

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS  
MINUTES OF THE REGULAR MONTHLY MEETING  
Wednesday, Sept. 19, 2018**

CSIU Central Office  
90 Lawton Lane  
Milton, PA 17847

**COMMITTEE MEETINGS**

Human Resources Committee 5 p.m.  
Technology/Marketplace Committee 5:30 p.m.

**DINNER – 6 p.m.**

**WORK STUDY SESSION – 6:30 p.m.**

Drone Demonstration  
Jeff Kay, CSIU Special Projects Technology Manager  
Tanya Dynda, CSIU Technology integration Support Specialist

**BUSINESS MEETING – 7 p.m.**

**1. INTRODUCTION**

**1.1 Call to Order**

The meeting was called to order by President Augustine at 7:08 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call - Directors present – 11; Directors absent – 6**

<b>Director</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
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, Treasurer	Southern Columbia Area		X
Daniel McGann, Secretary	Berwick Area	X	
Lawrence Neidig	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	
Dr. Alvin Weaver	Milton Area		X

#### 1.4 Announcements

The next regular meeting will begin at 7 p.m. on Wednesday, Oct. 24, 2018 at the CSIU central office.

#### 1.5 Approval of Minutes (Attachment)

Motion to approve the minutes of the meeting held on Wednesday, Aug. 15, 2018, with the following corrections:

Program budget information changed for employment of four employees:

- **Kayleen Faatz**—changed to special education budget
- **Melonie Vognetz**—changed to special education budget
- **Jennifer Martina**—changed to alternative education budget
- **Jill Snyder**—changed to special education budget

Position status updated for employment of six employees:

- **Melonie Vognetz**—guidance counselor, new position
- **Eva Crishock**—client support specialist, replacement position
- **Jennifer Martina**—office assistant, replacement position
- **Jill Snyder**—behavior intervention assistant, new position
- **Stacey Snyder**—WATCH Project career coordinator, new position
- **Holly Thomas**—client support specialist, replacement position

Change in start date:

- **Jennifer E. Martina**, office assistant, began employment on Sept. 5, 2018
- **Julie Witmer**, human resources technician, from Oct. 15, 2018 to Oct. 1, 2018

Motion by Dennis Keiser, second by Daniel McGann

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

#### 1.6 CSIU Staff and Others in Attendance

John Brenchley—Chief Innovation Officer

Lynn Cromley—Assistant Executive Director/Chief Administrative Officer

James Dugan—Interim Human Resources Director

Tanya Dynda—Technology Integration Support Specialist

Bill Herald—Technical Support and SQA Manager

Dr. John Kurelja—Assistant Executive Director/Chief Academic Officer

David Newberry—Telecommunications Technology Network Consultant

Amy Pfleegor—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 - Student Technology Competitions

CSIU staff members **Bill Herald**, technical support and SQA manager; and **Tanya**

**Dynda**, technology integration support specialist, highlighted student technology competitions sponsored by the CSIU. A video showcased the different events, which included PA Governor's STEM Competition, PA Computer Fair (now named PA Media and Design Competition), K'Nex STEM Challenge and 24 Challenge (a math competition).

## **2. BOARD GOVERNANCE**

### **2.1 Election of PSBA Officers 2019 (Attachments)**

In accordance with PSBA bylaws, member entities cast one vote per office during annual elections. To cast votes for the 2019 officers, a vote must be taken by CSIU directors by the Oct. 11 deadline. Officers are President-Elect, Vice President, PSBA Insurance Trust Trustees and Forum Steering Committee. A copy of the Voting Receipt will be attached as part of the official minutes.

Motion to approve candidates for the 2019 PSBA Officers as presented.

Motion by Daniel McGann, second by William Brecker

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

## **3. BUDGET AND FINANCE COMMITTEE - Daniel McGann, Chair; Tamara Hoffman, Committee Member**

### **3.1 Additional Program Transfers 2017-18 (Attachment)**

As a result of internal reviews and the CSIU budget close-out process, additional 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 before finalizing the fiscal year.

