

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS  
MINUTES OF THE REGULAR MONTHLY MEETING  
Wednesday, March 20, 2019**

CSIU Central Office  
90 Lawton Lane  
Milton, PA 17847

**COMMITTEE MEETINGS**

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

**DINNER – 6 p.m.**

**WORK-STUDY SESSION – 6:15 p.m.**

CSIU Annual Audit  
Baker Tilly Virchow Krause, LLP

**BUSINESS MEETING – 7 p.m.**

**1. INTRODUCTION**

**1.1 Call to Order**

The meeting was called to order by President Augustine at 7:06 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call – Directors present – 13; Directors absent – 4**

<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 monthly meeting will begin at 7 p.m. on Wednesday, Apr. 17, 2019 at the CSIU central office.

#### 1.5 Approval of Minutes (Attachment)

The regular meeting scheduled for Feb. 20, 2019 was canceled because of extreme weather conditions. Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Jan. 16, 2019 with the following changes to employment start dates:

##### New Employees / Full-time Staff

- **Rachel Breneman**, CSC administration assistant, from Jan. 17, 2019 to Jan. 21, 2019
- **Christine Edmiston**, client support specialist I, from Feb. 4, 2019 to Feb. 5, 2019
- **Tracy Shoffler**, office assistant, from Jan. 17, 2019 to Jan. 22, 2019

Motion by Dennis Keiser, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

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

#### 1.6 CSIU Staff and Others in Attendance

Jon Brenchley – Chief Innovation Officer

Ken Erb – Facilities Coordinator

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

James Murtin – CSIU Safety and Security Consultant

Charles Peterson Jr. – Chief Financial Officer

Amy Pfleegor – Executive Office Manager/Board Recording Secretary

Dr. Kevin Singer – Executive Director

Brian Snyder – Human Resources Director

Leo Sokoloski – CSIU Safety and Security Consultant

Jennifer Williams – Director of Special Education and Early Childhood Services

#### 1.7 Spotlight Segment

CSIU Safety and Security Consultants, **Leo Sokoloski** and **James Murtin**, provided the Directors with an update on initiatives in the CSIU districts. They discussed their services which include conducting risk and vulnerability assessments, assisting in hiring personnel, hosting job-alike groups and advising district personnel on best practices for improving school security. There has been no cost to the districts for these services.

## 2. BOARD GOVERNANCE

### 2.1 Authorization of February 2018 Action Items (Attachments)

As authorized by the CSIU Board Policy 005, Board Officers reviewed and approved the following action items included on the Business Meeting Agenda with Addendum for Feb. 20, 2019. The meeting was canceled because of extreme weather conditions. The following items are hereby presented to the Board for inclusion in the official Board minutes. All other items will be placed on the Mar. 20, 2019 agenda for Board approval.

- Budget and Finance Committee item 3.1
- All Technology/Marketplace Committee items – 4.1 through 4.2
- All Human Resources Committee items – 5.1 through 5.5
- Additional Human Resources Committee items that would have been presented on the floor at the meeting (see attached)
- All Policy Committee items – 7.1 through 7.2
- All Educational Program Matters – 8.1 through 8.4

Directors are also being asked for a motion to approve the following changes to employment start dates from the Feb. 20, 2019 agenda that were approved by the executive committee:

#### **New Employees / Full-time Staff**

- **Justine R. Drumheller**, Early Head Start family partner/home visitor, from Feb. 21, 2019 to Mar. 19, 2019
- **Patrick J. Guyer III**, Corrections Education welding teacher, from Feb. 21, 2019 to Feb. 25, 2019
- **Alison E. Horne**, Early Head Start family partner/home visitor, from Feb. 28, 2019 to Mar. 1, 2019
- **David Marshall**, CSC contract and grant operations manager, from Feb. 21, 2019 to Mar. 11, 2019
- **Ashley Sholly**, Head Start instructor, from Feb. 21, 2019 to Mar. 11, 2019

Board Officers' Action authorizations signed by Mr. Augustine, Mr. Rhoads, Mr. Klebon and Mr. McGann will be made a part of the official minutes.

