

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

**MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, JANUARY 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

COORDINATED WELLNESS EFFORTS

Charles Peterson, Jr., Chief Financial Officer

BUSINESS MEETING

- 7:30 p.m. in Commonwealth Room

This document contains the full and corrected agenda and minutes. All other agendas may be discarded.



Central Susquehanna
Intermediate Unit

*Enriching learning...
Enriching lives*

BUSINESS MEETING TABLE OF CONTENTS

Page

INTRODUCTION

I. CALL TO ORDER.....	4
II. PLEDGE OF ALLEGIANCE	4
III. ROLL CALL.....	4
IV. CSIU STAFF AND OTHERS IN ATTENDANCE	5
V. ANNOUNCEMENTS.....	5
VI. BOARD GOVERNANCE	
1. New Directors	5
2. Resignation of Director and Appointment of Replacement.....	5
VII. APPROVAL OF MINUTES	5
VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT...	6
IX. SCHEDULED SPEAKERS	
1. School Director Recognition Presentation	6
X. EXECUTIVE SESSION	
1. Updates: Teacher Contract Negotiations and Litigation.....	6

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT	
Consideration of Action Items – Fiscal	
1. Program Balance Sheet	7
2. Payment Requests	9
Consideration of Action Items – Cooperative Business Services and Operations	
1. Facilities Use Agreements	9
2. Student Transportation Contracts and CSIU-Operated Runs	9
3. Keystone Purchasing Network (KPN) Bid Awards and Contract Extensions ...	9
4. Wellness Initiative for Eligible Staff	10
II. PERSONNEL COMMITTEE REPORT	
Consideration of Action Items	
1. New Employees	10
2. Para-educator Professional Development Transfer	11
3. Resignations	11
4. Position Transfer	11
5. Authorization to Approve Financial Custodian	11

III. AD-HOC COMMITTEE REPORT	
1. Senior Leader Employment Agreements	12
IV. TECHNOLOGY COMMITTEE REPORT	13
V. POLICY COMMITTEE REPORT	13

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS	
Northumberland Area Head Start/Early Head Start	
1. Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan	13
2. By-Laws of Northumberland Area Head Start/Early Head Start Policy Council	13
3. Board Policies – Section 000 Board Procedures	14
II. ADMINISTRATIVE REPORTS	14
III. ADJOURNMENT	15

INFORMATION ITEMS

I. FISCAL MATTERS	
Finance, Budget and Accounting	
1. Communications	16
II. PERSONNEL MATTERS	
1. Staff Travel	16
2. Death of a Staff Member	17
3. Completion of New Employment Probationary Period	17
III. POLICY AND PROGRAM MATTERS	
Northumberland Area Head Start and Early Head Start –	
1. Governing Requirements – November 2015 Report	17
2. 2014-15 Annual CSIU Program Statistics	17

BUSINESS MEETING AGENDA AND MINUTES

January 20, 2016 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER: 7:37 p.m.

The meeting was called to order by President Larry Augustine.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate	Midd-West		X
Larry D. Augustine, <i>President</i>	Selinsgrove Area	X	
William Brecker	Mount Carmel Area	X	
Brandon Hartman	Benton Area	X	
C. Scott Karpinski	Shikellamy		X
Jeffrey Kashner	Shamokin Area	X	
Dennis Keiser	Mifflinburg Area	X	
Jody Love	Millville Area	X	
Daniel F. McGann, <i>Secretary</i>	Berwick	X	
Lawrence I. Neidig, <i>Treasurer</i>	Line Mountain	X	
Thomas Reich	Southern Columbia	X	
Bruce E. Rhoads, <i>Vice President</i>	Central Columbia	X	
Tera Unzicker-Fassero	Lewisburg Area		X
David Weader	Danville Area		X
Douglas L. Whitmoyer	Warrior Run	X	
Deb Zollmann	Bloomsburg Area		X
<i>To be Appointed</i>	Milton Area		

Directors present – 11; Directors absent – 5; Directors not yet appointed – 1

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

- Sharon Beagle—Education Association Representative
- John Brenchley — Chief Innovation Officer
- James Dugan — Interim Human Resources Director
- Susan Kinney — Executive Office Manager/Board Recording Secretary
- Amy Morton — Chief Academic Officer
- Charles Peterson, Jr. — Chief Financial Officer
- Dr. Kevin Singer — Executive Director
- Jennifer Spotts — Public Relations Manager
- Robert Welch — Building Trades Teacher, Work Foundations + and two WF+ students
- Jennifer Williams — Director of Special Education and Early Childhood Services
- Cathleen Woomert — Millville Area School District Board Member
- Members of the CSIU Education Association — Teachers and Therapists (5)

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Feb. 17 at the CSIU central office.

