

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, November 14, 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 – 6:15 p.m.

CSIU Media Studio
Jeff Kay, Special Projects Technology Manager
David Newberry, Telecommunications Technology Network Consultant

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7:04 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present – 12; Directors absent – 5

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, 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, Dec. 19, 2018 at the CSIU central office.

1.5 Approval of Minutes (Attachment)

Motion to approve the minutes of the meeting held on Wednesday, Oct. 24, 2018 with the following changes:

New Employee / Full-time Personnel

- **Jacqueline M. McNeil**, Pre-K Counts assistant instructor, start date changed from Oct. 29, 2018 to Nov. 7, 2018

Collective Bargaining Agreement

- Adding the group "teachers" to the CSIU Education Association, along with psychologists, licensed social workers and home and school visitor

Motion by Joseph Klebon, second by Lawrence Neidig

Final Resolution: Motion Passed

Yes: Larry Augustine, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

1.6 CSIU Staff and Others in Attendance

- Lynn Cromley – Assistant Executive Director/Chief Administrative Officer
- James Dugan – Interim Human Resources Director
- Ken Erb – Facilities Coordinator
- Kevin Kilgus – Business Administrator
- Dr. John Kurelja – Assistant Executive Director/Chief Academic Officer
- Jared Lehman – Cooperative Purchasing Supervising Manager
- Amy Pfleegor – Executive Office Manager/Board Recording Secretary
- Dr. Kevin Singer – Executive Director
- Jennifer Spotts - Communications Manager
- John Wargo – Manager of Computer Services
- Jennifer Williams – Director of Special Education and Early Childhood Services

1.7 Spotlight Segment

A computer software update was provided by **John Wargo**, manager of Computer Services. He reported that 88 percent of the local districts use at least one of the CSIU’s computer software products (student and financial information systems), and more than 20,000 connections occur on any given school day. Computer Services is currently looking into cyber security as the next product to be offered to districts.

2. BOARD GOVERNANCE

2.1 Act 55 of 2017 Requirement

Beginning in the 2018-19 school year, school board directors and charter school trustees are required to complete training programs pursuant to Act 55 of 2017.

Directors are being asked to provide administration with a copy of the completed mandatory training certificate.

2.2 Mail Ballot for 2019 CSIU Director Elections and Budget Approval

Directors are asked to approve the notification to member districts for the 2019 election of CSIU directors and approval of the CSIU's 2019-20 General Operating Budget be conducted by mail ballot; and to advise member districts that, according to state law, they may petition the CSIU Board to hold a convention for such purposes, but a majority of districts (nine) must do so before Feb. 1, 2019.

Director Elections: Eight current terms on the CSIU Board of Directors end June 30, 2019. Those district boards will be eligible in the spring to nominate a director to a three-year term on the CSIU Board from July 1, 2019 through June 30, 2022.

- Benton
- Danville Area
- Line Mountain
- Millville
- Milton Area
- Mount Carmel
- Southern Columbia
- Warrior Run

Budget Approval: The chief financial officer has recommended the following timeline for completion of current-year budget revisions and development of the proposed 2019-20 General Operating Budget (GOB).

November-December 2018: Current-year 2018-19 budget projections are revised, and 2019-20 budget requests are developed by program and business office staff.

December 19, 2018: Proposed GOB is reviewed with Board Finance Committee.

January 16, 2019: Proposed GOB is reviewed with CSIU directors, and presented for consideration of initial approval and release to districts.

February 1-April 5, 2019: Upon approval by CSIU directors, proposed GOB is considered by member district boards of directors.

April 17, 2019: Upon approval by a majority of member district boards of directors, proposed GOB is presented for final adoption by CSIU board.

April 30, 2019: Given all of the above, GOB is submitted to PA Department of Education, as required by law.

Motion to approve the mail ballot for 2019 CSIU director elections and budget approval as presented.