Motion to affirm the action of the Board Officers, acting as an executive committee, for the Feb. 20, 2019 action items as presented.

Motion by Joseph Klebon, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

### 2.2 Next Century, Inc. Board Representative

Directors are asked to make a CSIU Board of Directors recommendation to serve on the Next Century, Inc. Board effective July 1, 2019 through June 30, 2022.

Next Century by-laws state that two of its members, elected by the CSIU Board of Directors, shall serve on the Next Century Board. Bruce Rhoads and Tera Unzicker-Fassero currently serve on the board. Dr. Unzicker-Fassero will be transitioning from a CSIU Board representative to an at-large representative.

Motion to approve the recommendation of Deborah Price as the designated CSIU Board of Directors to serve on the Next Century, Inc. Board.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

### **2.3 2019-20 CSIU Board of Directors Meeting Schedule**

The following schedule is proposed for 2019-20 CSIU Board of Directors meetings.

No July meeting  
Aug. 21, 2019  
Sept. 18  
Oct. 23  
Nov. 20  
Dec. 18  
Jan. 15, 2020  
Feb. 19  
Mar. 18  
Apr. 15  
May 20  
June 17

Motion to approve the 2019-20 CSIU Board of Directors meeting schedule as presented.

Motion by Bruce Rhoads, second by Deborah Price.

Final Resolution: Motion passed unanimously.

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

### **2.4 Resignation of Director**

Administration announced from the floor the resignation of CSIU Board member, Larry Neidig, Line Mountain School District, effective Mar. 20, 2019. Mr. Neidig served on the CSIU Board of Directors for nine years and held officer positions during that time. President Augustine expressed his sincere gratitude for his years of service to the CSIU Board.

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

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

Directors are asked to approve the following February 2019 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 February 2019 as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

### **3.2 Annual Audit (Attachment)**

Directors are asked to accept the June 30, 2018 Single Audit as presented by Baker Tilly Virchow Krause, LLP.

Motion to accept the June 30, 2018 Single Audit as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

### **3.3 Bus Driver Approval (Attachment)**

Directors are asked to approve school bus drivers for the CSIU's student transportation programs for the 2018-19 school year. The Auditor General has taken the position that all school bus drivers must be specifically approved by the LEA governing board regardless of whether the driver is an employee or contracted service. The attached list includes all employed and contracted drivers.

Motion to approve school bus drivers for the CSIU's student transportation programs as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

### **3.4 Lease Agreement Amendment**

Directors are asked to approve a lease agreement amendment with 275 Grandview, LLC for 11,572 sq. ft. of currently leased office, conference and meeting space at 275 Grandview Avenue, Camp Hill at a cost of \$19.17 per sq. ft., a reduction of \$1.23 per sq. ft., and 1,754 sq. ft. at a cost of \$10.26 per sq. ft. for additional office space. Totals for this lease amendment are 13,326 sq. ft. at a cost of \$239,868 with a two percent escalator annually. The renewal agreement is for the term July 1,

2019 through June 30, 2026.

Additional terms of the lease include the proprietor's agreement to:

- Paint throughout the premises
- Provide new replacement carpet throughout the premises
- Provide 14 workstations in very good condition

The CSIU leases office, conference and meeting space in Camp Hill to conduct statewide programs through our Center for Schools and Communities department that require a centralized location and proximity to Harrisburg. Programs administered by the CSIU at the 275 Grandview Avenue location include the Center for Safe Schools, PA Statewide Afterschool and Youth Development Network, Center for the Promotion of Social and Emotional Learning and approximately 17 other programs.

Funds for this lease are available in Center for Schools and Communities budgets.

