

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

BOARD OF DIRECTORS

MINUTES OF REGULAR MONTHLY MEETING
WEDNESDAY, JUNE 15, 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

PICNIC DINNER

- 6 p.m. on the Cornerstone Patio

EXECUTIVE SESSION (PERSONNEL MATTERS)

- 7 p.m. in Commonwealth Room

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

June 15, 2016 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER: 7:32 p.m.

The meeting was called to order by President Larry Augustine who announced that an executive session regarding personnel matters had been held prior to the start of meeting.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate	Midd-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	
Norman Mael.....	Bloomsburg 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	

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
Jennifer Gardner—Financial Accounting Manager
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 (6)

V. ANNOUNCEMENTS

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

VI. APPROVAL OF MINUTES

Motion by Mr. Abate and seconded by Mr. Neidig to approve the minutes of the regular meeting of the CSIU Board of Directors on May 18, 2016.

The motion was unanimously passed.

VII. EXECUTIVE SESSION

The meeting was recessed at 7:33 p.m. for an executive session regarding personnel matters. The meeting was reconvened at 8:32 p.m.

VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

IX. PRESENTATION

1. Programs and Services Budget

Chief Financial Officer **Charles Peterson, Jr.** reviewed the highlights of the Programs and Services Budget (PSB) for 2016-17. This budget, a compilation of budgets for programs and services that serve clients across Pennsylvania and in other states, is funded by grant awards, contracts and service purchases. Mr. Peterson explained that the \$76.7 million PSB for 2016-17 is an increase of \$1 million from 2015-16.

COMMITTEE REPORTS

I. 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 May 31, 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 — May

Balance 5/1/2016		\$4,129,934.93
May Deposits		\$3,213,805.55
<i>May Disbursements</i>		
May Payroll Transfers	(\$1,312,581.37)	
May Bank Card ACH	(32,334.02)	
May Bank Charges	(186.73)	
May HSA ACH	(11,072.34)	
May Flex Spending ACH	(1,954.66)	
May South Carolina Tax ACH	(387.92)	
May Savings Club ACH	(16,114.00)	
May Payroll Taxes ACH	(531,607.36)	
May OMNI ACH	(15,146.22)	
May Expert Pay ACH	(1,212.92)	
May State Tax ACH	(61,368.68)	
May PSERS ACH	(148,843.85)	
May Keystone ACH	(32,198.48)	
Monthly Checks	(1,858,227.61)	
Void Checks dated before 5/1/2016	1,684.12	
Total May Disbursements	(\$4,021,552.04)	(\$4,021,552.04)
Balance 5/31/2016		\$3,322,188.44

Voided Checks/Direct Deposits Current Month

Check #	Payee	Amount	Reason	Check Date
204972	James V Brown Library	\$ 75.00	Items unavailable	5/17/16
D0001744	Jamie Stahl	22.00	Incorrect Direct Deposit	5/25/16
D0001769	Sarah Zettlemoyer	20.96	Incorrect Direct Deposit	5/26/16
	Total	\$117.96		

