

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, Aug. 15, 2018**

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

COMMITTEE MEETINGS

Human Resources Committee - 5 p.m.
Budget and Finance Committee - 5:30 p.m.
Technology/Marketplace Committee - 5:30 p.m.

DINNER – 6 p.m.

WORK STUDY SESSION

CSIU 2018 Staff Recognition - 6:30 p.m.
Dr. Kevin Singer, CSIU Executive Director
Mr. Larry Augustine, CSIU Board President

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President

1.2 Pledge of Allegiance

1.3 Roll Call

Director	District	Present	Absent
Victor Abate	Mid-West		X
Larry Augustine, President	Selinsgrove Area	X	
William Brecker	Mount Carmel Area	X	
Kathleen DeYong	Benton Area	X	
Heather Hackenberg	Danville Area		X
Tamara Hoffman	Warrior Run	X	
Jonathan Jones	Bloomsburg Area	X	
Jeffrey Kashner	Shamokin Area		X
Dennis Keiser	Mifflinburg Area	X	
Joseph Klebon	Southern Columbia Area	X	
Daniel McGann, Secretary	Berwick Area	X	
Lawrence Neidig, Treasurer	Line Mountain	X	
Deborah Price	Millville Area		X

Bruce Rhoads, Vice President	Central Columbia	X	
Slade Shreck	Shikellamy		X
Mary Ann Stanton	Lewisburg Area	X	
Alvin Weaver	Milton Area	X	

1.4 Announcements

The next regular meeting will begin at 7 p.m. on Wednesday, Sept. 19, 2018 at the CSIU central office.

1.5 Approval of Minutes (Attachment)

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, June 20, 2018, with two corrections made following the meeting.

- Change of employment effective date for **Amanda Reigle**, classroom and client support administrative assistant, to June 25, 2018
- Deletion of employment of **Melissa A. Magargle** as WATCH Project career coordinator

Motion by Dennis Keiser, second by Daniel McGann

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Lawrence Neidig, Bruce Rhoads, Mary Ann Stanton, Alvin Weaver

1.6 CSIU Staff and Others in Attendance

- John Brenchley – Chief Innovation Officer
- Lynn Cromley – Assistant Executive Director/Chief Administrative Officer
- Susan Darrah – Education Association Representative
- James Dugan – Interim Human Resources Director
- Kenneth Erb – Facilities Coordinator
- Dr. John Kurelja – Assistant Executive Director/Chief Academic Officer
- Charles Peterson Jr. – Chief Financial Officer
- Amy Pfleeger – Executive Office Manager/Board Recording Secretary
- Dr. Kevin Singer – Executive Director
- Jennifer Spotts – Communications Manager
- Jennifer Williams – Director of Special Education and Early Childhood Services

1.7 Spotlight Segment – 2018 Professional Leadership Day

Lynn Cromley, assistant executive director/chief administrative officer, provided information to the board regarding the CSIU Professional Leadership Day held at Bucknell University and the professional development sessions provided to staff throughout the day.

2. BUDGET AND FINANCE COMMITTEE – Daniel McGann, Chair; Tamara Hoffman, Committee Members

2.1 July Payment Authorization – June (Attachments)

As authorized by the CSIU Board Policy 005, board officers reviewed and approved payment of the following obligations, which are now presented to the board as a

whole for its acceptance. Funds for payment are available in program budgets.

- General Fund (6/30/18) \$2,287,956.24

Motion to affirm the action of the Board Officers, acting as an executive committee, for the July payment authorization as presented.

2.2 Monthly Financial Statements (Attachments)

Directors are asked to approve the following July 2018 financial statements:

- Program Balance Sheet;
 - Financial Report; and
 - General Fund Accounting Payment Summary in the amount of \$1,876,864.05.
- Funds for payment are available in program budgets.

Motion to approve monthly financial statements for July 2018 as presented.

2.3 Lease Agreement – Northumberland County Career and Technology Center

Northumberland County Career and Technology Center for property located at 1700-2000 West Montgomery Street, Coal Township. Office space of 7,500 sq. ft. is used for classroom spaces for the Early Intervention and Head Start programs. The lease is for the period of July 1, 2018 through June 30, 2019, with an option for automatic renewal for one year. The monthly rental fee is \$2,200, which includes use of four classroom spaces.

Motion to approve the lease agreement as presented.

2.4 Lease Agreement Renewal – Housing Authority of Northumberland County

Housing Authority of Northumberland County (HANC) for property located at 1050 Hepburn Street, Milton. Office space of 1,550 sq. ft. is used for Adult Education and English as a Second Language classes. The renewal is for the period of July 1, 2018 through June 30, 2019. The monthly rental fee is \$385, which is a \$10 increase from last year. Rental fee includes utilities.

Motion to approve renewal of lease agreement as presented.