Motion to approve Additional Program Transfers for 2017-18 as presented.

### **3.2 Monthly Financial Statements (Attachments)**

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

- Program Balance Sheet;
- Financial Report; and
- General Fund Accounting Payment Summary. Funds for payment are available in program budgets.

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

### **3.3 Lease Agreements**

Directors are asked to approve the following leases for classroom space for the adult education program:

- Market Street Rentals, LLC for 850 sq. ft. space located at 1000 Market Street in Bloomsburg at an annual cost of \$8,568, effective July 1, 2018 through June 30, 2019
- County of Northumberland for 832 sq. ft. space located at Eighth and Arch Streets in Shamokin at an annual cost of \$9,984, effective July 1, 2018

through June 30, 2019

Motion to approve lease agreements as presented.

### **3.4 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, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

### **4.1 Software Service Contract**

Administration recommends approval of a contract with OPTiMO LLC, Bloomsburg, to provide a business systems analyst/information technology consultant to work with staff to determine the best solution for a mobile responsive application for the FIS software. Contract terms are not to exceed \$14,964 during fiscal year 2018–19, and funds are available in the computer services budget.

Motion to approve contract with OPTiMO, LLC as presented.

Motion by Bruce Rhoads, second by Daniel McGann

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

## **5. HUMAN RESOURCES COMMITTEE - Dennis Keiser, Chair; Larry Augustine and Lawrence Neidig, Committee Members**

### **5.1 Full-time Personnel**

#### **New Employees – Instructional Staff**

- **Amanda J. Irvin**, Watertown, received a bachelor's degree from Bloomsburg University of Pennsylvania. She has been employed as a preschool program supervisor with the Danville Child Development Center. Ms. Irvin is recommended as a Temporary Professional Employee in the position of **Pre-K Counts teacher** at the Bachelor's Step 1 Classification, effective Sept. 20, 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 available in the Pre-K Counts budget.
- **Michelle C. Prybyla**, Mount Joy, received a master's degree from The Pennsylvania State University, University Park. She was formerly employed as a cosmetology instructor with Lancaster County Career and Technology Center. Ms. Prybyla is recommended as a **corrections education cosmetology teacher** at the Master's Step 15 Classification, effective Oct. 22, 2018 at an

annual salary of \$73,044, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this replacement position are available in the NCSTU budget.

- **Marisa G. Rhodes**, Catawissa, received a bachelor's degree from Bloomsburg University of Pennsylvania. She has been employed as a substitute teacher with Southern Columbia Area School District, Catawissa. Ms. Rhodes is recommended as a Temporary Professional Employee in the position of **Pre-K Counts teacher** at the Bachelor's Step 1 Classification, effective Sept. 20, 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 available in the Pre-K Counts budget.

#### **New Employees – Non-Instructional Staff**

- **Zachary T. Gass**, West Milton, attends Ashworth College. He is currently employed with the CSIU as a part-time facilities/custodial service assistant, at an hourly rate of \$13.91. Mr. Gass is recommended as a **telecommunications technology specialist**, a non-exempt position, at an hourly rate of \$17.95, effective Oct. 1, 2018. Funds for this replacement position are available in the technology group budget.
- **Tehani Grenell**, Northumberland, attends Pennsylvania College of Technology, Williamsport. She was employed as a lunch room aide with Shikellamy School District, Sunbury. Ms. Grenell is recommended as a **classroom aide**, a non-exempt position, at an hourly rate of \$7.25, effective Oct. 8, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the special education budget.
- **Melinda Lamprinos**, Lewisburg, received a master's degree from Bloomsburg University of Pennsylvania. She was employed as a mobile therapist/behavior consultant with Concern Counseling, Lewisburg. Ms. Lamprinos is recommended as an **Early Head Start family partner/home visitor**, a non-exempt position, at an hourly rate of \$16.26 (\$31,707 annually), effective Oct. 8, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Head Start budget.
- **Elizabeth Legarski**, Muncy, received a bachelor's degree from Slippery Rock University. She was formerly employed with the CSIU as a practical nursing instructor and currently as a gastric motility nurse specialist with Geisinger Medical Center, Danville. Ms. Legarski is recommended as a **practical nursing instructor**, an exempt position, at an annual salary of \$58,350, effective Sept. 24, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Central Susquehanna LPN Career Center budget.
- **Susan A. Pesavento**, Enola, received a bachelor's degree from Albright College, Reading. She has been employed as a transition counselor with Commonwealth Charter Academy, Harrisburg. Ms. Pesavento is recommended as an **Office for Dispute Resolution special education coordinator**, an