**Voided Checks/Direct Deposits
Dated Before 5/1/16**

Check #	Vendor	Amount	Reason	Check Date
197153	Diocese of Harrisburg	\$ 70.00	Stale Dated	4/30/15
197577	Jabrila Justice	18.80	Stale Dated	5/12/15
198077	Diane Morgan	40.19	Stale Dated	5/29/15
198120	Arjun Rai	150.00	Stale Dated	5/29/15
198245	Jesse Krohn	54.00	Stale Dated	5/29/15
198437	Geisinger Health System	330.00	Stale Dated	6/17/15
198567	Valerie Dana	1.00	Stale Dated	6/25/15
198608	Belinda S Stefl	10.75	Stale Dated	6/26/15
198613	Brooke Summer	9.00	Stale Dated	6/26/15
198615	Dominga Aguilar	150.00	Stale Dated	6/26/15
198616	Alyssa Ketchum	3.00	Stale Dated	6/26/15
198617	Megan Hoopes	2.00	Stale Dated	6/26/15
198762	Brenda Farrell	77.51	Stale Dated	6/30/15
198807	Brandon Hartman	87.40	Stale Dated	6/30/15
198836	Carlee Jarrett	17.83	Stale Dated	6/30/15
198980	Teresa Rhoads	1.63	Stale Dated	6/30/15
199098	Sarah Zettlemoyer	20.96	Stale Dated	6/30/16
199339	Coral Bloom	18.00	Stale Dated	7/15/15
199399	Tony Morgan	25.00	Stale Dated	7/15/15
199401	Jessica Mayes	7.00	Stale Dated	7/15/15
199700	Stephanie Ensanian	7.76	Stale Dated	7/31/15
199707	Brenda Farrell	19.38	Stale Dated	7/31/15
200189	Kimberly Downs	200.00	Stale Dated	8/26/15
200274	Kathryn Antico	110.40	Stale Dated	8/31/15
200347	Brenda Farrell	58.13	Stale Dated	8/31/15
200351	Rebecca Froggatt	6.52	Stale Dated	8/31/15
200380	Susan Hertzog	17.91	Stale Dated	8/31/15
200388	Joan Horton	63.65	Stale Dated	8/31/15
200536	Rebekah Stefl	71.30	Stale Dated	8/31/15
204158	King Features Syndicate	35.00	Incorrect Vendor	4/5/16
	Total	<u>\$1,684.12</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 5/1/2016	\$ 19,894.97	\$ 0.00	\$2,777.22	\$32,584.11
May Transfers	1,312,581.37	0.00	0.00	0.00
May Deposits	0.00	85,870.00	0.00	0.00
May Interest	10.19	0.00	0.00	0.00
May Withdrawals	(1,312,581.37	(80,340.00)	0.00	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	813.07	0.00
Balance 5/31/2016	\$ 19,905.16	\$ 5,530.00	\$3,590.29	\$32,584.11

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 5/1/2016	\$124,439.22	\$5,165,382.33	\$230,252.04	\$7,149,089.65
May Deposits	0.00	2,546,245.38	1,071.49	0.00
May Interest	25.31	1260.22	51.81	0.00
May Withdrawals	0.00	(1,071.49)	0.00	0.00
Balance 5/31/2016	\$124,464.53	\$7,711,816.44	\$231,375.34	\$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 – May

	Amount
General Fund 05/31/16	\$ 1,858,227.61

Per Diem and Hourly Employees

Pay Period Ending 05/05/16	\$ 35,576.95
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Pay Period Ending 05/19/16	\$ 35,950.97
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Total	<u>\$ 1,929,755.53</u>
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3. CSIU Programs and Services Budget

During tonight's presentation, Chief Financial Officer Chuck Peterson reviewed the CSIU's revised 2015-16 and proposed 2016-17 Programs and Services Budgets (PSB). The PSB is a compilation of budgets for programs and services that serve clients throughout Pennsylvania and other states which are funded by grant awards, contracts and service purchases. Included are activities related to: special education, corrections education and early childhood education; adults and families; customized training and technical support; grant development; and central support services.

As the fiscal year ends June 30, revisions to program budgets are necessary to accurately reflect expected final program activity, as contracts and program amounts fluctuate in response to client needs. Staff look at each program's final allocation, generated revenue, earned interest and expected expenditures, and revise current-year budgets one last time, which PDE's Division of School Accounting calls a "sound and proper management process" for audit protection.

Directors are asked to approve revisions to the 2015-16 Programs and Services Budget of \$76.3 million and to approve the proposed 2016-17 Programs and Services Budget of \$76.7 million. **(Attachment No. 3)**

4. Authorization for Banking Transactions

According to board policy, directors annually must authorize staff to make banking transactions, such as depositing funds, making investment transactions, transferring funds between accounts, signing stop-payment and certified check authorizations, and initiating debits for payments to PSERS and other government agencies. Directors are asked to name the following staff as authorized agents of the board for conducting such transactions during the 2016-17 fiscal year:

- Kevin P. Singer, Executive Director
- Charles Peterson, Jr., Chief Financial Officer
- Jennifer D. Gardner, Financial Accounting Manager
- Kevin Kilgus, Payroll and General Accounting Manager
- Leisa K. Diehl, Business Support Services Manager
- Vera Betz, Business Support Services Assistant
- Ellen Wilhour, Payroll Coordinator

The board president, secretary and treasurer, whose signatures appear on all checks, are responsible for disbursement of funds.