2.5 Lease Agreement Transfer – Indigo Wren's Nest Wellness Centre, LLC to High Street Rentals, LLC

Lease transfer from Indigo Wren's Nest Wellness Centre, LLC to High Street Rentals, LLC for property located at 111 S. Spring St., Suite No. 8 in Bellefonte. Office space is used for the WATCH Project. The terms, conditions and costs will remain the same through the duration of the lease.

Motion to approve lease agreement transfer as presented.

2.6 Lease Agreement Termination–Evangelical Community Hospital

Evangelical Community Hospital for property located at 45 Locust Street, Milton. This building is used for the Head Start program, which has been relocated to Watsontown Elementary. The term of the lease is July 1, 2016 through June 30, 2019. Evangelical Community Hospital sold the building and will be releasing the CSIU from the lease effective Aug. 20, 2018.

Motion to approve lease agreement termination as presented.

2.7 Program Transfers 2017-18 (Attachment)

As a result of internal reviews and the CSIU budget close-out process, transfers from several program budgets must be made to and from the administrative budget to close out expired programs. As in previous years, board action is recommended to close prior years' programs at the fiscal year end.

Motion to approve 2017-18 Program Transfers as presented.

2.8 Pennsylvania Trust Support Services Agreement

The CSIU serves as the administrative agent for Pennsylvania Trust (PA Trust), a coalition of regional school employees' health trusts. Directors are asked to approve the renewal of the annual Support Services Agreement at a cost of 40 cents per employee per month, effective July 1, 2018 through June 30, 2019.

Motion to approve the 2018-19 Support Services Agreement with the Pennsylvania Trust as presented.

2.9 Pennsylvania School District Liquid Asset Fund Investment Services

Administration recommends participation in the Pennsylvania School District Liquid Asset Fund Cash Flow Optimization Program to provide multiple investment programs in accordance with the provisions of the Pennsylvania Intergovernmental Cooperation Act and Section 521 of the Pennsylvania School Code.

Motion to approve participation in the Pennsylvania School District Liquid Asset Fund Cash Flow Optimization Program as presented.

2.10 Motion for Budget and Finance Committee Matters

Motion to approve all Budget and Finance Committee matters.

Motion by Daniel McGann, second by Dennis Keiser

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Lawrence Neidig, Bruce Rhoads, Mary Ann Stanton, Alvin Weaver

3. TECHNOLOGY/MARKETPLACE COMMITTEE - Bruce Rhoads, Chair; Jonathan Jones and Jeffrey Kashner, Committee Members

3.1 Keystone Purchasing Network Bid Awards (Attachment)

The Keystone Purchasing Network (KPN) solicited national bids on behalf of its members for several different manufacturer lines of office and classroom furniture. After review, staff recommends bid awards to those companies on the attached list.

Motion to approve the Keystone Purchasing Network Bid Awards as presented.

Motion by Bruce Rhoads, second by Dennis Keiser

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Lawrence Neidig, Bruce Rhoads, Mary Ann Stanton, Alvin Weaver

4. HUMAN RESOURCES COMMITTEE - Dennis Keiser, Chair; Larry Augustine and

Lawrence Neidig, Committee Members

4.1 Resignation and Release Agreement

Directors are asked to approve the Resignation and Release Agreement dated June 29, 2018, by and between CSIU and Employee No. 18-3145, based on the recommendation of the executive director and the executive committee.

Motion to approve Resignation and Release Agreement dated June 29, 2018 by and between CSIU and Employee No. 18-3145.

4.2 Full-Time Personnel

New Employees - Instructional Staff

- **Kelly A. Dussinger**, Tunkhannock, received a master's degree from Marywood University, Scranton. She has been employed as a speech therapist with Scranton School District. Ms. Dussinger is recommended as a Professional Employee in the position of **speech therapist** at Step 6 of the Master's 15 Classification, effective Aug. 7, 2018 at an annual salary of \$57,727, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this replacement position are in the Early Intervention budget.
- **Kayleen M. Faatz**, Millville, received a bachelor's degree from Bloomsburg University of Pennsylvania. She has been employed as a teacher with EIEIO Childcare Center, Millville. Ms. Faatz is recommended as a Temporary Professional Employee in the position of **special education teacher** at Step 1 of the Bachelor's Classification, effective Aug. 7, 2018 at an annual salary of \$47,406, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this new position are in the special education budget.
- **Joanna Race**, Catawissa, received a bachelor's degree from Bloomsburg University of Pennsylvania. She has been employed as a teacher with Danville Head Start, Danville. Ms. Race is recommended as a Temporary Professional Employee in the position of **Pre-K Counts teacher** at Step 2 of the Bachelor's Classification, effective Aug. 7, 2018 at an annual salary of \$48,523, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this replacement position are in the Pre-K Counts budget.
- **Melonie Vognetz**, Watsontown, received a master's degree from Indiana University of Pennsylvania. She has been employed as a transition work experience job coach with the CSIU at a current salary of \$30,000. Ms. Vognetz is recommended as a **guidance counselor** at Step 1 of the Master's Classification, effective Aug. 16, 2018 at an annual salary of \$44,338, according to the terms of the current Collective Bargaining Agreement. Funds for this new position are in the special education budget.