Motion by Dennis Keiser, second by Daniel McGann

Final Resolution: Motion Passed

Yes: Larry Augustine, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

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

3.1 Monthly Financial Statements (Attachments)

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

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

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

3.2 Insurance Policy Renewals (Attachment)

Administration recommends approval of the CSIU insurance policy renewals, effective Dec. 1, 2018 through Nov. 30, 2019 at a total cost of \$143,940 (increase of \$3,672 or 2.6 percent from 2017-18). The comprehensive list of policies, companies and costs is provided.

Motion to approve renewal of the CSIU's insurance policies as presented.

3.3 Purchase of Passenger Van

Administration recommends approval to purchase of a new 2019 Ford Truck Transit-150 MR XL 10-passenger wagon/medium roof van from Whitmoyer Auto Group, Mount Joy, Pa. at a cost of \$32,950, per the COSTARS-026-053 purchasing agreement. This van will replace a 2009 Ford E150 van that has in excess of 195,000 miles and will be used to support the EdEx mail delivery program and students/programs at Work Foundations⁺.

Motion to approve the purchase of a new 2019 Ford Truck Transit-150 MR XL 10-passenger wagon/medium roof van as presented.

3.4 Transfer of Funds

Administration recommends the transfer of \$17,500 from the facilities budget to the Pinnacle Place local budget to cover asset transfers due to program closure.

Motion to approve the transfer of funds in the amount of \$17,500 from the facilities budget to the Pinnacle Place local budget.

3.5 Lynda.com Professional Development Contract Renewal

Administration recommends approval of payment to renew the annual license fee for Lynda.com for the period of Dec. 1, 2018 through Nov. 30, 2019. The annual cost remains unchanged at \$20,000.

Lynda.com is a leading online learning company that provides business, software, technology and creative skills to achieve personal and professional goals. Members have access to the Lynda.com video library of engaging top-quality courses taught by recognized industry experts. For the past several years the CSIU has provided 24/7 access to all employees as an efficient method of providing professional development.

Motion to approve payment of the annual license fee renewal for Lynda.com as

presented.

3.6 Forecast5 Software License Fee

Administration recommends approval of payment for one-half of the annual license fee for Forecast5 5Sight used by CSIU school districts at a cost of \$28,700. This software program is an analytics tool that allows users to generate business insights with performance data and the ability to create customized benchmark peer groups in areas such as academic performance, facilities and operations, business management, transportation, human resources and special education.

Forecast5 will provide an 18 percent discount off list price if the CSIU pays half of the annual license fee for all 17 school districts. The school districts may pay the other half of the fee if full access to the software is desired.

Motion to approve payment of license fee for Forecast5 5Sight as presented.

3.7 Motion for Budget and Finance Committee Matters

Motion to approve all Budget and Finance Committee matters.

Motion by Daniel McGann, second by Bruce Rhoads

Final Resolution: Motion Passed

Yes: Larry Augustine, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

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

4.1 PEPPM 2019 Apple and Product Line Bid Awards (Attachments)

Directors are asked to approve PEPPM Apple and Product Line Bid Awards, effective Jan. 1, 2019 through Dec. 31, 2021 as presented. Mr. Rhoads stated that BAK USA Technologies Corporation will be retracted from the Product Line Bid Awards due to closure of business.

Motion to approve PEPPM 2019 Apple and Product Line Bid Awards as presented.

Motion by Bruce Rhoads, second by Jonathan Jones

Final Resolution: Motion Passed

Yes: Larry Augustine, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

4.2 Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids (Attachment)

Directors are asked to approve the list of recommended KPN definite quantity line-item bids – copy paper category for the 2019-20 purchasing cycle as presented.

Purchasing Program: KPN Definite Quantity Line-Item Bids, Copy Paper (February Delivery) Category to:

- Contract Paper Group, Inc., Uniontown, OH, total sales volume \$25,552
- Lindenmeyr Munroe, King of Prussia, Pa., total sales volume \$18,201.85

- Veritiv Operating Company, Jacksonville, Fla., total sales volume \$290,270.40

Motion to approve KPN definite quantity line item bids as presented.