exempt position, at an annual salary of \$52,500, effective Sept. 20, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Office for Dispute Resolution budget.

- **Kimberly A. Renz**, Danville, received a bachelor's degree from Messiah College, Grantham. She has been employed as a para-educator with Danville Area School District. Ms. Renz is recommended as an **ELECT student support specialist**, a non-exempt position, at an hourly rate of \$17.95 (\$35,000 annually), effective Sept. 20, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the ELECT budget.
- **Stacie Strausser**, Sunbury, received a diploma from Milton Area High School. She has been self-employed in the childcare field. Ms. Strausser is recommended as a **Head Start assistant instructor**, a non-exempt position, at an hourly rate of \$9.62 (\$14,141 annually), effective Sept. 20, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- **Brandon V. Ulcecki**, Aristes, received an associate degree from University of Phoenix. He has been employed as operations coach with Lowe's Distribution Center, Pottsville. Mr. Ulcecki is recommended as a **transition work experience job coach**, a non-exempt position, at an hourly rate of \$17.25 (\$35,880 annually), effective Oct. 11, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the special education budget.

### **Salary Adjustments**

- Salary adjustments for Head Start instructors are recommended to attract and retain qualified staff. The adjustments will be effective Aug. 7, 2018 and are funded through COLA grants. Names of instructors who are being recommended for a salary adjustment are attached.

### **Position Transfers**

- **Misty Lose**, from assistant Head Start instructor at a current hourly rate of \$9.86 (\$14,494 annually) to **Head Start instructor**, also a non-exempt position, at an annual salary of \$25,000 (pending Board approval of salary adjustments for Head Start instructors), effective Sept. 20, 2018.
- **Michelle Michaels**, from assistant Head Start instructor at a current hourly rate of \$10.12 (\$14,876 annually) to **cooperative purchasing quality assurance program assistant**, also a non-exempt position, at an hourly rate of \$21 (\$43,680 annually), effective Oct. 8, 2018.
- **Elizabeth A. Mullen**, from direct certification technical assistance coordinator at a current salary of \$58,548 to **youth development coordinator**, also an exempt position, at an annual salary of \$55,200, effective Sept. 20, 2018.

### **Resignations**

- **Marie A. Bourassa**, instructional support program assistant, effective Sept. 21, 2018

- **Cassandra Cook**, Head Start assistant instructor, effective Aug. 3, 2018
- **Diane L. Knisley**, math/science instructional coach support specialist, effective Aug. 24, 2018
- **Lawrence A. Miles**, retiring, Migrant technology support specialist, effective Sept. 6, 2018
- **Ana A. Tavaréz-Guzman**, Migrant Education recruitment specialist, effective Aug. 31, 2018
- **Sue E. Weisen**, retiring, classroom assistant, effective Sept. 28, 2018
- **Brooke A. Young**, corrections education school psychologist, effective Sept. 27, 2018

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

## 5.2 Part-Time Personnel

### New Employees – Non-Instructional Staff

- **Donna M. Bertone**, practical nursing instructor, \$32 per hour, effective Oct. 10, 2018 (contingent upon receipt of required clearances)
- **Danese M. Bogetti**, practical nursing instructor (short-term), \$35.71 per hour, effective Aug. 30 to Oct. 31, 2018
- **Dakota L. Davidson**, school bus rider, \$8.28 per hour, effective Sept. 24, 2018 (contingent upon receipt of required clearances)