New Employees - Non-Instructional Staff

- **Sweta S. Butala**, Williamsport, received a master's degree from Wilkes

University, Wilkes-Barre. She has been employed as a human resources business partner with AristaCare in Loyalsock and Montoursville. Ms. Butala is recommended as a **human resources coordinator**, an exempt position, at an annual salary of \$50,000, effective July 31, 2018. Funds for this new position are in the human resources budget.

- **Eva Crishock**, Milton, received a bachelor's degree from Bloomsburg University of Pennsylvania. She has been employed as a front desk agent with Hampton Inn. Ms. Crishock is recommended as a **client support specialist**, an exempt position, at an annual salary of \$39,500, effective Aug. 27, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the computer services budget.
- **Darlene Goodling**, Trevorton, received a high school diploma from Penridge High School, Perkasio. She has been employed as a teacher for Duncannon Assembly of God Daycare, Duncannon. Ms. Goodling is recommended as a **Head Start assistant instructor**, a non-exempt position, at an hourly rate of \$9.73, for an estimated annual salary of \$14,303.10, effective Aug. 4, 2018 (contingent upon receipt of required clearances). Funds for this new position are in the Head Start budget.
- **Kayleigh L. Hart**, Sunbury, received a diploma from Shikellamy High School. She has been employed as a child care aide with Greater Susquehanna Valley YMCA, Sunbury. Ms. Hart is recommended as a **Head Start assistant instructor**, a non-exempt position, at an hourly rate of \$9.73, for an estimated annual salary of \$14,303.10, effective Aug. 7, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the Head Start budget.
- **Charmaine M. Homola**, Ashland, received an associate degree from Northampton Community College, Bethlehem. She has been employed as a paraprofessional with Schuylkill Intermediate Unit, Mar Lin. Ms. Homola is recommended as a **Head Start instructor**, a non-exempt position, at an hourly rate of \$12.89, for an estimated annual salary of \$18,948.30, effective Aug. 7, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the Head Start budget.
- **Madison M. Lawless**, Northumberland, received a diploma from Shikellamy High School. She has been employed as a child care worker with Greater Susquehanna Valley YMCA, Sunbury. Ms. Lawless is recommended as a **Head Start assistant instructor**, a non-exempt position, at an hourly rate of \$9.73, for an estimated annual salary of \$14,303.10, effective Aug. 7, 2018. Funds for this new position are in the Head Start budget.
- **Abigail M. Lopez**, Sunbury, received a diploma from Shikellamy High School. She has been employed as a child care aide with Kid's Korner Learning Center, Sunbury. Ms. Lopez is recommended as a **Head Start assistant instructor**, a non-exempt position, at an hourly rate of \$10.04, for an estimated annual salary of \$14,758.80, effective Aug. 7, 2018. Funds for this new position are in the Head Start budget.

- **Jennifer E. Martina**, Sunbury, received an associate degree from McCann School of Business and Technology, Sunbury. She has been employed as a pre-employment specialist/job coach with CIES/SUNCOM/PETS, Northumberland. Ms. Martina is recommended as an **office assistant** at Ashler Manor, a non-exempt position, at an hourly rate of \$13.20, for an estimated annual salary of \$18,315.00, effective Sept. 5, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the alternative education budget.
- **Christopher A. Maust**, Selinsgrove, received a diploma from Selinsgrove High School. He has been employed as a teacher with Children's Discovery Center, Selinsgrove. Mr. Maust is recommended as a **Head Start assistant instructor**, a non-exempt position, at an hourly rate of \$10.04, for an estimated annual salary of \$14,758.80, effective Aug. 7, 2018 (contingent upon receipt of required clearances). Funds for this new position are in the Head Start budget.
- **Tia N. Mitch**, New Columbia, received an associate degree from McCann School of Business and Technology, Sunbury. She has been employed as an identification specialist with ONVIO DoD Williamsport. Ms. Mitch is recommended as a **operations services assistant**, a non-exempt position, at an hourly rate of \$12.50, for an estimated annual salary of \$24,375, effective Aug. 16, 2018 (contingent upon receipt of required clearances). Funds for this new position are in the Facilities/Operations budget.
- **Jill D. Snyder**, Sunbury, received a master's degree from Wilkes University, Wilkes-Barre. She has been employed as a casework supervisor with Northumberland County Children and Youth Services. Ms. Snyder is recommended as a **behavior intervention assistant**, a non-exempt position, at an hourly rate of \$20.90, for an estimated annual salary of \$28,998.75, effective Aug. 20, 2018 (contingent upon receipt of required clearances). Funds for this new position are available in the special education budget.
- **Stacey Snyder**, Trevorton, received a bachelor's degree from Bloomsburg University of Pennsylvania. She has been employed as a florist for Monroe Marketplace, Selinsgrove. Ms. Snyder is recommended as a **WATCH Project career coordinator**, a non-exempt position, at an hourly rate of \$17.23, for an estimated annual salary of \$33,598.50, effective Aug. 20, 2018 (contingent upon receipt of required clearances). Funds for this new position are available in the WATCH Project budget.
- **Holly L. Thomas**, Hughesville, received a bachelor's degree from Bloomsburg University of Pennsylvania. She has been employed as a customer support representative with Susquehanna Software, Inc. Ms. Thomas is recommended as a **client support specialist**, an exempt position, at an annual salary of \$39,500, effective Aug. 27, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the computer services budget.
- **Amanda J. Wisotzkey**, Lewisburg, received a diploma from Dallastown Area