5. Depositories

Directors are asked to authorize the following financial institutions as CSIU depositories for the 2016-17 fiscal year:

- First National Bank
- Pennsylvania Local Government Investment Trust (PLGIT)
- Pennsylvania School District Liquid Asset Fund (PSDLAF)

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Xerox Managed Print Solution – PEPPM Contract

Directors are asked to approve entering into a PEPPM contract with Xerox for a managed print solution for all networked printers in the central office and annex. **(Attachment No. 4)**

2. Facility Improvements – KPN Contract

Directors are asked to authorize the executive director to execute the KPN contract with the Gordian group to complete projects totaling \$25,468.50 at the CSIU central office. Directors are also asked to authorize approval of the carpeting proposal for the proposed renovations in the Maker Space area of the central office. **(Attachment No. 5 Corrected and 5A)**

3. Insurance Policy Extensions through Nov. 30, 2016

School Board Liability: The CSIU currently carries \$1 million in School Leaders Legal Liability Insurance coverage (\$25,000 deductible) through the PSBA Insurance Trust. The current premium is \$50,553 for the period of July 1, 2015 through June 30, 2016. The quote to extend the current policy from July 1 through Nov. 30, 2016 is \$19,991.

Privacy and Network Liability: The PSBA Insurance Trust offers an insurance policy for protection of privacy liability, data breach fund, network security liability, Internet media liability and network extortion. The current premium for the Privacy and Network Liability Insurance Policy is \$7,761 for the period of July 1, 2015 through June 30, 2016. There is a \$1 million limit of liability on each area of coverage with the exception of the data breach fund, which has a \$100,000 limit of liability. There is a deductible of \$10,000 on each claim and a \$1 million aggregate limit of liability. The quote to extend the current policy from July 1 through Nov. 30, 2016 is \$3,229.

Technology Professional Liability: The CSIU currently carries \$3 million in coverage (\$10,000 deductible) with Philadelphia Insurance Company. The current premium is \$17,066 for the period of July 1, 2015 through June 30, 2016. The quote to extend the current policy from July 1 through Nov. 30, 2016 is \$5,500.

(Attachment No. 6)

4. Workers Compensation Coverage

Since the mid-1980s, the CSIU has been a member of the Pennsylvania Insurance Consortium for Schools (PICS) Workers Compensation program. Directors are asked to renew that coverage for 2016-17 at an annual premium of \$250,453.

(Attachment No. 7)

CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES

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

Directors are asked to approve an 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 2016-17 for a maximum of \$40,000, and will provide limited software development services for current CSIU legacy systems. Funds for this expenditure are available in the computer services budget. **(Attachment No. 8)**

2. Agreement for Services - Core Business Solutions, Inc.

Directors are asked to approve renewal of an agreement with **Core Business Solutions, Inc.** of Lewisburg for continued focus on efforts to provide outsourced quality improvement work, including assistance with internal International Organization of Standardization audits. The term of this agreement shall be for the fiscal year 2016-17 for a maximum of \$2,500. Funds for this expenditure are available in the computer services budget. **(Attachment No. 9)**

3. Agreement for Services - Data Knowledge, Inc. (DKI)

Directors are asked to approve an agreement with **Data Knowledge, Inc. (DKI)** of Northport, Fla., for continued software development services. The term of this agreement shall be for the fiscal year 2016-17 for a maximum of \$100,000, and will provide continued development of a new, web-based Financial Information System. Funds for this expenditure are available in the computer services budget.