### Resignations

- **Michael C. Bookser**, CSS emergency planning and response management coordinator, effective July 15, 2018
- **George T. Dieffenbacher**, school bus aide, effective Aug. 27, 2018
- **Kristy Truitt-Reichner**, substitute teacher, effective Aug. 21, 2018
- **Andrea E. Reigle**, student transportation van driver, effective Aug. 24, 2018

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

## 5.3 Substitute Personnel

Directors are asked to approve substitute teachers and para-educators (aides) to work in CSIU classrooms and programs for the 2018-19 school year.

### Substitute Teachers

Cughan, Jennifer	Marsters, Charles
Dougherty, Janet	Matragrano, Ellen
Egan, Tim	Mckinney, Tara D.
Fait, William	Meckley, Linda
Frantz, Colette	Miller, Brandi
Gardner, Brittany	Morningstar, Cara
Geise, Kenneth	Mullany, Carol
Gentilucci, Carol	Norris, Brandy
Gronlund, Amy G.	Paternostro, Erin M.

Heath, Donna  
Horne, Alison  
Horne, Robert  
Humenik, Stephany  
Jones, Amanda R.  
Karstetter, Heather  
Lilley, Connie  
Marchetti, Brigette B.  
Maresca, Nicole

Persing, Cathy  
Price, Kathy L.  
Reid, Alexis  
Ryer, Launie  
Schappert, Allan  
Southerton, Maria  
Swarey, Laura J.  
Wooten, Jenelle

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**Substitute Aides**

Ditzler, Christine  
Dougherty, John  
Ebersole, Julie  
Foura, Barbara

Hart, Mary  
Linderman, Neila (LPN)  
Neyhard, Tammy

Motion to approve the 2018-19 substitute teachers and para-educators (aides) as presented.

**5.4 2018 Tenured Employee List (Attachment)**

Annually in September, directors are asked to accept a cumulative list of employees who have attained tenure in their CSIU employment (as defined by Public School Code, Section 1101). Names of staff who received tenure during the past school year are in bold print and underlined.

Motion to approve list of CSIU employees who have attained tenure in 2018 as presented.

**5.5 Health Savings Account Funding**

A health savings account (HSA) is available to anyone who is enrolled in an IRS-qualified high deductible health plan, including eligible CSIU non-bargaining unit staff. To help offset the amount of the plans' deductibles, administration recommends disbursement of funds into HSAs for staff who elect medical coverage in one of the CSIU's high deductible health insurance plans for 2019 and 2020 calendar years, as presented.

**Employee Only Coverage (\$2,000 Annual Deductible)**

\$1,000 disbursement into HSAs

**Employee Plus Dependent(s) Coverage (\$4,000 Annual Deductible)**

\$2,000 disbursement into HSAs

Staff who elect coverage after Jan. 1 (i.e. new employees or current staff who experience a life change) will receive a prorated disbursement amount.

Motion to approve recommendation of Health Savings Account funding disbursements for eligible non-bargaining employees for calendar years 2019 and 2020 as



presented.

## **5.6 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, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

### **6.1 Board Policy Revisions/New Policies (Attachments)**

Policies to rescind:

- No. 3521 Technology Confidentiality, Privacy and Security
- No. 4112.3 Health Information Privacy (Employees)
- No. 6000.1 Health Information Privacy (Program Participants)
- No. 906 Public Complaint Procedure (Adopted 1-17-18)

And in their place, accept at second reading the following Board policies:

Section: 800 Operations

- No. 826 HIPAA Privacy Policy
- No. 830 Breach of Computerized Personal Information

Section: 900 Community

- No. 906 Public Complaint Procedure

Motion to rescind old policies and accept at second and final reading the revised policies as presented.

