.” If the vendor in question does not fulfill all bid documentation requirements, that award will not be made. Directors are asked to approve the bids as listed. **(Attachment No. 5)**

**4. Auditor Appointment**

Baker Tilly Virchow Krause, LLP of Williamsport recently completed the CSIU’s financial and single audit for the fiscal year that ended June 30, 2015. The firm was requested to submit an audit proposal for the fiscal years ending June 30, 2016, 2017 and 2018. The firm submitted the following for consideration.

<b>Fiscal Year Ending</b>	<b>Fee</b>
June 30, 2016	\$53,400
June 30, 2017	\$54,735
June 30, 2018	\$56,100

The fee for fiscal year ending June 30, 2016 is unchanged from 2015. The 2017 and 2018 fees represent an increase of 2.5 percent each year.

Directors are asked to approve the appointment of Baker Tilly, LLP for the financial and single audit for the fiscal years ending June 30, 2016, 2017 and 2018.

**(Attachment No. 6)**

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

- *to accept the monthly financial reports for April;*
- *to pay the obligations listed on the documents presented for April;*
- *to approve the facilities use agreement for WATCH Project as presented;*
- *to approve the Keystone Purchasing Network Bid Awards as listed;*
- *to approve the 2016 Product Line Bid Awards as listed; and*
- *to approve the auditor appointment as presented.*

Voice Vote recorded as Roll Call:

*Voting yes: Mr. Augustine, Mr. Brecker, Mrs. DeYong,  
Mr. Karpinski Mr. Kashner, Mr. Keiser, Mrs. Love,  
Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads,  
Mr. Whitmoyer*

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

## EXECUTIVE SESSION

*The meeting was recessed at 7:40 p.m. for an executive session regarding personnel matters. The meeting was reconvened at 8:31 p.m.*

### III. EXECUTIVE DIRECTOR REPORT

Dr. Singer provided the Board with an update on teacher negotiations from the perspective of the executive director.

*Motion by Mr. Keiser and seconded by Mr. Karpinski to approve a contract with the CSIU Education Association for the term of July 1, 2014 through June 30, 2018 under the terms of any of the three options presented provided that the CSIU Education Association ratifies one of the options.*

*The motion was amended by Mr. Keiser and seconded by Mr. Karpinski to approve a concept with the CSIU Education Association for the term of July 1, 2014 through June 30, 2018 under the terms of any of the three options presented, provided that the CSIU Education Association ratifies one of the options by Thursday, May 19, 2016 at 6 p.m.; if not, the three options are off the table. (Attachment No. 14)*

*Discussion of the motion was held.*

Voice Vote : *Voting yes: Mr. Augustine, Mr. Brecker, Mrs. DeYong, Mr. Karpinski Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. Rhoads, Mr. Whitmoyer*

*Voting no: Mr. McGann, Mr. Neidig, Mr. Reich*

*Abstention: Mr. Mael*

Result: ***Motion passed:** Voting yes-9; Voting no-4; Abstention-1*

### IV. 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

**Will M. Christensen**, Bloomsburg, received a bachelor's degree from Bloomsburg University. He has been employed as adult basic education instructor by CSIU, and more recently as caseworker by Columbia County Children and Youth Services, Bloomsburg. Mr. Christensen is recommended as **WATCH Project career coordinator**, effective May 19, 2016. Funds for this replacement position are available in the WATCH Project budget.

**Lyndi S. Hertzler**, Milton, received an associate's degree from the Pennsylvania State University. She has been employed as a manager by Friendly's Restaurant, Pennsdale. Ms. Hertzler is recommended as a **client support specialist I**, effective May 19, 2016. Funds for this new position are available in the computer services budget.

**Karla D. Procopio**, Muncy, received a bachelor’s degree from Bloomsburg University. She has been employed as access services technician and interlibrary loan coordinator by Lycoming College. Ms. Procopio is recommended as **WATCH Project employment and outreach specialist**, effective May 19, 2016. Funds for this new position are available in the WATCH Project budget.

**2. Substitute Teacher and Aides**

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

<b>Substitute Teacher</b>	<b>Substitute Aide</b>
Aaron M. Billet	Sabrina J. Parker
	Tammy N. Rice

**3. Title Changes**

Our executive director recommends a title change for Tammie L. Christian and Valerie R. Forsha from WATCH Project case manager to WATCH Project career coordinator, effective May 19, 2016.