High School. She has been employed as a personal care assistant with Lincoln Intermediate Unit, New Oxford. Ms. Wisotzkey is recommended as a **Head Start assistant instructor**, a non-exempt position, at an hourly rate of \$9.62, for an estimated annual salary of \$14,141.40, effective Aug. 7, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the Head Start budget.

- **Julie Witmer**, Sunbury, attended Elizabethtown College and has over 12 years of school district administrative support experience. She has been employed as executive assistant to the Superintendent and Assistant Superintendent, and also as board secretary at Lewisburg Area School District. Ms. Witmer is recommended as a **human resources technician**, an exempt position, at the annual rate of \$55,000, effective Oct. 1, 2018, (contingent upon receipt of required clearances). Funds for this new position are in the human resources budget.

Resignations

- **Carrie A. Adams**, cooperative purchasing quality assurance program assistant, effective Aug. 3, 2018
- **Denise Guinn-Bailey**, Head Start instructor, effective Aug. 7, 2018
- **Yvette M. Beaumont**, 21st CCLC operations and data coordinator, effective Sept. 21, 2018
- **Danese M. Bogetti**, practical nursing program instructor, effective Aug. 27, 2018
- **Lauren A. Byers**, Head Start instructor, effective Aug. 7, 2018
- **Brenda L. Fleming**, communication facilitator, effective June 11, 2018
- **Marcia K. Hoffman**, retiring as director of human resources, effective July 6, 2018
- **Michala R. Holland**, Head Start assistant instructor, effective June 13, 2018
- **Lucinda A. Judy**, retiring as ODR legal assistant, effective Oct. 18, 2018
- **Wendy L. Leiby**, corrections education cosmetology teacher, effective July 25, 2018
- **Vicki L. Murray**, retiring as CSC contract grant and operations manager, effective Jan. 2, 2019
- **Michelle L. Nutter**, safe and supportive schools program manager, effective July 27, 2018
- **Kathryn U. Reed**, Head Start instructor, effective June 22, 2018
- **Kimbra A. Shoop**, career pathways specialist, effective July 18, 2018
- **Patrick D. Steinbacher**, software quality assurance advisor I, effective Aug. 24, 2018
- **Melissa A. Tumolo**, Early Intervention teacher, effective June 30, 2018
- **Melonie Vognetz**, transition work experience job coach, effective Aug. 15, 2018

Position Transfers

- **Debra K. Bordner**, from Pinnacle Place house assistant (part-time) at a current hourly rate of \$11.16 to **Pinnacle Place house assistant** (full-time, non-exempt position) at an hourly rate of \$11.16 (\$21,762 annually), effective July 1, 2018

- **Carlee A. Jarrett**, from ESL instructor/adult education in-house professional development specialist/data entry assistant at a current hourly rate of \$18.95 (\$36,952.50 annually) to **ESL instructor/data quality analyst**, a non-exempt position, at an hourly rate of \$18.95 (\$36,952.50 annually), effective Aug. 16, 2018
- **Erica L. Lauver**, from Early Head Start family partner/home visitor at a current hourly rate of \$15.24 (\$29,718 annually) to **Head Start instructor**, also a non-exempt position, at an hourly rate of \$15.70 (\$23,079 annually), effective Aug. 7, 2018
- **Jennifer L. Noll**, from adult education bridge instructor (part-time) at a current hourly rate of \$17.23 to **adult education bridge instructor** (full-time), also a non-exempt position, at an hourly rate of \$17.23 (\$33,958.50 annually), effective Aug. 7, 2018
- **Mandy L. Rothermel**, from benefits/wellness manager, an exempt position, at a current salary of \$53,045 to **benefits and wellness manager**, also an exempt position, at a salary of \$55,500, effective, Aug. 16, 2018

Title Changes

- **Julie L. Bieber**, from Early Head Start instructor to **Early Head Start family partner/home visitor**, effective Aug. 7, 2018
- **Barbara Y. Brodie**, from instructional support program assistant to **transition work experience job coach**, effective Aug. 7, 2018
- **Keith R. Ferguson**, from one-on-one instructional support program assistant to **instructional support program assistant**, effective Aug. 7, 2018
- **Carly M. Frank**, from Early Intervention teacher to **Early Intervention program evaluation consultant**, effective Aug. 7, 2018
- **Gretchen A. Hoff**, from special education teacher to **alternative education special education teacher**, effective Aug. 7, 2018
- **Jamie E. Wagner**, from one-on-one classroom assistant to **classroom assistant**, effective Aug. 7, 2018

Motion to approve full-time personnel recommendations as presented by the executive director.