4.3 State Joint Purchasing Agreement (Attachment)

Administration recommends approval of the State Joint Purchasing Agreement between the CSIU and the Pennsylvania Department of Education (PDE) effective Jan. 1, 2019 through Dec. 31, 2021. Under this Agreement, the CSIU, through its PEPPM program, will maintain and manage a statewide bidding and contracting process on behalf of PDE for the procurement of technology products, equipment, software, peripherals and supplies. For the purposes of E-rate filings by eligible LEAs, this Agreement shall be considered a "State Master Contract." The CSIU currently provides this service for PDE with the existing contract for the period of Jan. 1, 2016 through Dec. 31, 2018.

Motion to approve the State Joint Purchasing Agreement as presented.

4.4 Motion for Technology/Marketplace Committee Matters

Motion to approve Items 4.2–4.3 of Technology/Marketplace Committee matters.

Motion by Bruce Rhoads, second by Dennis Keiser

Final Resolution: Motion Passed

Yes: Larry Augustine, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

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

5.1 Addition from the Committee for New Hire

The Committee Chair made a motion from the floor to approve the following new hire.

Brian L. Snyder, Muncy, received a bachelor's degree from Pennsylvania College of Technology, Williamsport. He has been employed as business manager at Milton Area School District since 2006. In this position he assumed many of the responsibilities for human resources. The Human Resources Committee recommends Mr. Snyder as **Director of Human Resources** at an annual salary of \$115,000, with benefits as provided for Act 93 employees, effective Dec. 17, 2018 (contingent upon receipt of required clearances).

Motion to approve the Human Resources Committee motion from the floor as presented.

Motion by Dennis Keiser, second by Larry Neidig

Final Resolution: Motion Passed

Yes: Larry Augustine, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

5.2 Full-time Personnel

New Employees - Instructional Staff

- **Robert J. Beierschmitt**, Selinsgrove, received a master's degree from Liberty University, Lynchburg, Va. He has been employed as a substitute teacher with the CSIU. Mr. Beierschmitt is recommended as a Temporary Professional Employee in the position of **special education teacher** at the Master's Step 1 Classification, effective Nov. 15, 2018 at an annual salary of \$49,159, according to the terms of the current Collective Bargaining Agreement. Funds for this replacement position are available in the special education budget.

New Employees - Non-Instructional Staff

- **Brittany A. Bortz**, Sunbury, received a bachelor's degree from Lebanon Valley College, Annville. She has been employed as a Pre-K group supervisor with Susquehanna Valley Child Development Center, Bloomsburg. Ms. Bortz is recommended as a **Head Start instructor** at an hourly rate of \$17.52 (\$25,754.40 annually), effective Dec. 4, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the Head Start/EHS budget.
- **Mary A. Buczkowski**, Milton, received a diploma from Phoenixville Area High School. She has been employed as a substitute instructional aide with Lewisburg Area School District. Ms. Buczkowski is recommended as an **aide**, at an hourly rate of \$7.25 (10,059.38 annually), effective Nov. 15, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the special education budget.
- **Donna F. Walter**, Milton, received a bachelor's degree from State University of New York at New Paltz. She has been employed as a children's center director with Snyder, Union, Mifflin Child Development, Mifflinburg, Pa. Ms. Walter is recommended as a **21st Century Community Learning Centers operations and data coordinator**, at an annual salary of \$50,000, effective Dec. 3, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the 21st Century Community Learning Centers budget.