Motion to approve a lease agreement amendment with 275 Grandview, LLC as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

### **3.5 Equipment Lease Renewal**

Administration recommends approval of an equipment lease renewal with Pitney Bowes for a postage meter for the Center for Schools and Communities (CSC) at a cost of \$266.51, which is an increase of \$11.51 per month, for 60 months. Three quotes were secured with Pitney Bowes being the lowest. The current postage meter lease expires on June 30, 2019. Funds for this equipment lease are available in the CSC local budget.

Motion to approve an equipment lease renewal with Pitney Bowes as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

### **3.6 Banking Services**

Directors are asked to authorize opening a new FNB Corporation Money Market Account. The new money market account will yield a 2.25 percent fixed rate through 2019, which is a higher interest rate than the existing general fund account, while providing liquidity to meet our daily operating needs.

Motion to authorize opening a new FNB Corporation Money Market Account as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

### **3.7 Tax Deferred Revision Document**

As the administrator of the CSIU's tax deferred annuity programs, TSA Consulting Group, Inc. has recommended revisions to the 401(a), 403(b) and 457 annuity programs in order to assure compliance with IRS regulations. This action does not add any new program or have any fiscal implication for the CSIU. Administration recommends approval of the recommended revisions to plan documents.

Motion to authorize revised plan documents for the CSIU's 401(a), 403(b) and 457 tax deferred annuity programs as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

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

### **4.1 Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids (Attachment)**

Directors are asked to approve KPN definite quantity line-item bid awards effective for the 2019-2020 purchasing cycle as presented.

- Art Supplies (July 2019 Delivery)
- General Supplies (July 2019 Delivery)
- Computer Supplies (July 2019 Delivery)
- Copy Paper (July 2019 Delivery)

Motion to approve KPN definite quantity line-item bid awards as presented.

Motion by Bruce Rhoads, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

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

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

### **5.1 Full-Time Personnel**

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

- **Julie Robinson**, Bloomsburg, received a bachelor's degree from Eastern Michigan University, Ypsilanti, Mich. She has been employed as the director of dining services with Mountain View, A Nursing and Rehabilitation Center, Coal Township. Ms. Robinson is recommended as a **Corrections**

**Education teacher** at the bachelor's step 1 classification, effective Apr. 15, 2019 at an annual salary of \$47,730, 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 Corrections Education budget.

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

- **Linda Herr**, Hughesville, received a bachelor's degree from University of Alabama, Tuscaloosa, Ala. She has been employed as a director/coordinator with Lycoming County Library System, Williamsport. Ms. Herr is recommended as a **WATCH Project career coordinator** at an hourly rate of \$17.23 (\$35,598.50 annually), effective Mar. 21, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the WATCH Project budget.
- **Amanda R. Jones**, Elysburg, received a bachelor's degree from Susquehanna University, Selinsgrove. She has been employed as a substitute teacher with the CSIU. Ms. Jones is recommended as a **Pre-K Counts assistant instructor**, at an hourly rate of \$7.35 (\$10,198.13 annually), effective Apr. 8, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Pre-K Counts budget.

#### **Job Title Correction**

- **Cassandra B. Stafford**, from licensed school social worker to **licensed clinical social worker**

#### **Resignations**

- **Kathryn M. Antico**, Pre-K Counts assistant instructor, effective Apr. 5, 2019
- **Susann E. Dennis**, retiring as practical nursing program instructor, effective June 28, 2019
- **Jeffrey J. Harvey**, nursing education resource specialist, effective Mar. 15, 2019
- **Maureen A. Wynn**, retiring as special education teacher, effective June 6, 2019

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

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Joseph Klebon.

Final Resolution: Motion passed unanimously.

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

## **5.2 Part-Time Personnel**

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

- **Penny Coup**, school bus rider, at an hourly rate of \$8.28, effective Apr. 23, 2019 (contingent upon receipt of required clearances)

Motion to approve part-time personnel recommendation as presented.