**4. Resignations**

The following staff members have submitted resignations from CSIU employment:

<b>Name</b>	<b>Position</b>	<b>Effective</b>
Susan P. Blyth	curriculum services project manager	July 1, 2016
Heather L. Hendrickson	assistant instructor	June 2, 2016
Carol R. Kiersnowski	assistant instructor	June 2, 2016
Susan M. Miller	coordinator of Early Intervention services	Jan. 3, 2017
Lise J. Reardon	administrative assistant, Pre-K Counts	May 19, 2016
Jamie A. Stahl	human resources administrative support technician	May 30, 2016
Cynthia L. Young	school bus driver	June 30, 2016

**5. Memorandum of Understanding**

The CSIU board annually provides a Memorandum of Understanding for middle management staff. Part of the CSIU’s Act 93 compensation plan, the memorandum outlines responsibilities, conditions of employment, salary and benefits. As a certificated staff member who reviews other certificated individuals, **Charles R. Bomboy, Jr.**, corrections education program principal, is eligible to receive a memorandum of understanding effective May 23, 2016.

**6. Head Start/Early Head Start Supplemental Application for Cost of Living Adjustment (COLA)**

Directors are asked to approve a supplemental application for federal funds that will award CSIU Head Start/Early Head Start a 1.8 percent COLA. These funds will be used to support the board-approved CSIU salary increases for HS/EHS staff, as well as associated operating costs. (**Attachment No. 7**)

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

- *to approve the new employees as presented;*
- *to approve the substitute teacher and aides as listed;*
- *to approve the title changes as presented;*
- *to accept the resignations as listed;*
- *to approve the memorandum of understanding as presented; and*
- *to approve the Head Start/Early Head Start Supplemental Application as presented.*

*The motion was unanimously passed.*

**V. AD-HOC COMMITTEE REPORT – BRUCE RHOADS, CHAIR  
Larry Augustine and Daniel McGann, Committee Members**

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

*Mr. Rhoads reported the committee met earlier this evening and discussed contracts that will be presented for consideration at the June meeting.*

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

**1. Board Policies – Section 300 Employees**

Directors are asked to rescind the following policies, effective **July 1, 2016**:

- 4100 Personnel
- 4111 Recruitment and Selection
- 4112.1 Contract
- 4112.2 Personnel Records
- 4112.3 Health Information Privacy (Employees)
- 4112.4 Orientation
- 4112.5 Training
- 4112.6 Probationary Period for New Employees
- 4113 Certification
- 4114 Conditions of Employment – Health Examinations
- 4114.1 Conditions of Employment – Background Checks
- 4115 Assignment and Transfer
- 4116 Indemnification of Directors and Employees
- 4116.1 Employee Rights and Responsibilities Appeal Process
- 4116.11 Non-Discrimination –Employment
- 4116.13 Sexual and Other Unlawful Harassment
- 4116.23 Rights, Responsibilities and Duties of Employees Conduct and Discipline
- 4116.24 Drug-Free Workplace
- 4116.25 Drug and Alcohol Testing
- 4116.3 Duties
- 4117 Performance Appraisal
- 4117.1 Annual Goals and Evaluation

- 4118 Tenure
- 4119 Separation
- 4119.1 Retirement
- 4120 Part-time Employment
- 4122 Substitute Teachers and Aides
- 4131 Professional Growth
- 4131.3 College and University and In-service Study
- 4131.6 Personnel Development/Priorities
- 4131.7 Para-Educator Professional Development
- 4133 Travel
- 4133.1 Seat Belts
- 4135 Organizations/Negotiating Units
- 4137 Soliciting and Selling
- 4141 Compensation Guides
- 4141.1 Compensation Plan for School Administrators
- 4141.2 CSIU Compensation
- 4142 Salary, Tax and Deductions
- 4145 Insurance Benefits
- 4146 Medical Coverage
- 4147 Retirement Compensation
- 4147.1 Tax-Deferred Savings Programs
- 4150 Leaves and Vacations
- 4151 Communicable Disease (Employees)
- 4151.1 Sick Leave
- 4151.2 Sick Leave Bank
- 4151.3 Bereavement
- 4151.7 Emergency Leave
- 4151.8 Personal Leave
- 4152.1 Sabbatical Leave
- 4152.2 Family Medical Leave
- 4153.2 Vacation Leave
- 4153.3 Holidays