4.3 Part-Time Personnel

New Employee - Non-Instructional Staff

- **Nikki M. Apple**, as Pinnacle Place house assistant, \$10 per hour, effective July 30, 2018 (contingent upon receipt of required clearances)

New Employees - Summer Work

- **Nancy L. Frist**, as Migrant Education summer instructor, \$18 per hour, effective July 19, 2018 to Aug. 31, 2018
- **Lea B. Musafiri**, as Migrant Education summer instructional assistant, \$9 per hour, effective July 24, 2018 to Aug. 31, 2018

Position Transfer

- **George T. Dieffenbacher**, from substitute school bus aide to school bus aide, effective Aug. 13, 2018
- **Paula Okkerse**, from nutrition aide/custodian at a current hourly rate of \$8.76 to nutrition operations assistant, at an hourly rate of \$11.00, effective Aug. 16, 2018

Motion to approve part-time personnel recommendations as presented by the executive director.

4.4 Substitute Personnel

Substitute School Bus Rider

- **David D. Bloss**, at \$8.08 per hour, effective Aug. 15, 2018 (contingent upon receipt of required clearances)

Motion to approve substitute personnel as presented.

4.5 Salary Adjustments

- **Heather A. Krebs**, reading/resource teacher, from a current annual salary of \$56,857 (Step 7 of the Bachelor's Classification) to \$58,611 (Step 7 of the Master's Classification) retroactive to Sept. 1, 2017, to reflect documentation of Master's equivalency
- **Karen A. Krohn**, full-time school bus driver, from the 2017-18 hourly rate of \$16.17 to the 2018-19 hourly rate of \$16.66, retroactive to July 1, 2018
- **Christine R. Mitcheltree**, curriculum and instruction support specialist, previously approved annual salary of \$54,400 due to a reduction in hours from 37.5 to 30 hours a week; corrected to an annual salary of \$56,032, retroactive to July 1, 2018

Motion to approve full-time salary adjustments as presented by the executive director.

4.6 Motion for Human Resources Committee Matters

Motion to approve all Human Resources Committee matters.

Motion by Dennis Keiser, second by Bruce Rhoads

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Lawrence Neidig, Bruce Rhoads, Mary Ann Stanton, Alvin Weaver

5. POLICY COMMITTEE - Daniel McGann, Chair; Larry Augustine and Bruce Rhoads, Committee Members

5.1 Board Policy Revisions (Attachments)

Policies listed below are being presented for first reading. They have been reviewed and approved by the Policy Committee, executive director, senior leaders and legal counsel.

Section: 800 Operations

Policy No. 826 HIPAA Privacy Policy

Policy No. 830 Breach of Computerized Personal Information

Section: 900 Community

Policy No. 906 Public Complaint Procedure

Motion to accept at first reading the proposed policies as presented.

Motion by Daniel McGann, second by Bruce Rhoads

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Lawrence Neidig, Bruce Rhoads, Mary Ann Stanton, Alvin Weaver

6. EDUCATIONAL PROGRAM MATTERS

6.1 Northumberland Area Head Start and Early Head Start (Attachments)

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:

- 2018-19 Head Start/Early Head Start application for Year 4 refunding
- Early Head Start program structure change request
- 2018 Self Assessment Summary
- 2018-19 Strategic Plan
- Head Start/Early Head Start's monthly enrollment, meal distribution, credit card expenses and monitoring data for May and June 2018

Motion to approve the Head Start/Early Head Start items as presented.

6.2 Regulatory Provisions for LEAs to Receive IDEA-B Funding (Attachments)

Under the regulatory provisions of the Individuals with Disabilities Education Act, Part B (IDEA-B), to be eligible for funds the Local Educational Agency (LEA) must demonstrate to the satisfaction of the State Education Agency (SEA) that it meets the conditions in §§ 300.101 through 300.163, and §§ 300.165—300.174. The conditions under § 300.220 require the LEAs to have in effect policies, procedures and programs that are consistent with the State policies and procedures established under §§ 300.101—300.163, and §§ 300.165—300.174. The Board approved LEA Policies and Procedures must be on file with the Department of Education.

Motion to accept the LEA Submission Statement for LEA Policies and Procedures and IDEA-B LEA Policies and Procedures as required by 34 CFR §300.200 as presented.