VI. BOARD GOVERNANCE

1. New Directors

Two district boards recently appointed representatives to the CSIU Board of Directors:

- Bloomsburg Area appointed **Deb Zollmann**, effective Dec. 21, 2015
- Millville Area appointed **Jody Love**, effective Jan. 11, 2016

The Board welcomed Mrs. Love at the beginning of the meeting and made introductions.

2. Resignation of Director and Appointment of Replacement

Brandon Hartman, Benton Area School District, has submitted his resignation from the CSIU board, effective Jan. 25, 2016. The Benton Area school board appointed **Kathleen DeYong** as its representative, effective Jan. 26, 2016 through June 30, 2016.

VII. APPROVAL OF MINUTES

Regular meeting held on Dec. 16, 2015 with the following correction for clarification (*page 8 – changes in bold print*):

8. Appointment of Assistant Executive Director

(Job Description/Title Change – Position Transfer)

Our executive director recommends a change in the job description/title for Lynn M. Cromley, chief administrative officer to assistant executive director/ chief administrative officer, effective Jan. 4, 2016, **in accordance with terms of PA School Code §10-1078 (four-year period – Jan. 4, 2016 through Jan. 4, 2020)**, with a salary adjustment of \$3,000 (pro-rated) and all applicable benefits. This **appointment** is recommended to increase administrative operations efficiency and better position the administration for future program changes and adjustments.

Motion by Mr. Keiser and seconded by Mr. McGann to approve the minutes of the regular meeting of the CSIU Board of Directors on Dec. 16, 2015, with corrections as presented.

The motion was unanimously passed.

VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

IX. SCHEDULED SPEAKERS

1. School Director Recognition Presentation

Jennifer Williams, director of Special Education and Early Childhood and acting Work Foundations + (WF+) supervisor, introduced Robert Welch, building trades teacher, and two students from WF+. The students showed examples of woodworking projects they repurpose from used pallets, and shared their aspirations for starting a culinary program, as well as a greenhouse and garden at the Alpha Circle facility (across from WF+ in Sunbury). Mr. Welch and the students thanked the board for its support of the program.

X. EXECUTIVE SESSION

1. Updates: Teacher Contract Negotiations and Litigation

The meeting was recessed at 7:55 p.m. for an executive session regarding teacher contract negotiations and litigation matters. The meeting was reconvened at 8:21 p.m.

Motion by Mr. Rhoads and seconded by Mr. Keiser to approve settlement of a matter concerning a special education student; the terms of the written settlement agreement to include compensatory education in the amount of \$7,500 and reimbursement of \$7,000 in attorney's fees.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-11; Voting no-0***

COMMITTEE REPORTS

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

Mr. McGann reported the committee met this evening.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The reports of fiscal year 2015-16 financial activity as of Dec. 31, 2015 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 — December

Balance 12/1/15		\$ 2,093,859.55
December Deposits		\$ 5,952,480.19
<i>December Disbursements</i>		
December Payroll Transfers	(\$3,549,392.59)	
December WF+ Transfers	(5,622.51)	
December Bank Card ACH	(26,465.39)	
December Bank Charges	(194.89)	
December PSERS ACH	(751,543.14)	
December HSA ACH	(918,000.00)	
Monthly Checks	(1,571,142.47)	
Void Checks dated before 12/1/2015	5,821.15	
Total December Disbursements	(\$6,816,539.84)	(\$6,816,539.84)
Balance 12/31/15		\$ 1,229,799.90

Voided Checks Current Month

Check #	Payee	Amount	Reason	Check Date
202367	PATTAN	\$ 120.00	Incorrect Vendor	12/22/15
202321	Eplus Technology	426.61	Incorrect Vendor	12/22/15
	Total	\$ 546.61		

Voided Checks Dated Before 12/1/15

Check #	Payee	Amount	Reason	Check Date
201522	IU14 Berks	\$ 80.00	Duplicate Payment	10/30/15
201645	Holiday Inn Harrisburg/Hershey	4,094.49	Lost in Mail	11/4/15
201856	Advance Auto Parts	17.48	Incorrect Amount	11/24/15
201870	Kyocera Mita America, Inc.	210.15	Incorrect Vendor	11/24/15
201981	Swank & Son Well Drilling/ Pump Co.	385.00	Incorrect Amount	11/24/15
201989	Lidia Udowenko	1,034.03	Incorrect Amount	11/24/15
	Total	<u>\$ 5,821.15</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 12/1/15	\$ 159,356.96	\$ 0.00	\$ 2,754.26	\$ 32,577.58
December Transfers	3,549,392.59	0.00	5,622.51	0.00
December Deposits	0.00	0.00	0.00	0.00
December Interest	43.86	0	0.00	3.28
December Withdrawals	(3,477,947.52)	0.00	(5,622.51)	0.00
Voided Checks/ Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 12/31/15	<u>\$ 230,845.89</u>	<u>\$ 0.00</u>	<u>\$ 2,754.26</u>	<u>\$ 32,580.86</u>