(Attachment No. 10)

4. Agreement for Services - Global Data Consultants, LLC

Directors are asked to approve an agreement with **Global Data Consultants, LLC** of Chambersburg, for software development services. The term of this agreement shall be for the fiscal year 2016-17 for a maximum of \$150,000, and will provide continued development of a new, web-based Financial Information System. Funds for this expenditure are available in the computer services budget. **(Attachment No. 11)**

5. Agreement for Services - MindShine Technologies, LLC

Directors are asked to approve an agreement with **MindShine Technologies, LLC** of Alpharetta, Ga., for continued software development services. The term of this agreement shall be for the fiscal year 2016-17 for a maximum of \$150,000. Funds for this expenditure are available in the computer services budget. **(Attachment No. 12)**

Motion and second out of Committee:

- *to accept the monthly financial reports for May;*
- *to pay the obligations listed on the documents presented for May;*
- *to approve the revised 2015-16 CSIU Programs and Services Budget and the proposed 2016-17 Programs and Services Budget;*
- *to authorize staff to make banking transactions for 2016-17;*
- *to authorize CSIU depositories for 2016-17;*
- *to approve the PEPPM contract with Xerox;*
- *to approve the KPN contract with the Gordian group;*
- *to approve insurance policy extensions for school board liability, privacy and network liability and technology professional liability;*
- *to approve the workers compensation coverage premium; and*
- *to approve agreements for services with Bar-Tek Software Services, Inc.; Core Business Solutions, Inc.; Data Knowledge, Inc.; Global Data Consultants, LLC; and MindShine Technologies, LLC.*

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

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

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

CONSIDERATION OF ACTION ITEMS (Attachment No. 20)

1. Position Transfers

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

Name	From	To	Reason	Effective
Kimberly A. Delbo	practical nursing instructor	director of the Central Susquehanna LPN Career Center	filling a vacancy	July 1, 2016
Jessica B. Harry	behavior support consultant	special education program supervisor	filling a vacancy	July 15, 2016
Amy L. Pfleegor	CARES management assistant	program support supervisor	additional responsibilities	June 16, 2016

2. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Kristen L. Lloyd	assistant instructor	May 20, 2016
Bernice M. Poncheri	classroom assistant	June 3, 2016
Cheryl R. Wamser	Early Intervention instructional support program assistant	June 15, 2016
Kathleen M. Wislock	reading/resource teacher	June 8, 2016

3. Senior Leader Salary Adjustments

At the recommendation of the executive director, directors are asked to approve salary adjustments for qualifying senior leaders, effective July 1, 2016 as follows:

Name	Percent	2015-16 Salary	2016-17 Salary
Lynn Cromley	3	\$155,637	\$160,306
Charles Peterson, Jr.	3	\$152,139	\$156,703
John Brenchley	4	\$145,000	\$150,800
John Kurelja			\$150,000
			(Previously approved)

(Attachment No. 13)

A voice vote recorded as a roll call vote was taken to approve the recommendations of the Personnel Committee (motion and second out of committee):

- *to approve position transfers and resignations listed; and*
- *to approve the senior leader salary adjustments as presented.*

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

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

4. Collective Bargaining Agreement

At the recommendation of the CSIU negotiating team, directors are asked to approve the Collective Bargaining Agreement between the CSIU Board of Directors and the CSIU Education Association, effective July 1, 2014 through June 30, 2018.

(Attachment No. 14)

Motion by Mr. Neidig and second by Mr. Whitmoyer to approve only the amendment to the Proposed Collective Bargaining Agreement with the CSIU Education Association as follows:

Under Work Related Injury (pg. 12 of Attachment No. 14)

Add the following language to the end of the first paragraph:

Should the employee remain eligible for workers compensation beyond the 90th day, the employee may utilize available but unused sick time on the 91st day and beyond. Sick time will be deducted proportionally as only a proportion of a sick day will be used to make an employee whole while on workers compensation. The combination of workers compensation benefits and paid sick leave will not exceed their regular rate of pay under any circumstance. The ability to utilize sick days in this fashion shall cease upon discontinuation of eligibility for workers compensation. Utilization of sick leave shall then be guided by the terms of the collective bargaining agreement.

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

Voting no: Mr. Abate, Mr. Brecker, Mr. Karpinski, Dr. Unzicker-Fassero

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

(Attachment No. 14.1)

Motion by Dr. Unzicker-Fassero and second by Mrs. Love to approve Collective Bargaining Agreement with the CSIU Education Association, including the amendment.

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

Voting no: Mr. Abate, Mr. Brecker, Mr. Karpinski

Result: ***Motion passed: Voting yes-10; Voting no-3***

5. Act 93 Memorandum of Understanding

At the recommendation of the Ad-Hoc Committee, directors are asked to approve the Act 93 Memorandum of Understanding between the CSIU Board of Directors and the CSIU Act 93 Administrators, effective July 1, 2016 through June 30, 2019.