Motion by Dennis Keiser, second by Joseph Klebon.

Final Resolution: Motion passed unanimously.

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

### **5.3 Substitute Personnel**

#### **Full-Time Substitute Teacher/CSPG–Type 04**

- **Roger K. Boschetto**, Berwick, received a bachelor's degree from Bloomsburg University. He is currently employed as a paraprofessional with Columbia-Montour Area Vocational-Technical School, Bloomsburg. Mr. Boschetto is recommended as a **full-time substitute Corrections Education teacher** at the bachelor's step 6 classification, effective Apr. 18, 2019 at an annual salary of \$55,430, according to the terms of the current Collective Bargaining Agreement, contingent upon receipt of PDE CSPG–Type 04 emergency permit and required clearances. This position will fill a vacancy created by a leave of absence until the return of the employee on or around Mar. 13, 2020. Funds for this position are available in the Corrections Education budget.

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

#### **Substitute Teachers**

Ellen Batdorf

Karan G. Clarke

Laurie M. Frantz

Seth Herb

Robyn M. Morales

Rita M. Palasek

Jamie A. Stahl

#### **Substitute Aide**

Charmaine Caulder

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Joseph Klebon.

Final Resolution: Motion passed unanimously.

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

### **5.4 Salary Correction**

#### **Salary Correction**

- **Tracy Shoffler**, office assistant, was listed in the Jan. 16, 2019 agenda with an incorrect annual salary of \$25,740 based on 260 days. The correct annual salary is \$18,315 based on 185 days. The hourly rate of \$13.20 does not change.

Motion to approve the correction to salary as presented.

Motion by Lawrence Neidig, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, 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 Pennsylvania Correctional Industries Contract**

Directors are asked to approve a contract with Pennsylvania Correctional Industries to build and install a custom display case and kiosk for the CSIU central office at a cost of \$12,672.64.

The display case will be located in the central office lobby to showcase student artwork. The kiosk will be located in the memorial garden outside the CSIU central office to display the memorial tree which recognizes staff who have passed.

Motion to approve a contract with Pennsylvania Correctional Industries as presented.

Motion by Daniel McGann, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

### **6.2 Fire Alarm System Contract**

The Committee Chair made a motion from the floor to approve a contract with Kint Fire Protection, Harrisburg, for the supply and installation of a new fire alarm system for the CSIU main building at a cost of \$68,665. Funds for this project are available in capital reserve.

Motion to approve a contract with Kint Fire Protection as presented.

Motion by Daniel McGann, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

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

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

Policy to rescind:

No. 3541 Transportation

And adopt at second and final reading the following Board policies:

Section 800: Operations

Policy No. 810	Transportation
Policy No. 810.1	School Bus Drivers and School Commercial Motor Vehicle Drivers
Policy No. 810.3	School Vehicle Drivers
Policy No. 818	Contracted Services Personnel

Safe2Say Something Procedures – Attachment to Policy No. 805 Emergency Preparedness

Motion to rescind an existing Transportation policy and adopt at second and final reading revised Operations policies as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

**7.2 Board Policy Revisions (Attachments)**

Adopt at second and final reading the following Board policies:

Section: 100 Programs

Policy No. 103	Nondiscrimination/Discriminatory Harassment - Educational Programs/Services
Policy No. 103.1	Nondiscrimination – Qualified Students with Disabilities

Motion to adopt at second and final reading the revised Programs policies as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

**8. EDUCATIONAL PROGRAM MATTERS**

**8.1 Northumberland Area Head Start and Early Head Start (Attachment)**

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

- Head Start/Early Head Start Monthly Report for January 2019

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

Motion by Dennis Keiser, second by Joseph Klebon.

Final Resolution: Motion passed unanimously.

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

**9. ADMINISTRATIVE MATTERS**

No report.