6.3 Motion for Educational Program Matters

Motion to approve all Educational Program matters.

Motion by Dennis Keiser, second by William Brecker

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Lawrence Neidig, Bruce Rhoads, Mary Ann Stanton, Alvin Weaver

7. ADMINISTRATIVE MATTERS

7.1 Interim Agreement – PASBO

Administration recommends approval of an agreement with the Pennsylvania Association of School Business Officials (PASBO) to provide human resources and other business office services on an interim, as-needed basis, effective July 19, 2018, at \$118.75 per hour. The fee includes compensation, taxes, insurance, other employment related costs and an administrative fee. The terms also state that CSIU may terminate the agreement at any time.

Motion to approve Agreement with PASBO to provide human resources and other business office services as presented.

Motion by Joseph Klebon, second by Dennis Keiser

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Lawrence Neidig, Bruce Rhoads, Mary Ann Stanton, Alvin Weaver

8. ADMINISTRATIVE REPORTS

8.1 Executive Leadership - Dr. Kevin Singer, Executive Director

8.2 Administrative Services - Lynn Cromley, Assistant Executive Director/Chief Administrative Officer

8.3 Financial Services - Charles Peterson Jr., Chief Financial Officer

8.4 Educational Services - Dr. John Kurelja, Assistant Executive Director/Chief Academic Officer

8.5 Marketplace Services - John Brenchley, Chief Innovation Officer

9. ADJOURNMENT

9.1 Adjourn Meeting

The meeting was adjourned by President Augustine at 7:37 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Amy Pfleegor
Recording Secretary**

10. INFORMATION ONLY

10.1 Human Resources – Leaves of Absence

The executive director has approved the following:

Unpaid Leaves of Absence

- **Emily A. Reedy**, Head Start instructor, effective Nov. 21, 2018 to Jan. 2, 2019
- **Kristy M. Sones**, WATCH Project career coordinator, effective Aug. 27, 2018 to Dec. 21, 2018
- **Jamie A. Stahl**, client support specialist I, effective Sept. 6, 2018 to Nov. 7, 2018

Return from Unpaid Leaves of Absence

- **Katrina Munley**, Corrections Education guidance counselor, effective Aug. 1, 2018
- **Lynette M. Pauling**, Pre-K Counts associate instructor, effective Aug. 7, 2018

10.2 Administration – Staff Travel

Shileste Overton Morris, Center for Schools and Communities (CSC) director, attended the **Kettering Foundation Research Exchange** conference July 9-10, 2018 in Dayton, Ohio. She was provided with an orientation to the Kettering Foundation. Funds for air/ground transportation and hotel expenses were covered by Kettering Foundation.

Rijelle Kraft, family support technical assistance coordinator, and **Karen Shanoski**, partnerships project manager, attended the **2018 National Family and Community Engagement Conference** on July 11-13, 2018 in Cleveland, Ohio. They were provided with plenaries and workshops designed to highlight effective family engagement and partnerships work and evidence based practices aimed at supporting families in their role as their children's first and most influential guide in the education process. Funds for estimated expenses of \$1,010 and \$1,215, respectively, were available in the CTF/SF budget.

Jose Reyes-Lua, statewide migrant education recruitment coordinator, attended the **2018 Arkansas ID&R Conference** July 30 to Aug. 1, 2018 in Fort Smith, Ark. At the request of the Chief, Division of Student Services at the Pennsylvania Department of Education, he presented on proven strategies to identify and recruit out-of-school youth residing in Arkansas for their Migrant Education program. Expenses were covered by Arkansas Migrant Education program.

M. Ellen Withrow, grants, research and development coordinator, attended **Adult Career Pathway Design Challenge Camp** on Aug. 7–9, 2018 in Nashville, Tenn. While there, she and two other CSIU staff members, **Katherine Vastine**, WATCH Project manager; and **Jennifer Noll**, Adult Education bridge instructor, participated in a three-day Design Camp, 24 hours of technical assistance and coaching, and participate in a Career Pathways Festival to create an innovative Career Pathways

Program. Expenses were covered by The Coalition on Adult Basic Education and the Institute for Educational Leadership.

Jeffrey Kay, special projects technology manager, will attend the **InterDrone** conference Sept. 4-7, 2018 in Las Vegas, Nev. While there, he will gain invaluable insights and receive top-notch training from the most comprehensive drone conference in the industry; be able to incorporate the use of drones as a way to educate students and staff; and create opportunities for partnerships with schools/industries in the area. Funds for estimated expenses of \$1,720.75 are available in the Venture Fund.

Winnie Black, special projects coordinator, will attend the **LEAD STEM meeting** Sept. 5-8, 2018 in Las Vegas, Nev. Attendance is a requirement for the LEAD STEM program. Funds for estimated expenses of \$625 are available in the Project Accelerate budget.