Position Transfers

- **Tehani Grenell**, from aide at a current hourly rate of \$7.25 to **classroom assistant**, at an hourly rate of \$9, effective Nov. 15, 2018
- **Tommy L. Hutt**, from nutrition aide/custodian at a current hourly rate of \$8.48 (part-time) to **Head Start assistant instructor** (full-time), at an hourly rate of \$9.62 (\$14,141.40 annually), effective Nov. 15, 2018
- **Christina A. Pulman**, from ESL and diploma project coordinator at a current annual salary of \$40,345.50 to **Migrant Education program student support/ESL - diploma project coordinator** at an annual salary of \$48,496.50, effective Nov. 15, 2018
- **Ellen C. Wilhour**, from payroll coordinator at a current annual salary of \$41,379 to **payroll supervisor** at an annual salary of \$49,900, effective Dec. 3, 2018

Resignations

- **Deborah S. Barry**, retiring as CSC project and resource development assistant, effective March 7, 2019
- **Jennifer E. Martina**, office assistant, effective Nov. 16, 2018
- **Amy E. Weller**, Early Childhood administrative assistant, effective Oct. 25, 2018
- **Heather A. White**, client support specialist I, effective Oct. 26, 2018

*Please note that effective date listed above is the last paid working day.

Motion to approve full-time personnel recommendations as presented.

5.3 Part-Time Personnel

New Employee - Non-Instructional Staff

- **Robert L. Taylor**, school bus rider, at an hourly rate of \$8.28, effective Oct. 29, 2018

Motion to approve part-time personnel recommendations as presented.

5.4 Substitute Personnel

Directors are asked to approve substitute personnel to work in CSIU classrooms and programs for the 2018-19 school year.

Substitute Teachers

Jennifer M. Miller

Sheldon Winnick

Motion to approve substitute personnel recommendations as presented.

5.5 Monetary Incentive – Healthcare Opt-Out

Administration recommends approval, effective Jan. 1, 2019, of an annual \$4,000 distribution to full-time, non-bargaining unit staff who are eligible for benefits but opt out of participation in the CSIU's health insurance program. To qualify for the monetary incentive, staff must be enrolled in medical coverage elsewhere.

Motion to approve an increase of the annual monetary incentive for full-time, non-bargaining staff as presented.

5.6 Motion for Human Resources Committee Matters

Motion to approve Items 5.2–5.5 of Human Resources Committee matters.

Motion by Dennis Keiser, second by Bruce Rhoads

Final Resolution: Motion Passed

Yes: Larry Augustine, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

6. BUILDING AND GROUNDS COMMITTEE - Daniel McGann, Chair; William Brecker, Jeffrey Kashner, Joseph Klebon and Bruce Rhoads, Committee Members

6.1 Fire Alarm System Bid Specification Contract

Administration recommends approval of a contract with Strosser/Baer Architects, LLC, Danville, Pa. to develop design and bid specifications for a new fire alarm system in the CSIU's main building. This service will include design development, construction documents, bidding and contract documents and construction administration at a cost not to exceed \$12,500. Funds for this project are available in the Capital Reserve fund.

Motion to approve a contract with Strosser/Baer Architects, LLC as presented.

Motion by Daniel McGann, second by Joseph Klebon

Final Resolution: Motion Passed

Yes: Larry Augustine, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon,

Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

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

No report.

8. EDUCATIONAL PROGRAM MATTERS

8.1 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:

- Northumberland Area Head Start Amendment to Increase Program Hours
- Northumberland Area Head Start/Early Head Start Annual Report to the Public 2017-2018
- Head Start/Early Head Start Monthly Report for September 2018

Directors were provided with the Board of Directors Training Packet which included Head Start Performance Standards, Program Governance and Eligibility Determination information.

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

Motion by Dennis Keiser, second by Bruce Rhoads

Final Resolution: Motion Passed

Yes: Larry Augustine, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

9. ADMINISTRATIVE MATTERS

No report.