And in their place, approve at second reading the following Board policies, effective **July 1, 2016:**

- 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. 9)**

**2. Board Policies – Section 600 Finances: 626 and 626.1 and Section 800 Operations, 806 and 827**

Directors are asked to approve at first reading the following policies. Numbers 626, 626.1 and 827 will then be in compliance with the Uniform Grant Guidance regulations:

626	Federal Fiscal Compliance
626.1	Travel Reimbursement - Federal Programs
806	Child Abuse
827	Conflict of Interest

**(Attachment No. 10)**

**3. Reaffirmation of Board Policy 3200 Income –Authorization for Grant Applications and Contracts**

Each year, directors are asked to reaffirm Board Policy 3200 *Income* to comply with the requirements of several federal, state and local funding sources. That policy authorizes the executive director:

- to submit applications and proposals for funding; and
- to enter into “service-rendered agreements” with school entities or education-related agencies for technical and professional services without prior board approval, provided such contracts are reported to the board at the next regularly scheduled meeting.

Directors are asked to reaffirm Board Policy 3200 *Income* for the 2016-17 fiscal year, and to authorize the executive director to sign contractual agreements on behalf of the CSIU Board of Directors. **(Attachment No. 11)**

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

- *to rescind policies as presented;*
- *to approve at second reading Section 300 policies as presented;*
- *to approve at first reading Policies No. 626, 626.1, 806 and 827; and*
- *to reaffirm Policy No. 3200 Income as presented.*

*The motion was unanimously passed.*

## **NEW BUSINESS**

### **I. ADMINISTRATIVE MATTERS**

#### **1. Legal Services**

Included in directors' agenda packets is a listing of CSIU's current legal advisors, and the scope of each firm's services and fees for 2016-17. Directors are asked to approve continuation of agreements with those legal advisors for 2016-17. (**Attachment No. 12**)

*Motion by Mr. Reich and seconded by Mr. Keiser to approve the legal advisors 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**

### **III. ADJOURNMENT**

*Mr. Augustine declared the meeting adjourned at 9:50 p.m.*

**Respectfully submitted,**

**Daniel McGann**  
**Secretary**

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



## INFORMATION ITEMS

### I. BOARD GOVERNANCE

#### 1. Director Election 2016

The following directors appear on the ballot for 2016 election to the CSIU Board of Directors, either to a full three-year term or to the balance of an unexpired term. Ballots have been sent to each district superintendent for directors to use in voting.

<b>Nominee</b>	<b>District</b>	<b>Length of Term</b>
Kathleen DeYong	Benton Area	July 1, 2016 – June 30, 2019
Lawrence Neidig	Line Mountain	July 1, 2016 – June 30, 2019
Jody Love	Millville Area	July 1, 2016 – June 30, 2019
William Brecker	Mount Carmel Area	July 1, 2016 – June 30, 2019
Thomas Reich	Southern Columbia Area	July 1, 2016 – June 30, 2019
Douglas Whitmoyer	Warrior Run	July 1, 2016 – June 30, 2019
Darlene Garcia-Johnson	Milton Area	through June 30, 2018
Scott Karpinski	Shikellamy	through June 30, 2017
Deb Zollmann	Bloomsburg Area	through June 30, 2017

#### 2. **NOMINATIONS COMMITTEE – Tera Unzicker-Fassero, Chair Jeffrey Kashner and Thomas Reich, Committee Members**

The Committee met following the April 20 meeting to discuss a slate of candidates for the 2016-17 CSIU Board officers. The Committee's report will be presented at the June meeting.

### II. FISCAL MATTERS

#### FINANCE, BUDGET AND ACCOUNTING

#### 1. **Quarterly Financial Status Report - Charles Peterson, Chief Financial Officer**

Directors received the Third Quarter Forecast Update regarding the Programs and Services Budget for 2015-16, comprised of restricted and unrestricted funds. The report will include charts representing proposed, adjusted and actual revenue and expenditures for programs across the CSIU. (**Attachment No. 13**)

#### 2. **Communications**

April 8, 2016, a letter dated March 30, 2016 from Susan McCrone (Chief, PDE Division of Federal Programs) notifying CSIU of the funding adjustment made to the 2015-16 Consolidated Application. As a result of a recent USDE update to Pennsylvania's 2015-16 Consolidated Application, the CSIU Consolidated Application (FA-999-16-0616A) is being increased by \$62,269.