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 12/1/15	\$124,344.54	\$ 4,153,194.39	\$ 224,683.91	\$3,142,452.27
December Deposits	0.00	179,092.49	1,071.49	0.00
December Interest	6.09	173.35	19.68	1259.06
December Withdrawals	0.00	(4,001,071.49)	0.00	0.00
Balance 12/31/15	<u>\$124,350.63</u>	<u>\$ 331,388.74</u>	<u>\$ 225,775.08</u>	<u>\$3,143,711.33</u>

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 – December	Amount
Work Foundations + 12/03/15	\$ 2,137.21
Work Foundations + 12/07/15	\$ 1,545.64
Work Foundations + 12/31/15	\$ 1,939.66
General Fund 12/31/15	\$ 1,571,142.47
Per Diem and Hourly Employees	
Pay Period Ending 12/03/15	\$ 2,563.24
Pay Period Ending 12/07/15	\$ 33,715.84
Pay Period Ending 12/31/15	\$ 32,525.32
Total	<hr/> \$ 2,144,119.89

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Facilities Use Agreements

WATCH Project: Directors are asked to approve the following lease agreements for WATCH Project. All leased office space will be used for one-on-one meetings with participants, academic testing and small peer group meetings.

- a) Lease with Community Action Realty, Inc. for office space at Lincoln Street Building, 2138 Lincoln Street, Williamsport. Term of lease – effective Feb. 1, 2016 through Sept. 29, 2020, with a first year cost per month of \$500.
- b) Lease with Indigo Wren's Nest Wellness Centre for office space at 111 S. Spring Street, Suite No. 8, Bellefonte. Term of lease – effective Feb. 1, 2016 through Jan. 31, 2017, with a cost per month of \$350.
- c) Lease with Mifflin-Juniata Special Needs Center, Inc. for office space at 31 South Dorcus Street, Lewistown. Term of lease – effective Feb. 1, 2016 through Sept. 29, 2020, with a first year cost per month of \$134.17.

(Attachment No. 3)

2. Student Transportation Contracts and CSIU-Operated Runs

Directors are asked to approve the listing of student transportation contracts and CSIU-operated runs for 2015-16. The CSIU transports students to and from special education and early intervention programs. The contracts are within the limits of the state transportation reimbursement formula and include an escalator clause to allow for changing gas prices. Also included are the routes for CSIU-owned vehicles. **(Attachment No. 4)**

3. Keystone Purchasing Network (KPN) Bid Awards and Contract Extensions

Directors are asked to approve the list of recommended KPN network bid award and contract extensions. **(Attachment No. 5)**

4. Wellness Initiative for Eligible Staff

Directors are asked to authorize a contract with Fitbit Corporation as presented, not to exceed \$18,000. (**Attachment No. 6**)

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

- *to accept the monthly financial reports for December;*
- *to pay the obligations listed on the documents presented for December;*
- *to approve the facilities use agreements as presented;*
- *to approve student transportation contracts and CSIU-operated runs as presented;*
- *to approve KPN bid awards and contract extensions as listed; and*
- *to approve the wellness initiative for eligible staff as presented.*

A voice vote recorded as roll call vote was taken.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-11; Voting no-0***

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

CONSIDERATION OF ACTION ITEMS (**Attachment No. 13**)

1. New Employees

Non-Instructional Staff

Anita M. Williams, Mifflinburg, received a bachelor's degree from Bloomsburg University. She has been employed as Pre-K Counts teacher by Capital Area Head Start, Harrisburg, and more recently as adult education instructor by CSIU. Ms. Williams is recommended as **family literacy parent educator**, effective Jan. 21, 2016. Funds for this replacement position are available in the adult education and family literacy budget.

Instructional Staff

Vanessa A. Haydt, Bloomsburg, received a master's degree from Bloomsburg University. She has been employed as young toddler teacher by Hildebrandt Learning Centers, Bloomsburg, and more recently as high school learning support long-term substitute teacher by North Schuylkill School District. Ms. Haydt is recommended as **special education teacher**, effective Jan. 21, 2016. Funds for this new position are available in the special education budget.