Motion by Daniel McGann, second by William Brecker

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

## **7. EDUCATIONAL PROGRAM MATTERS**

### **7.1 Northumberland Area Head Start/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:

- Revisions to the Northumberland Area Head Start/Early Head Start Policy

Council By-Laws

- Head Start/Early Head Start Monthly Report for July 2018

Motion to approve the Head Start/Early Head Start Policy Council By-Laws revision and monthly report for July 2018 as presented.

Motion by Bruce Rhoads, second by Daniel McGann

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

## **8. ADMINISTRATIVE MATTERS**

### **8.1 Appointment of School Safety and Security Coordinator**

As required by the PA Department of Education and in compliance with Pennsylvania Act 44 of 2018, directors are asked to appoint Lynn Cromley, assistant executive director/chief administrative officer, as school safety and security coordinator for the CSIU, effective Aug. 31, 2018.

The school safety and security coordinator reviews the LEA's policies and procedures, coordinates training and resources for students and staff, coordinates school safety and security assessments, and serves as the liaison to the statewide School Safety and Security Committee, PDE, law enforcement and other organizations. Additionally, the coordinator serves as the administrative point of contact to the Pennsylvania Office of Attorney General for the statewide anonymous tip program, which is also a requirement of Act 44 of 2018.

Motion to approve appointment of school safety and security coordinator as recommended by the executive director.

Motion by Dennis Keiser, second by Bruce Rhoads

Final Resolution: Motion Passed

Yes: Larry Augustine, William Brecker, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

## **9. ADMINISTRATIVE REPORTS**

### **9.1 Executive Leadership - Dr. Kevin Singer, Executive Director**

### **9.2 Administrative Services - Lynn Cromley, Assistant Executive Director/Chief Administrative Officer**

### **9.3 Financial Services – Charles Peterson Jr., Chief Financial Officer**

### **9.4 Educational Services - Dr. John Kurelja, Assistant Executive Director/Chief Academic Officer**

### **9.5 Marketplace Services - John Brenchley, Chief Innovation Officer**

## **10. ADJOURNMENT**

**10.1 Adjourn Meeting**

The meeting was adjourned by President Augustine at 7:45 p.m.

**Respectfully submitted,**

**Daniel McGann  
Secretary**

**Amy Pfleegor  
Board Recording Secretary**

## 11. INFORMATION ONLY

### 11.1 Human Resources - Staff Leaves of Absence Leaves of Absence

The executive director has approved the following:

#### Unpaid Leaves of Absence

- **Kristy M. Sones**, WATCH Project career coordinator, effective Aug. 27, 2018 to Jan. 2, 2019
- **Jamie A. Stahl**, client support specialist I, effective Sept. 6, 2018 to Nov. 8, 2018
- **Lisa M. Vetovich**, Head Start assistant instructor, effective Aug. 31, 2018 to Sept. 17, 2018

#### Return From Paid Leaves of Absence

- **Karen Johns**, human resources administrative assistant, effective Sept. 17, 2018
- **Thomas F. Robel**, grants development and special projects manager, effective Sept. 17, 2018

#### Return From Unpaid Leave of Absence

- **Thomas M. Packer**, off-site facilities support technician, has returned from a leave of absence, effective Sept. 4, 2018

### 11.2 Administration - Staff Travel

**Jose Reyes-Lua**, statewide migrant education recruitment coordinator, will attend the **2018 CIG Dissemination Event** on Sept. 18–20, 2018 in Clearwater, Fla. While there, he will participate in a dissemination event at a central location so that identification and recruitment strategies can be shared nationwide. Expenses of \$1,229 will be reimbursed by conference sponsors.

**Dr. Kevin Singer**, executive director, will attend the **ASBO Annual Dinner** on Sept. 21 through Sept. 24, 2018 in Kissimmee, Fla. While there, he will support the chief financial officer as he completes his year of ASBO president. Funds for estimated expenses of \$458 are available in the administration budget.