**10. ADMINISTRATIVE REPORTS**

**10.1 Executive Leadership - Dr. Kevin Singer, Executive Director**

**11. ADJOURNMENT**

**11.1 Adjourn Meeting**

The meeting was adjourned by President Augustine at 7:58 p.m.

**Respectfully submitted,**

**Daniel McGann  
Secretary**

**Amy Pfleegor  
Board Recording Secretary**

## **12. INFORMATION ONLY**

### **12.1 Unrestricted Funds Summary (Attachment)**

Information item includes summary of CSIU unrestricted funds for the 2018-2019 FY (Projected).

### **12.2 CSIU 907-A Report for 2017-18 Fiscal Year (Attachment)**

A copy of the PDE 907-A report for intermediate units has been filed with PDE for 2017-18. A copy of the report and guidelines are attached for reference.

### **12.3 Board Nominations Survey Form 2019-20 (Attachment)**

In accordance with CSIU Board Policy 005, President Augustine will appoint a Nominations Committee at the April 17, 2019 meeting. It is the responsibility of that committee to recommend a slate of candidates for 2019-20 CSIU Board Officers: president, vice president, secretary and treasurer.

The committee will present the slate of candidates to the board in May; it may be a single slate or contain multiple nominees for any office. Election of officers will take place at the annual reorganization meeting in June, when the president will accept additional nominations from the floor.

To assist the Nominations Committee with its assignment, directors are asked to complete the Nomination Survey form if willing to serve on the committee or hold a board office for 2019-20.

### **12.4 Board Terms of Office**

The following terms on the CSIU board will expire June 30, 2019. Information has been sent to each superintendent requesting the district board either reappoint the current director or appoint another director for a three-year term on the CSIU Board, effective July 1, 2019 through June 30, 2022. The names of those directors will appear on the election ballot that will be sent to all district directors in April.

- Benton Area – Kathleen DeYong
- Line Mountain – Lawrence Neidig
- Millville Area – Deborah Price
- Mount Carmel Area – William Brecker
- Southern Columbia Area – Joseph Klebon
- Warrior Run – Tamara Hoffman

### **12.5 Middle School Regional Computer Fair Award Recipients (PA Media and Design Competition)**

The CSIU sponsored and hosted the annual middle school regional computer fair on Mar. 5, 2019 testing students' computer knowledge and application skills. Forty-five middle school students from five districts (Bloomsburg Area, Central Columbia, Danville Area, Milton Area and Southern Columbia Area) submitted 20 projects in six categories: 3D Design, Animation, Digital Movie, Logo and Graphic Design, Programming and Web Page Design. The first-place winners will advance to the state competition on May 22, 2019 at Dickinson College, Carlisle. The CSIU has sponsored the regional computer fairs since 1998.

#### **3D Design**

First Place: Dominic Valentino and Alex Arnold (Central Columbia)

#### **Animation**

First Place: Aidan Craig and Zachary Bailey (Central Columbia)

Second Place: Evan Huckans and Bryan Sirota (Central Columbia)

Third Place: Elizabeth Stewart, Leighann Fitch and Michael Stefanowicz (Central Columbia)

#### **Digital Movie**

First Place: Marissa Caspersen, Corrina Yashimski and Celia Sondheimer (Central Columbia)

Second Place: Emma Welsh, Kendra Zimmerman and Reece Knoee (Central Columbia)

#### **Logo and Graphic Design**

First Place: Yanelys Vargas and Morgan McCaffery (Milton Area)

Second Place: Juliana Klusman and Mikenna Geiswite (Milton Area)

Third Place: Landyn Rider and Landon Dershem (Milton Area)

#### **Programming**

First Place: Ephraim Langdon and Seth Yoder (Milton Area)

Second Place: Max Decker, Coen Wasielewski and Orion Welch (Bloomsburg Area)

Third Place: Sean Oh, Thomas Henry and Luke Hottenstein (Central Columbia)