Debra A. Latovich, Coal Township, received an associate's degree from North American Correspondence School, Scranton. She has been employed as a teacher by Meadowview Christian Academy, Paxinos, and currently as food service staff by Knoebels Amusement Resort, Elysburg. Ms. Latovich is recommended as **assistant instructor**, effective Jan. 21, 2016. Funds for this replacement position are available in the Head Start budget.

Eric J. Turofski, Catawissa, received an associate’s degree from Pennsylvania College of Technology. He has been employed as construction foreman by Duggan and Marcon, Bethlehem, and more recently as building trades maintenance instructor by Columbia-Montour AVTS. Mr. Turofski is recommended as **corrections education teacher**, effective Jan. 21, 2016. Funds for this replacement position are available in the corrections education budget. Approve a conditioned offer of employment to Eric Turofski as corrections education teacher at a salary of \$56,252 (pro-rated), plus appropriate benefits, pending receipt of acceptable background clearances and authorize the executive director to approve his start date when all mandatory clearances and employment requirements have been provided and accepted. Mr. Turofski may be held up to sixty (60) days by his current employer. The executive director will advise the Board of Mr. Turofski’s start date when it has been determined.

2. Para-educator Professional Development Transfer

Tara R. Amerman, one-on-one aide, has met the requirements of the board’s para-educator professional development policy and is recommended for transfer to one-on-one instructional support program assistant, effective Jan. 21, 2016.

3. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Michelle E. Blessing	family literacy parent educator	Jan. 29, 2016
Megan F. Messimer	special education teacher	Jan. 25, 2016
Sandra J. Murray	senior receptionist	April 8, 2016
Trina L. Shinskie	assistant instructor	Jan. 18, 2016
Matthew F. Schwenk, Sr.	corrections education program supervisor	Jan. 18, 2016
Lois R. Todd	WATCH Project case manager	Feb. 22, 2016

4. Position Transfer

Our executive director recommends a position transfer for **Mary E.H. Mingle** from adult education community liaison specialist to adult education community liaison supervisor due to filling a vacancy, effective January 21, 2016.

5. Authorization to Approve Financial Custodian

Approve TCG Administrators/JNT Resource Partners, LP (changing from JEM Resource Partners), 900 S. Capital of Texas Highway, Suite 350, Austin, TX 78746, to be included on the list of approved financial custodians for limited employer non-elective contributions through the CSIU Third Party Administrators: The OMNI Group of Rochester, N.Y.

It was the recommendation of the personnel committee:

- *to elect the persons named to the positions recommended;*
- *to approve a para-educator professional development transfer as presented;*
- *to approve the resignations as listed;*
- *to approve a position transfer as recommended; and*
- *to authorize approval of a financial custodian as presented.*

A voice vote recorded as roll call vote was taken.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-11; Voting no-0***

III. AD-HOC COMMITTEE REPORT – Bruce Rhoads, Chair Larry Augustine and Daniel McGann, Committee Members

1. Senior Leader Employment Agreements

Board President Larry Augustine assembled an Ad-Hoc Committee to evaluate changes to the senior leader employment agreements. Current agreements expire June 30, 2016.

Directors are asked to approve the following, per the recommendation of the Committee:

- a) Employment Agreement – **John E. Brenchley**, Chief Innovation Officer, as presented for the term of July 1, 2016 through June 30, 2020
- b) Employment Agreement – **Lynn M. Cromley**, Assistant Executive Director/Chief Administrative Officer, as presented for the term of July 1, 2016 through June 30, 2020
- c) Employment Agreement – **Charles E. Peterson, Jr.**, Chief Financial Officer, as presented for the term of July 1, 2016 through June 30, 2020

(Attachment No. 7 Revised)

Motion by Mr. Rhoads and seconded by Mr. McGann to approve the senior leader employment agreements for John E. Brenchley, Lynn M. Cromley and Charles E. Peterson, Jr. as presented.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer*

Result: ***Motion passed: Voting yes-11; Voting no-0***

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

Mr. Rhoads had no report.

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

Meeting was held Jan. 13, 2016 at 1:30 p.m.

Mr. McGann reported that because of additions and corrections, Section 000 Board Procedures is being presented again this evening for first reading.

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS

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

1. Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan

Directors are asked to approve the *Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan*. The Plan was approved by the Policy Council on Dec. 10, 2015, with no changes. **(Attachment No. 8)**

Motion by Mr. Rhoads and seconded by Mr. Keiser to approve the ERSEA Plan as presented.

The motion was unanimously passed.