10. ADMINISTRATIVE REPORTS

10.1 Executive Leadership - Dr. Kevin Singer, Executive Director

10.2 Lynn Cromley, Assistant Executive Director/Chief Administrative Officer

10.3 Educational Services - Dr. John Kurelja, Chief Academic Officer

10.4 Marketplace Services - John Brenchley, Chief Innovation Officer

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

11. ADJOURNMENT

11.1 Adjourn Meeting

The meeting was adjourned by President Augustine at 7:38 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Amy Pfleegor
Board Recording Secretary**

12. INFORMATION ONLY

12.1 Human Resources – Completion of Para-Educator Competency Assessment Checklist

Completion of Para-Educator Competency Assessment Checklist

- **Brandon V. Ulceski**, transition work experience job coach, has completed the competency assessment checklist, effective Nov. 15, 2018

12.2 Human Resources - Completion of New Employee Probationary Periods

The following staff have successfully completed their new employee probationary periods:

- **Alexia M. Brown**, family support technical assistance coordinator, effective Oct. 7, 2018
- **Magdalena Rosa**, Migrant Education recruiter/student support specialist, effective Oct. 29, 2018

12.3 Human Resources - Staff Leaves of Absence

Return from Paid Leaves of Absence

- **Pamela G. Reeves**, licensed clinical social worker, effective Sept. 4, 2018
- **Tammie L. Christian**, WATCH Project operations coordinator, effective Nov. 1, 2018
- **Jamie Stahl**, client support specialist I, effective Nov. 8, 2018

12.4 Public Surplus - Online Auction

The following items will be included on the next CSIU online auction, using the Public Surplus auction service for public and educational agencies:

3 HP 32 bit servers
1 Gateway 32 bit server
10 LCD monitors
5 Tripplite UPS
5 HP Inkjet Printers
3 HP 4 in 1 printers
8 3Com network switches
1 Altec surround sound speaker set
1 2-shelf AV cart
1 3-shelf AV cart
1 mobile computer cart
8 Dell D series monitor stand
Phones for auction:
ETR 34D – 35
4424LD+ – 1
4406D+ – 25
4412D+ – 12
MLS12 – 1
Merlin Magix Phone System
3 X Cabinets
Cards:
1 X Processor: CKE5
2 X 412 LS-TDL

2 X 100D/CSU/DSU-U
1 X 412 LS-TDL
5 X 016ETR
1 X MERLIN MSG
1 X 024 TDL

12.5 Fiscal Communications

Oct. 1, 2018, a letter from Susan McCrone (Chief – Pennsylvania Department of Education, Division of Federal Programs) notifying CSIU of the completed 2017-18 Monitoring Report for the Federal Programs Title I, Part D Neglected Program at Families United Network – Ashler Manor. The report indicates that the institution is in complete compliance with current statute, regulations and guidance released by the United States Department of Education.

Oct. 10, 2018, a letter from Carmen M. Medina (Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the 2018-2019 Refugee School Impact Grant (RSIG) federal award amount of \$51,553. The grant period is Oct. 1, 2018 through Sept. 30, 2019. Funds are to assist recently arrived refugee students and families.

Oct. 12, 2018, a letter from Susan McCrone (Chief – Pennsylvania Department of Education, Division of Federal Programs) notifying CSIU of the completed 2017-18 Monitoring Report for the Federal Programs Title I, Part D Neglected Program at Diversified Treatment Alternatives/Diversified Treatment Alternatives–Montour Learning Center. The report indicates that the institution is in complete compliance with current statute, regulations and guidance released by the United States Department of Education.

Oct. 18, 2018, a letter from Dr. Delmar Hart (Chief – Pennsylvania Department of Education, Division of Analysis and Financial Reporting, Bureau of Special Education) notifying CSIU of the funding adjustment for the 2017-2018 Special Education IDEA-B, 611 grant award. The award amount for Project #062-18-0034A is adjusted from \$2,800,000 to \$2,880,000 for the period of July 1, 2017 through Sept. 30, 2018.

Oct. 26, 2018, via email from Tetyana Osenyak (Pennsylvania Department of Education, Office of Child Development and Early Learning) notifying CSIU of the funding adjustment for the 2018-2019 State Early Intervention (EI) Allocation. The adjustment increases the 2018-2019 State EI Allocation by \$660,348, bringing the revised amount to \$4,822,665.