#### **Web Page Design**

First Place: Dylan Gregory, Nathan Smith and Peter Lanza (Central Columbia)

Second Place: Ava Snyder, Brady McNamara and Megan Stout (Central Columbia)

Third Place: Seth Priestman and Andrew Sutton (Central Columbia)

### **12.6 Human Resources - Staff Leaves of Absence Unpaid Leaves of Absences**

- **Danielle C. Berninger**, teacher of deaf/hearing impaired, effective Jan. 19, 2019 to Apr. 18, 2019
- **Jeffrey J. Myers Jr**, Corrections Education science teacher, effective Mar. 4, 2019 to Mar. 13, 2020
- **Lynette M. Pauling**, Pre-K Counts associate instructor, effective Feb. 22, 2019 to Mar. 31, 2019

#### **Paid Leaves of Absences**

- **Jandell A. Boyer**, recruiting and certification technician, effective Jan. 2, 2019 to Mar. 5, 2019
- **Marilyn D. Constable**, Head Start/Early Head Start family and health team supervisor, effective Jan. 21, 2019 to Mar. 4, 2019
- **Katrina L. DelVecchio**, senior software quality assurance specialist III, effective Mar. 11, 2019 to May 13, 2019
- **Barry W. Fetter**, facilities and fleet support technician, effective Jan. 9, 2019 to Feb. 11, 2019
- **Steven K. Kennedy**, telecommunications web consultant, effective Feb. 12, 2019 to May 12, 2019
- **Heather A. Krebs**, reading/resource teacher, effective Mar. 4, 2019 to Mar. 18, 2019
- **Jennifer L. Spotts**, communications manager, effective Jan. 10, 2019 to Mar. 7, 2019
- **Tammy F. Wilt**, Early Intervention instructional assistant, effective Feb. 1, 2019 to Mar. 15, 2019

#### **Extension of Paid Leave of Absence**

- **Jennifer Spotts**, communications manager, effective Mar. 7, 2019 to Mar. 20, 2019
- **Tammy F. Wilt**, Early Intervention instructional assistant, effective Mar. 15, 2019 to Mar. 29, 2019

#### **Return from Paid Leaves of Absence**

- **Jandell A. Boyer**, recruiting and certification technician, effective Mar. 5, 2019
- **Barry W. Fetter**, facilities and fleet support technician, effective Feb. 11, 2019

### **12.7 Human Resources - Completion of New Employee Probationary Periods**

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

- **Eva J. Crishock**, client support specialist I, effective Feb. 27, 2019
- **Susan A. Pesavento**, ODR special education coordinator, effective Feb. 27, 2019
- **Kim Renz**, ELECT student support specialist, effective Mar. 4, 2019
- **Stacey A. Snyder**, WATCH Project career coordinator, effective Feb. 19, 2019
- **Joseph R. Spraker**, web development specialist, effective Jan. 30, 2019
- **Holly L. Thomas**, client support specialist I, effective Feb. 27, 2019

### **12.8 Administration – Staff Travel**

**Jeff Kimball**, director of cooperative purchasing, attended the **Center for**

**Procurement Excellence National Conference** on Mar. 13-14, 2019 in Los Angeles, Calif. While there, he learned how to develop better performance-based specification bids so that improved contracts may be provided to CSIU members. Funds for estimated expenses of \$2,031 are available in the joint purchasing budget.

**Lynn Cromley**, assistant executive director/chief administrative officer, will attend the **Women in ESA Leadership Conference** on Mar. 21-22, 2019 in Santa Barbara, Calif. While there, she will learn from feature keynote presenters how to optimize the sharing of leadership learning, challenges and insights, as well as strengthen ESA leadership by networking with other ESA leaders to share experiences and ideas. Funds for estimated expenses of \$2,028 are available in the executive and administration budgets.