2. By-Laws of Northumberland Area Head Start/Early Head Start Policy Council

Directors are asked to approve the *By-Laws of the Northumberland Area Head Start/Early Head Start Policy Council*. The By-Laws were approved by the Policy Council on Dec. 10, 2015, with no changes. **(Attachment No. 9)**

Motion by Mr. Reich and seconded by Mr. McGann to approve the By-Laws as presented.

The motion was unanimously passed.

3. Board Policies – Section 000 Board Procedures

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

- No. 000 – Board Policy/Procedure/Administrative Regulations
- No. 001 – Name and Classification
- No. 002 – Authority and Powers
- No. 003 – Functions
- No. 004 – Ethics Act and Conflicts of Interest
- No. 004.1 – Membership
- No. 005 – Organization
- No. 006 – Meetings
- No. 006.1 – Attendance at Meetings Via Electronic Communications
- No. 007 – Policy Manual Access
- No. 011 – Principles for Governance and Leadership

(Attachment No. 11)

Motion by Mr. McGann and seconded by Mr. Rhoads to accept at first reading Board Policies – Section 000 Board Procedures as presented.

The motion was unanimously passed.

II. ADMINISTRATIVE REPORTS (Attachment No. 14)

- 1. Executive Leadership**
Kevin Singer, Executive Director
- 2. Administrative Services**
Lynn Cromley, 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 8:40 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

Received Dec. 1, 2015, a letter dated Nov. 24, 2015 from Susan McCrone (Division Chief, PDE, Division of Federal Programs) notifying CSIU of the approved 2015-16 Consolidated Application. Agreement #999-16-0616 in the amount of \$380,142 is effective July 1, 2015 through Sept. 30, 2016.

Dec. 2, 2015 via email from Danae Kelly (Federal Fiscal Specialist (Office of Head Start), Administration for Children and Families, U.S. Department of Health and Human Services) notifying CSIU of the approved re-budget for Award #03CH0140-31-02 – Head Start/Early Head Start. This action revises budgeted line items and corrects program options for children served. The total approved budget for the period of Dec. 1, 2014 – Nov. 30, 2015 remains \$2,702,630.

Dec. 10, 2015 via email from Erica Mulberger (Executive Director, Central Pennsylvania Workforce Development Corporation-CPWDC) providing CSIU with a Letter of Intent to contract for provision of services to eligible Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY). The contract period is Jan. 1, 2016 through June 30, 2017 with an option to extend annually at the discretion of the CPWDC Youth Council. The contract amount for this 18-month period is \$704,500.

Dec. 15, 2015 via email from Anna Stauffer (Purchasing Agent, Millersville University) notifying CSIU of the fully executed Service Purchase Contract #4000042006. The contract amount is \$121,312 for the period of Jan. 1, 2016 – Sept. 30, 2016. CSIU will provide services for the Migrant Education Program at the Project Areas of Berks County, Lancaster County and the Lehigh Valley.

II. PERSONNEL MATTERS (Attachment No. 13)

1. Staff Travel

Jeffrey Kimball, director of cooperative purchasing services, will attend the *ASBO International Leadership Conference* from Feb. 18-20, 2016 in Las Vegas, Nev. He will attend as chair of the ASBO Purchasing and Supply Management Committee. Funds for transportation, lodging and meals are available in the joint purchasing budget.

Vaughn Murray, education programs information management coordinator, and **Thomas Naugle**, telecommunications technology support consultant, will attend the *National Association of State Directors of Migrant Education 2016 National Migrant Education Conference* from April 24-27, 2016 in San Diego, Calif. While there, they will network with others and represent the PA Migrant program. They will also present on Electronic Data Collection and Using MSIX for Recruiters. Funds for airfare, lodging, conference registration, parking and meals are available in the Migrant Tech budget.

2. Death of a Staff Member

Connie I. Schrader, one-on-one classroom assistant, passed away Dec. 18, 2015. She was employed by the CSIU since Jan. 3, 1995, and most recently worked in the life skills classroom at Shamokin Area High School.

3. Completion of New Employment Probationary Period

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

Name	Position	Effective
Charles W. Jelley	special education due process hearing officer	Jan. 13, 2016
Cassie D. Mitcheltree	cooperative purchasing marketing specialist	Dec. 18, 2015

III. POLICY AND PROGRAM MATTERS

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

The information contained in this monthly report meets the directive in the Head Start Act. (**Attachment No. 10**)

2. 2014-15 ANNUAL CSIU PROGRAM STATISTICS

Included in directors' meeting packets is a listing of programs and services conducted by the CSIU during 2014-15 and, where appropriate, the number of clients served. (**Attachment No. 12**)