April 11, 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 amount is being increased by \$46,211, to \$370,634.56. The increase is to allow for costs related to a professional development event.

April 15, 2016, a letter sent via email from Debra Blascovich (ELECT Program Officer, PDE Division of Student Services) notifying CSIU of the approved budget revision for the 2015/16 ELECT Contract for Data (PO #4300459950). The purchase order amount remains \$71,642 and is valid through June 30, 2016.

### III. PERSONNEL MATTERS (Attachment No. 8)

#### 1. Staff Travel

Executive Director **Kevin Singer** attended the *National School Foundation Association – Meet Us at the Arch: Connecting Your Education Foundation to Success* April 18–20, 2016 in St. Louis, Mo. While there, he met with officials and companies associated with NSFA to determine mutual areas of interest: digital signage, curriculum, fund raising support and joint purchasing. Funds for airfare, lodging, meals, conference registration and tolls were available in the executive budget.

Chief Innovation Officer **John Brenchley**, Chief Financial Officer **Charles Peterson, Jr.** and Cooperative Business Services and Operations Project Manager **Jared Lehman** will visit *Epylon* June 6, 2016 in San Francisco, Calif. They will be negotiating the PEPPM contract which has expired. Funds for airfare, lodging and meals 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 *National Charter Schools Conference* June 26–28, 2016 in Nashville, Tenn. They will market KPN and PEPPM cooperative purchasing contracts to potential members. Funds for airfare, lodging and meals are available in the joint purchasing budget.

Executive Director **Kevin Singer** and Assistant Executive Director/Chief Administrative Officer **Lynn Cromley** will attend the *Association of Educational Service Agencies Summer Leadership Conference* July 11–14, 2016 in Seattle, Wash. Of the only 200 participants, they will attend leadership events designed to introduce new ideas and participate in peer-to-peer work on the issues that matter most to leaders in education service agencies. Funds for airfare, lodging, meals and conference registration are available in the executive budget.

**William Culleton, Brian Ford, Charles Jelley, Michael McElligott, Cathy Skidmore** and **Linda Valentini**, special education due process hearing officers, will attend the

*15th National Academy for Administrative Law Judges and Hearing Officers* July 13–15, 2016 in Seattle, Wash. As a component of their annual professional development, Pennsylvania hearing officers network with other states’ hearing officers at this conference. They will attend a variety of training sessions, including ethics for hearing officers, decision writing, sanctioning authority of hearing officers and the statute of limitations, and emerging issues in due process hearings. Funds for transportation, lodging, registration and meals are available in the ODR budget.

**2. Health Insurance Savings Report**

Since 1993, the CSIU has offered a monetary incentive program for employees who are eligible to receive health insurance coverage elsewhere. The monetary incentive provides payment to each employee in lieu of CSIU-provided health insurance coverage. The following table shows the savings to the CSIU over the past five years through the monetary incentive program.

Year	No. of Employees on Monetary Incentive	Avoided Health Coverage Costs	Total Monetary Incentive Costs	Total Savings
2012	151	\$1,889,916	\$377,983	\$1,511,933
2013	142	\$1,954,488	\$390,898	\$1,563,590
2014	145	\$2,209,800	\$441,960	\$1,767,840
2015	131	\$2,071,896	\$415,000	\$1,656,896
2016 (BU)	34	\$559,368	\$106,488	\$452,880
2016 (NBU)	99	\$1,177,308	\$297,000	\$880,308
<b>2016* Total</b>	<b>133</b>	<b>\$1,736,676</b>	<b>\$403,488</b>	<b>\$1,333,188</b>
<b>Total Five-Year Savings</b>				<b>\$7,870,304</b>

\*Starting in 2016, bargaining unit (BU) staff continue to receive a payment equal to 20 percent of the current CSIU health insurance coverage cost for the plan per year paid semi-annually in December and June. Non-bargaining unit (NBU) staff is offered a flat \$3,000 annual payment paid bi-weekly.

**3. Unpaid Leave of Absence**

Our executive director has approved an unpaid leave of absence for **Jamie M. Brent**, Early Head Start senior instructor, effective May 16, 2016 through June 10, 2016.

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

**Healthier A. Cuff**, Early Head Start senior family partner/home visitor, and **Tiedra L. Marshall**, family support technical assistant coordinator, have successfully completed their new employment probationary period, effective April 22, 2016.