**Rijelle Kraft**, family support technical assistance coordinator, and **Karen Shanoski**, partnership project manager, will attend the **PAT National Center Spring Leader Summit** on Mar. 28-29, 2019 in St. Louis, Mo. While there, they will meet with National Center staff to discuss programming, policy and procedures. Topics to be covered will include implementation support, professional development, advocacy and business processes. Funds for estimated expenses for Rijelle Kraft of \$647 are available in the PAT budget. Karen Shanoski's expenses are paid by PATNC.

**Jennifer Gurski**, education consultant, and **Bethann McCain**, curriculum services coordinator, will attend the **Digital Learning Annual Conference** on Apr. 1-3, 2019 in Austin, TX. While there, they will present an online professional development session. Funds for estimated expenses of \$2,236.38 (Jennifer) will be reimbursed by Capital Area On-Line Learning Association (CAOLA). Funds for estimated expenses of \$2,106.99 (Bethann) are available in the staff development budget.

**Winifred Black**, special projects coordinator, will attend the **2019 Spring Learning Ecosystem Community of Practice** conference on Apr. 3-5, 2019 in New Orleans, La. While there, she will work on the LEAD STEM article and book and will conduct conference sessions. Funds for estimated expenses of \$1,288 are covered by Carbon Schuylkill Luzerne (CSL) County STEM Learning Ecosystem.

**John Brenchley**, chief innovation officer, will attend the **Association of Educational Purchasing Agencies Conference** on Apr. 7-9, 2019 in Pensacola, Fla. While there, he will attend the semi-annual meeting for AEPA programs connected to KPN, which are held in conjunction with members and vendors, to help coordinate sales and marketing efforts. Funds for estimated expenses of \$1,120 are available in the joint purchasing budget.

**Jared Lehman**, supervising manager, will attend the **California Association of School Business Officials Conference** on Apr. 16-17, 2019 in San Diego, Calif. While there, he will be an exhibitor to promote the PEPPM and KPN programs. Funds for estimated expenses of \$1,944 are available in the joint purchasing budget.

**Mark Carollo**, network and systems administrator; **Brian Paulhamus**, technical



support consultant; and **John Wargo**, manager of computer services, will attend the **Multi-State Information Sharing and Analysis Center (MS-ISAC) Cyber Security Conference** on Apr. 28 through May 1, 2019 in Denver, Colo. MS-ISAC is sponsored by the Center for Internet Security and the Department of Homeland Security. While there, they will meet with governmental agencies to discuss cyber security and will meet with an educational service agency from Texas that is being mentored by the CSIU. Funds for estimated expenses of \$200, \$200 and \$1,057, respectively, are available in the PEPPM budget. Air transportation and lodging for Mark Carollo and Brian Paulhamus will be covered by MS-ISAC as presenters at the conference.

**Karen Lehman**, youth development program manager, **Jose Reyes-Lua**, statewide Migrant Education recruitment coordinator, and **Ines Vega**, statewide parent and special projects coordinator, will attend the **2019 National Migrant Education Conference** on May 1-4, 2019 in New Orleans, La. While there, they will meet with staff from other states, share Pennsylvania's efforts and attend relevant workshops and networking opportunities. They will also attend sessions related to management of programs and trends in recruitment and parent engagement. Ms. Vega was invited to attend a day early to co-present a workshop for the MEP National Preschool Consortium meeting on Apr. 30, 2019. Funds for estimated expenses of \$2,035, \$2,350 and \$1,515, respectively, are available in the Migrant Education Program budget.

**Kati Clendenin**, Office for Dispute Resolution special education coordinator, **James Gerl**, special education hearing officer, **Michael McElligott**, special education hearing officer, **Susan Pesavento**, Office for Dispute Resolution special education coordinator, and **Linda Valentini**, special education hearing officer, will attend the **LRP's National Institute on Legal Issues of Educating Individuals with Disabilities** on May 5-8, 2019 in Orlando, Fla. While there, they will obtain information on the latest compliance concerns and trending issues in special education. Funds for estimated expenses of \$2,872.15, \$2,752.74, \$2,403.18, \$2,872.15 and \$2,809.33 respectively, are available in the Office for Dispute Resolution budget.