Charles Peterson Jr., chief financial officer; **Dr. John Kurelja**, chief academic officer; **Jeff Kay**, special projects technology manager; **Jared Lehman**, supervising manager; **Laura Saccente**, director of PA Statewide Afterschool Youth Development Network; and **Jennifer Spotts**, communications manager, will attend the **Business Model for Education Service Agencies Team Training** Sept. 10-11, 2018 in Minneapolis, Minn. While there, the six-member team will participate in a "learn by experience" professional development event geared toward not-for-profit groups that generate revenue from program offerings. These business principles will be applied to actual CSIU projects. Total estimated expenses of approximately \$15,000 are available in the administration budget.

Lori Potutschnig, Migrant Education recruitment coordinator, will attend **Graduation and Outcomes for Success for Out-of-School Youth** Sept. 18-20, 2018 in Clearwater, Fla. While there, she will be provided with information, successful practices and materials to help secondary-aged migrant out-of-school youth overcome challenges. Funds for estimated expenses of \$1,417.10 are available in the migrant budget. Costs for air, hotel and registration will be reimbursed to the CSIU by Fort Scott Community College.

Lynn Cromley, assistant executive director/chief administrative officer, will attend the **Association of Educational Services Agencies (AESA) 2018 Annual Conference: It's Going to be Powerful** Nov. 28-Dec. 1, 2018 in Colorado Springs, Colo. While there, she will network and connect with other ESA leaders and keynote presenters who will spotlight the issue of equality in education from multiple perspectives, including policy, leadership and technology. Funds for estimated expenses of \$2,840 are available in the executive and administrative budgets.

Kevin Singer, executive director; **John Brenchley**, chief innovation officer; **Kenneth Erb**, facilities coordinator; and **Jeffrey Kay**, special projects technology manager, will attend the **Consumer Electronics Show** Jan. 8-11, 2019 in Las Vegas, Nev. While there, they will engage with industry experts in emerging trends and technologies and entrepreneurial aspects of the emerging technology market. Funds for the estimated expenses of \$2,170; \$1,614.13; \$1,614.30; and \$1,714.13, respectively, are available in the executive and administrative, joint purchasing and

various program budgets.

10.3 Fiscal Communications

June 5, 2018, a letter from Brenda Kylen (Data and Fiscal Project Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2017-18 Migrant Education Childcare Grant. The award amount for FC #4100076997 remains \$104,520. A revision was required to move funds into different categories.

June 5, 2018, a letter from the Pennsylvania Department of Human Services (Purchasing Agent, Division of Procurement) notifying CSIU that a second one year renewal option is being exercised for Agreement Number SAP 4100073336 (MIECHV, Children’s Trust Fund and Family Center). The contract year for this renewal is July 1, 2018 through June 30, 2019. The annual amount is \$984,718.

June 11, 2018, a letter from WaTanya L. Ney (21st CCLC Program Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2017-18 21st Century Community Learning Center Afterschool Program Grant. The award amount for FC #4100068052 remains \$400,000.

June 11, 2018, a letter from Carl R. Beck (Director – Pennsylvania Department of Education, Office of Child Development and Early Learning) notifying CSIU of the Preliminary 2018-19 Preschool Early Intervention (EI) allocations. The summary includes IDEA 619 (\$359,493); IDEA 611-Component I (\$613,064); State EI (\$4,162,317) and Required Medical Assistance (MA) Contribution (\$191,798). Total State, Federal and MA is \$5,326,672, effective July 1, 2018.

June 12, 2018, an email from Grantsolutions.gov (Calvin D. Mitchell - ACF Grants Officer) notifying CSIU of an amendment to administratively close Grant #03CH010273-02-05. All authorized funds for the budget period of Dec. 1, 2016 through Nov. 30, 2017, in the amount of \$2,822,456, have been fully disbursed and expended.

June 12, 2018, an email from Grantsolutions.gov (Calvin D. Mitchell - ACF Grants Officer) notifying CSIU that Grant #03CH010273-03-01 has been amended to award the balance of funds for Head Start and Early Head Start operations and training/technical assistance for the Dec. 1, 2017 – Nov. 30, 2018 budget period. This grant action awards \$1,388,704, representing the balance of funds for the budget period.

June 14, 2018, an email from Jim Domen (Procurement Manager - Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the approval for Purchase Order #4300586121 – Evaluation of ELECT. The amount of the purchase order is \$73,459.51 and is valid July 1, 2018 through June 30, 2019.

June 14, 2018, an email from Jim Domen (Procurement Manager - Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the approved revision for Purchase Order #4300553308 – 21st Century Support & Maintenance. Changes are needed to increase and decrease among line items and do not affect the overall amount or terms of the contract. The purchase order amount

remains \$875,000 and is valid July 1, 2017 through June 30, 2018.