**Laura Saccente**, PA statewide afterschool youth development network director, will attend the **2018 National Network LEAD Meeting** on Sept. 26–28, 2018 in Scottsdale, Ariz. Funds for estimated expenses of \$1,275 are available through the Charles Stewart Mott Foundation grant.

**Amy Moritz**, strategic partnerships managing coordinator, will attend the **Investors and Channels Summit** on Sept. 27–28, 2018 in Boston, Mass. While there, she will look for potential partners and/or investors in CSIU and Center for the Promotion of Social and Emotional Learning (CPSEL) innovative projects and ideas. Funds for estimated expenses of \$1,888 are available in the CSC local budget.

**Karen Shanoski**, partnerships project manager, and **Alexia Brown**, family support technical assistance coordinator, will attend the **YOUnted, Parents as Teachers International Conference** on Oct. 7–11, 2018 in Phoenix, Ariz. While there, they

will participate in state leader meetings that will support the growth and development of Pennsylvania's Parents as Teachers (PAT) state office and attend professional workshops. Funds for estimated expenses of \$1,921 and \$2,658, respectively, are available in the PAT budget.

**Brian Jason Ford**, due process hearing officer, will attend the **National Association of Administrative Law Judiciary Conference** on Oct. 14–17, 2018 in St. Petersburg, Fla. While there, attendees will examine topics before hearing officers of all experience. Topics include hearing procedures, cognitive testing, social/emotional/behavioral assessments, evaluations, ethics for IDEA hearing officers, assistive technology, examination of remedies and case law developments. Funds for estimated expenses of \$1,503 are available in the ODR budget.

**Lynda Becker**, youth development coordinator, will attend the **2018 National Association for the Education of Homeless Children and Youth National Conference** on October 28–30, 2018 in Anaheim, Calif. While there, attendees will focus on the education of homeless children and youth and be presented with Pennsylvania's homeless data collection and analysis. Funds for estimated expenses of \$1,977 are available in the ECYEH/Homeless budget.

**Dr. Kevin Singer**, executive director, will attend the **ESSDACK Executive in Residence** meeting on Nov. 5 through Nov. 9, 2018 in Hutchinson, Kan. While there, he will attend the ESSDACK service center, student conference, board meeting and administrative team meeting. His attendance will also support Dr. John Kurelja, assistant executive director/chief academic officer, as he completes the AESA Executive in Residence program. Funds for estimated expenses of \$1,284 are available in the administration budget.

**Kenneth Erb**, facilities coordinator, and **Tony Hauger**, facilities technician, will attend the **National Facility Management and Technology** conference on Nov. 6–7, 2018 in Las Vegas, Nev. While there, they will engage with industry experts in the building and facility management arena with 150 of the nation's top-tier companies sharing their new technologies. Funds for estimated expenses of \$803 and \$635, respectively, are available in the facilities budget.

**Jeffrey Kimball**, director of cooperative purchasing services, and **Cassie Seabridge**, cooperative purchasing services marketing specialist, will attend the **AEPA Board Meeting**, on Nov. 26–28, 2018 in Colorado Springs, Colo. While there, they will attend a board meeting to review and approve AEPA bids and contract extensions, as well as meet with new vendors to review their products and services. Funds for estimated expenses of \$2,006 and \$1,756, respectively, are available in the joint purchasing budget.

**Dr. Kevin Singer**, executive director, will attend the **AESA Annual Conference: It's Going to be Powerful!** on Nov. 28 through Dec. 1, 2018 in Colorado Springs, Colo. While there, he will attend sessions on important education issues, speak with exhibitors that offer products and services especially for education organizations and learn about current federal legislative issues affecting education policy. Funds for estimated expenses of \$2,190 are available in the administration budget.

**John Brenchley**, chief innovation officer, will attend the **AEPA/AESA Conference**

on Nov. 26 through Dec. 1, 2018 in Colorado Springs, Colo. While there, he will attend the semi-annual meeting for the AEPA programs connected to KPN while networking with other ESAs throughout the country. Funds for estimated expenses of \$2,950 are available in the joint purchasing budget.