## **12.9 Fiscal Communications**

Jan. 4, 2019, an email from Brenda Kylen (Migrant Fiscal Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the amendment to add \$10,000 to Project #017-18-0106A – 2018-19 CSIU/CSC Migrant Education Program. The award amount is increased to \$680,000 and shall be used to defray program costs incurred from July 1, 2018 to Sept. 30, 2019.

Jan. 17, 2019, an email from Carrie A. Anderson (21<sup>st</sup> CCLC Program Officer – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the fully executed amendment for the 2018-19 21<sup>st</sup> Century Community Learning Centers (CCLC) Cohort 7. Agreement #4100068052B provides \$400,000 to defray program costs from Oct. 1, 2018 through Sept. 30, 2019. In addition, \$58,712 is being awarded to provide supplemental services, programs and activities that address either drug and alcohol prevention programs and/or social and emotional learning (SEL). In total, \$458,712 is available to defray eligible program costs from

Oct. 1, 2018 through Sept. 30, 2019.

Jan. 17, 2019, an email from Pedro A. Rivera II (Secretary of Education – Pennsylvania Department of Education, Executive Office) notifying CSIU of the selected application for a PAsmart Targeted K12 Computer Science and STEM Education grant in the amount of \$35,000. Additional grant details will be forthcoming.

Jan. 23, 2019, an email from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Bureau of Student Support) notifying CSIU of the fully executed agreement for the 2018-19 Education Leading to Employment and Career Training (ELECT) grant. FC #4100081170 will provide \$448,000 to defray program costs incurred from July 1, 2018 through June 30, 2019.

Jan. 30, 2019, an email from Grantsolutions.gov (Timothy Chappelle - ACF Grants Officer) notifying CSIU that Grant #90FX0033-03-03 (WATCH program) has been amended to un-restrict the remaining three months of indirect cost for Year 3 at 8 percent, per updated Indirect Cost Rate Certification for 2018-2019. There are no changes to the grant period or award amount.

Jan. 31, 2019, an email from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Bureau of Student Support) notifying CSIU of the fully executed agreement for the 2018-19 CSC Education for Homeless Children and Youth grant. Project #081-18-0001 will provide \$300,000 to defray program costs incurred from July 1, 2018 through Sept. 30, 2019.

Jan. 31, 2019, an email from Amanda Harrison (Division Chief – Pennsylvania Department of Education, Bureau of Postsecondary and Adult Education) notifying CSIU of grant funds in the amount of \$6,819 that will be awarded to the CSIU in order to defray costs of professional development that is required for staff in adult basic education programs. The CSIU must submit an application for these funds in eGrants no later than Feb. 15, 2019.

Feb. 12, 2019, an email from Grantsolutions.gov (Timothy Chappelle - ACF Grants Officer) notifying CSIU that Grant #90FX0033-04-01 (WATCH program) has been amended to apply the unobligated balance in the amount of \$27,433 from the 03 year to the 04 year. In the event that the actual unobligated balance is less than the estimated amount, no additional federal funds will be made available to offset. This amendment also releases nine months of Indirect Costs (\$81,270) for year 04 per grantee's updated Indirect Cost Rate Certification of eight percent. The remaining Indirect Costs (\$27,429) will be restricted pending receipt of an updated Indirect Cost Rate Certification for 2019-2020.

Feb. 25, 2019, an email from Erica Mulberger (Executive Director – Central Pennsylvania Workforce Development Corporation) notifying CSIU of the fully executed Contract Rider for the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (YES to the Future) Program. Rider #CSIU01-F19-OSY is in the amount of \$1,086,266 for the period of July 1, 2018 through June 30, 2019.