June 15, 2018, an email from Jim Domen (Procurement Manager – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the amendment to Purchase Order #4300518474 – AEDY Consultants. This amendment is required to encumber FY 17 funds that expire on June 30, 2018. Three additional years remain on this purchase order. The purchase order amount is \$427,072.06.

June 15, 2018, a letter from Brenda Kylen (Data and Fiscal Project Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2017-18 ELECT grant. The award amount for FC #4100071675 remains \$240,000. A revision was required to move funds into different categories.

June 20, 2018, an email from Jim Domen (Procurement Manager - Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the approval for Purchase Order #4300591185 – Year 5 of 5 ESL with CSIU. The amount of the purchase order is \$369,876.04 and is valid July 1, 2018 through June 30, 2019.

June 25, 2018, an email from Grantsolutions.gov (Calvin D. Mitchell - ACF Grants Officer) notifying CSIU of an approved budget revision for Grant #03CH010273-03-02. The award amount remains \$2,777,408 for the budget period of Dec. 1, 2017 through Nov. 30, 2018. A revision was required to move funds into different categories.

June 25, 2018, an email from Roxanne Walden (Purchasing Agent I – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the renewal for Purchase Order #4300518474 – AEDY Consultants. This action encumbers FY18 funds for the period of July 1, 2018 through June 30, 2019. The purchase order amount is \$675,048.96.

June 26, 2018, an email from Roxanne Walden (Purchasing Agent I – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the approval for Purchase Order #4300513306 – Persistently Dangerous Schools. The amount of the purchase order is \$3,300 and is valid July 1, 2018 through June 30, 2019.

June 28, 2018, an email from WaTanya L. Ney (21st CCLC Program Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of additional funding for 21st Century Community Learning Centers Cohort 7. As part of the Competition Within the Competition, \$58,712 will be added to the current award amount for the 2018-19 grant cycle.

July 3, 2018, a letter from Suzann L. Morris, MPA (Deputy Secretary – Pennsylvania Departments of Education and Human Services, Office of Child Development and Early Learning) notifying CSIU of the 2018-19 Pennsylvania Pre-K Counts (PA PKC) funding in the amount of \$1,224,000 for the period of July 1, 2018 through June 30, 2019.

June 25, 2018, an email from Grantsolutions.gov (Timothy Chappelle - ACF Grants

Officer) notifying CSIU of the non-competing continuation for Grant #90FX0033-04-00 – Work Attributes Toward Careers in Health (WATCH Project). The award amount is \$1,500,000 for the budget period of Sept. 30, 2018 through Sept. 29, 2019.

July 12, 2018, a letter from William M. Spiker (Director – Pennsylvania Department of Human Services, Division of Procurement and Contract Management) notifying CSIU that the application submitted in response to Request for Application (RFA) #01-18, Children’s Trust Fund was not selected.

July 18, 2018, a letter from Carmen M. Medina (Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved federal award amount for the 2018-19 Education for Homeless Children and Youth Program. The award amount is \$300,000 for the budget period of July 1, 2018 through Sept. 30, 2019.

July 18, 2018, a letter from Carmen M. Medina (Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved federal award amount for the 2018-19 Education Leading to Employment and Career Training (ELECT) Program. The award amount is \$448,000 for the budget period of July 1, 2018 through June 30, 2019.

July 18, 2018, a letter from Carmen M. Medina (Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved state award amount for the 2018-19 Migrant Education Program (MEP) Childcare and Summer Services Program. The award amount is \$142,984 for the budget period of July 1, 2018 through June 30, 2019.

July 18, 2018, a letter from Carmen M. Medina (Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved federal award amount for the 2018-19 CSIU Migrant Education Program (MEP). The award amount is \$1,627,324 for the budget period of July 1, 2018 through Sept. 30, 2019.

July 18, 2018, a letter from Carmen M. Medina (Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved federal award amount for the 2018-19 CSIU/CSC Migrant Education Program (MEP). The award amount is \$670,000 for the budget period of July 1, 2018 through Sept. 30, 2019.

July 20, 2018, a letter from Ann Hinkson-Herrmann (Director – Pennsylvania Department of Education, Bureau of Special Education) notifying CSIU of the approved budget revision for the 2017-18 Special Education IDEA-B School Age (611) (062) Project – Office for Dispute Resolution (ODR). The award amount remains \$2,800,000 for the budget period of July 1, 2017 through Sept. 30, 2018. A revision was required to move funds into different categories.

July 24, 2018, a letter from Brenda Kylan (Data and Fiscal Project Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2017-18 Migrant Education Childcare Grant. The award amount for FC #4100076997 remains \$104,520. A revision was required to move funds into different categories.

10.4 Budget and Finance – Public Surplus Online Auction

The following items will be included on the CSIU's next online auction, using the Public Surplus auction service for public and educational agencies: three 2007 Ford Focus sedans; a 1993 Ford Aerostar van; three two-drawer lateral filing cabinets; and scrap pile.

10.5 CSIU Table of Organization 2018-19