(Attachment No. 15)

A voice vote recorded as a roll call vote was taken to approve the recommendation of the Personnel Committee (motion and second out of committee):

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

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

6. Computer Services Staff Vacation Payout

At the recommendation of administration, directors are asked to approve payout to select computer services staff for accrued vacation days that cannot be used due to priorities and deadline limitations from June – December 2016. **(Attachment No. 16)**

A voice vote recorded as a roll call vote was taken to approve the recommendation of the Personnel Committee (motion and second out of committee):

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

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

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

Larry Augustine and Daniel McGann, Committee Members

1. Executive Director Salary Adjustment

Motion and second out of Committee to approve a three percent (3%) increase to the executive director's current salary, effective July 1, 2016.

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

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

IV. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair

Victor Abate and Jeffrey Kashner, Committee Members

Mr. Rhoads reported the committee met earlier this evening. He thanked the board for support of the contracts and vacation payout.

V. POLICY COMMITTEE REPORT – Daniel McGann, Chair

Bruce Rhoads and Scott Karpinski, Committee Members

1. Board Policies – Section 600 Finances: 626 and 626.1; and Section 800 Operations: 806 and 827

Directors are asked to approve at second reading the following policies. Numbers 626, 626.1 and 827 bring the CSIU into 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. 17)

Motion and second out of Committee.

The motion was unanimously passed.

VI. NOMINATIONS COMMITTEE REPORT – Tera Unzicker-Fassero, Chair

Jeffrey Kashner and Thomas Reich, Committee Members

1. Recommendation for Slate of Candidates for Board Officers 2016-17

The nominations committee reviewed the submitted Nominations Survey Forms and discussed the slate of candidates for 2016-17 board officers.

The committee recommends the following slate of candidates for CSIU board officers for 2016-17:

President – Larry Augustine (*Selinsgrove Area*)

Vice President – Bruce Rhoads (*Central Columbia*)

Secretary – Daniel McGann (*Berwick Area*)

Treasurer – Lawrence Neidig (*Line Mountain*)

The names as listed will be presented for ratification during Board reorganization at the July meeting.

Mr. Augustine thanked the committee members for their work. He reminded directors that nominations may also come from the floor at the July meeting.

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS

1. Northumberland Area Head Start and Early Head Start – Governing Requirements: March and April 2016 Reports

Federal regulations require approval of Head Start/Early Head Start's monthly enrollment, meal distribution, credit card expenses and monitoring data as a part of the shared governance responsibility by the CSIU board. Directors are asked to acknowledge and approve reports for March and April 2016. (**Attachment No. 18**)

Motion by Mr. Abate and seconded by Mr. Rhoads to approve the monthly reports as presented.

The motion was unanimously passed.

2. IDEA Eligibility Application

To be eligible to apply for funds under the Individuals with Disabilities Education Act (IDEA), any local education agency must have in effect policies and procedures consistent with state and federal regulations. The CSIU special education office submits annually the *Subgrantee Application under Part B of the IDEA as Amended in 2004*. Directors are asked to authorize staff to submit the IDEA Eligibility Application for fiscal year 2016-17. (**Attachment No. 21**)

Motion by Mr. Reich and seconded by Mr. McGann to approve the submission of the application as presented.

The motion was unanimously passed.

II. ADMINISTRATIVE REPORTS (Attachment No. 22)

1. Executive Leadership

Kevin Singer, Executive Director

Dr. Singer and Mr. Augustine recognized Amy Morton, retiring as Chief Academic Officer, for her contributions to the CSIU during her three-year tenure with the organization. Ms. Morton expressed her thanks to her staff, the board and the organization.

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 9:08 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Contracts

Computer Services: The CSIU has renewed agreements for 2016-17 with **PA Trust Technology Services** of Milton to continue to provide backup support services, training or custom programming of PA Trust's insurance system—\$750 each for hosting of the PA Trust and Central Susquehanna Trust insurance databases, and billing at current internal services' rates. (**Attachment No. 19**)

2. Communications

May 17, 2016, a letter from Sue Leonard (Chief, PDE Division of Analysis and Financial Reporting) notifying CSIU of the approved budget revision for the 2015-16 Special Education IDEA-B School Age (611) (062) – Project #062-16-0-016. The award amount remains \$6,444,651.