### **11.3 Fiscal Communications**

Aug. 1, 2018, an email from Roxanne Walden (Purchasing Agent I – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU that PO #4300546704 for ELECT Evaluation Services has been fully liquidated. All invoices have been submitted and paid, and no further services will be performed for this purchase order that was valid from July 1, 2017 through June 30, 2018, in the amount of \$68,480.15.

Aug. 1, 2018, an email from Roxanne Walden (Purchasing Agent I – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of an amendment to PO #4300518474 for AEDY Consultants. This action liquidates line items that pertain to FY-17. The current amount of this five-year purchase order is \$582,204.48.

Aug. 6, 2018, via email from Ellen Withrow, a notification from Erica Mulberger (Executive Director, CPWDC) notifying CSIU of the approved contract for the 2018 Teacher in the Workplace: Nurturing Tomorrow's Workforce Today in Central PA. The contract amount is \$14,179 for the period of June 1, 2018 through June 30, 2019.

Aug. 6, 2018, an email from Roxanne Walden (Purchasing Agent I – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of an amendment to PO #4300553308 for 21<sup>st</sup> Century Support & Maintenance. This action increases and decreases line item amounts to reflect final spending. The purchase order amount remains \$875,000 for the period of July 1, 2017 through June 30, 2018.

Aug. 10, 2018, a letter from Andrew Hansrote (Fiscal Technician - Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2017-2018 Education Leading to Employment and Career Training (ELECT) Program Grant. The award amount for FC #4100071675 remains \$240,000 for the period of July 1, 2017 through June 30, 2018.

Aug. 13, 2018, an email from Brian C. Bell (Fiscal Management Specialist 3 – Pennsylvania Departments of Human Services & Education, Office of Child Development and Early Learning) notifying CSIU of the revised 2017-18 State Early Intervention allocation increase in the amount of \$79,016. The revised State Early Intervention amount for Project #131-17-0016-B is \$4,328,920.

Aug. 14, 2018, a letter from Carmen M. Medina (Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU that the three-year federal grant for the Center for School and Communities (CSC) Migrant Education Program (MEP) has been substantially approved for 2018-2021. The first year of Project #017-18-0106 is effective from July 1, 2018 through September 30, 2019, in the amount of \$670,000.

Aug. 22, 2018, an email from Grantsolutions.gov (Calvin D. Mitchell - ACF Grants Officer) notifying CSIU that Grant #03CH010273-03-03 has been amended to award supplemental funds for the cost-of-living adjustment increase for the Head Start (\$45,198) and Early Head Start (\$25,739) programs for fiscal year 2018. The total supplement awarded by this action is \$70,937, bringing the total award amount to \$2,848,345 for the budget period of December 1, 2017 through November 30, 2018.

Aug. 22, 2018, an email from Matthew J. Daughenbaugh (Director of Operations – Pennsylvania Early Learning Keys to Quality) notifying CSIU of the fully executed contract with the Berks County Intermediate Unit to enhance and/or maintain the SMART database for OCDEL/Pennsylvania Key. The contract amount is \$160,333 and is effective from July 1, 2018 through June 30, 2019.

Aug. 27, 2018, an email from Brenda Kylen (Data and Fiscal Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the 2018-2019 CSIU Migrant Education Program (MEP) grant award. Project #017-18-0101 is effective from July 1, 2018 through September 30, 2019, in the amount of \$1,627,324.

Aug. 29, 2018, a letter from Andrew Hansrote (Fiscal Technician - Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for 2017-2018 Education Leading to Employment and Career Training (ELECT) Program Grant. The award amount for FC #4100071396 remains \$448,000 for the period of July 1, 2017 through June 30, 2018.

Aug. 30, 2018, an email from Brenda Kylen (Data and Fiscal Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU that the three-year state grant for Childcare and Summer Services for Children of Migratory Workers has been substantially approved for 2018-2021. The first year of Project #4100081118 is effective from July 1, 2018 through June 30, 2019, in the amount of \$142,984.