May 17, 2016, a letter from Sue Leonard (Chief, PDE Division of Analysis and Financial Reporting) notifying CSIU of the approved budget revision for the 2015-16 Special Education IDEA-B School Age (611) (062) – Project #062-16-0-034. The award amount remains \$2,500,000.

May 19, 2016, a letter from Pat Fortenbaugh (Administrative Assistant, PDE Division of Professional Development & Instruction) notifying CSIU of the fully executed contract #FC4100071800-North Central Secure Treatment Unit (NCSTU). The contract 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.

May 23, 2016, a letter from Carmen Medina (Chief, PDE Division of Student Services) notifying CSIU of the 2015-18 Education Leading to Employment and Career Training (ELECT) grant award in the amount of \$462,154 for the period of July 1, 2015 through June 30, 2016. Funding for each of the subsequent fiscal years covered by this three-year agreement will be contingent upon the availability of funds.

May 26, 2016, a letter from Amanda Harrison (Chief, PDE Division of Adult Education) notifying CSIU of funding guidance for the renewal of family literacy grants funded through state Act 143 for the Program Year 2016-17. The 2016-17 allocation will be \$247,080 for the enrollment of 52 families.

May 26, 2016, a letter from Amanda Harrison (Chief, PDE Division of Adult Education) notifying CSIU of funding guidance for the renewal of adult education grants to be funded with a combination of federal funds through Section 231, Title II of the Workforce Innovation and Opportunity Act and state funds through Act 143 for Program Year 2016-17. The total allocation will be \$354,009 for the enrollment of 267 adult learners.

II. PERSONNEL MATTERS (Attachment No. 20)

1. Completion of New Employment Probationary Period

William L. Simpson, educational program supervisor, has successfully completed his new employment probationary period, effective May 20, 2016.

2. Return from Leave of Absence

Sarah N. Zettlemoyer, special education teacher, has returned from a medical leave of absence, effective June 1, 2016.

3. Staff Travel

Yvette Beaumont, 21st Century Community Learning Centers (CCLC) operations coordinator, and **Susan Hoffman**, supplemental education services program manager, will attend the *21st CCLC Summer Institute* July 19–21, 2016 in Phoenix, Ariz. Attendance is a requirement of the grant and a PDE directive. While there, they will receive information regarding all aspects of the federal grant. Funds for airfare, lodging and meals are available in the 21st CCLC budget.

Jeffrey Kimball, director of cooperative purchasing services, and **Cassie Mitcheltree**, cooperative purchasing services marketing specialist, will attend the *Arizona Association of School Business Officials Conference* July 20–22, 2016 in Tucson, Ariz. 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.

Jeffrey Kimball, director of cooperative purchasing services, will attend the *Association of Educational Purchasing Agencies (AEPA) Executive Board Meeting* July 26–27, 2016 in Nashville, Tenn. While there, he will attend the executive board planning meeting and bid committee meeting to form plans for the 2016 AEPA winter meeting, AEPA 2017 bids, and to review AEPA's strategic plan. Funds for airfare, lodging and meals are available in the joint purchasing budget.

III. POLICY AND PROGRAM MATTERS

1. Computer Fair State Winners

After winning first place in the CSIU-sponsored regional middle school computer fair this spring, the following students went on to win awards at the state-level competition in May at Dickinson College.

Computer Fair Logo (2017 Computer Fair Logo)

High School: First Place: Brynna Tressler (Danville Area)

Graphic Design (“Spas for Paws”)

High School: Third Place: Autumn Bohner, Kaitlyn Troutman and Ashley Wilga (Line Mountain)

Programming (Greenhouse Application)

High School: Second Place: Colin Heckman, Nick Doesky and Alex Yoder (Milton Area)

Web Page Design (Project: Central Columbia Makerspace Website)

Middle School: Second Place: Amanda Brosious, Jessica Kishbaugh and Tessa Gill (Central Columbia)