

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, April 17, 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.

Cyber Security
* Mark Carollo, Network and Systems Administrator
* Brian Paulhamus, Technical Support Consultant

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7:14 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present – 10; Directors absent – 6

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	
<i>Vacant</i>	Line Mountain		

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

President Augustine announced that an executive session regarding a personnel issue would be held later in the meeting.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, May 15, 2019 at the CSIU central office.

1.5 Approval of Minutes (Attachment)

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, March 20, 2019, with the following changes to employment start dates:

New Employee / Full-Time Staff

- **Amanda R. Jones**, Pre-K Counts assistant instructor, from March 25, 2019 to April 8, 2019

New Employee / Part-Time Staff

- **Penny Coup**, school bus rider, from April 15, 2019 to April 23, 2019

New Employee / Substitute Staff

- **Roger K. Boschetto**, full-time substitute Corrections Education teacher, from April 15, 2019 to April 18, 2019

Motion to approve the minutes of the meeting held on Wednesday, March 20, 2019 as presented.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

1.6 CSIU Staff and Others in Attendance

John Brenchley – Chief Innovation Officer

Kenneth Erb – Facilities Coordinator

Brenna Gable – Education Association Representative

Emily Hoffman – YES Participant/Adult Education Student

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

Mary Mingle – Adult Education Program Manager

Charles Peterson Jr. – Chief Financial Officer

Amy Pfleeger – Executive Office Manager/Board Recording Secretary

Dr. Kevin Singer – Executive Director

Brian Snyder – Human Resources Director

Jennifer Williams – Director of Special Education and Early Childhood Services

1.7 Spotlight Segment

Adult Education Program Manager **Mary Mingle** highlighted adult education services offered at the CSIU. Ms. Mingle introduced YES participant, Emily Hoffman, who spoke to directors regarding her experience with adult education and how the support she received has given her the courage to apply for college and ultimately become a teacher.

2. BOARD GOVERNANCE

2.1 Resignation of Director and Appointment of Replacement

Directors are asked to approve **Ms. Lauren Hackenburg**, Line Mountain School District, as its CSIU Board representative to complete the current term of Mr. Larry Neidig, effective April 17, 2019 through June 30, 2019, as well as a three-year term, effective July 1, 2019 through June 30, 2022.

Mr. Neidig submitted his resignation from the CSIU Board of Directors in March 2019 after nine years of service.

Motion to approve director appointment as presented.

Motion by Dennis Keiser, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3. BUDGET AND FINANCE COMMITTEE - Daniel McGann, Chair; William Brecker, Tamara Hoffman, Joseph Klebon, Committee Members

3.1 2019-20 CSIU General Operating Budget (Attachment)

The CSIU General Operating Budget (GOB) is a compilation of three programs the CSIU offers primarily to member districts on a fee-for-service basis. The PA Public School Code allows intermediate units to ask the state to deduct money from school district subsidies to fund IU programs. Our member districts do not pay a subsidy to belong to the CSIU; they pay only for services they select from CSIU offerings. Approval of this budget does not obligate districts to purchase any CSIU programs for the 2019-20 school year.

The CSIU Board of Directors gave initial approval of the preliminary 2019-20 general operating budget of \$837,388 in January. Following that approval, the preliminary budget was released to district boards for their consideration. Official approval of the CSIU's 2019-20 general operating budget has been received from all 17-member district boards of directors.

The 2019-20 budget totaling \$837,388 represents a \$23,672 decrease from the 2018-19 original budget. This decrease can be attributed primarily to fluctuations in projected student enrollment.

Motion to approve the CSIU General Operating Budget for 2019-20.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3.2 Monthly Financial Statements (Attachments)

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

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3.3 School Bus Bid Award

Administration recommends approval of a bid award to Rohrer School and Commercial Bus Sales, Duncannon, for three 2020 48-passenger school buses at a cost of \$77,139 each, for a total cost of \$231,417. The buses will be used for the Head Start program and are contingent upon federal approval.

Three bids were received and Rohrer School and Commercial Bus Sales submitted the lowest bid.

Motion to approve a bid award for school buses as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3.4 Bus Driver Approval

Directors are asked to approve an additional school bus driver 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.

Additional Bus Driver

- **John Dougherty**, Fishing Creek Transportation, Bloomsburg

Motion to approve a school bus driver 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, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3.5 Purchase of Vehicle

Directors are asked to approve the purchase of a new 2019 Ford Fiesta 4-door Sedan S from Spangler Motors, Inc., Milton, at a cost of \$13,797. This vehicle will replace a 2009 Ford Focus currently used for the driver education program. Funds for the purchase of this replacement vehicle are available in the driver education budget.

Three quotes were obtained and Spangler Motors, Inc. submitted the lowest quote.

Motion to approve the purchase of a driver education vehicle as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

4.1 Cooperative Purchasing Customer Appreciation Rebate Program for Local Districts

The CSIU sponsors a customer appreciation program to reward local school districts and career and technical centers for participating in its cooperative purchasing programs. Now entering its seventh year, the program provides CSIU-region LEAs a rebate of a percentage of the fee the CSIU receives from contract sales.

Administration proposes the rebate be offered again for 2019-20 at 35 percent.

2013-14: 25 percent

2014-15: 30 percent

2015-16: 35 percent

2016-17: 35 percent

2017-18: 35 percent

2018-19: 35 percent

Motion to approve the cooperative purchasing customer appreciation rebate program for CSIU-region LEAs.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

4.2 Software Services Contracts

The CSIU currently contracts with Bar-Tek Software Services, Inc. of Mountville, Data Knowledge, Inc. (DKI) of Northport, Fla. and Global Data Consultants, LLC (GDC) of Chambersburg, for technology services (programming) for the development of CSIU software products. Administration recommends continuing contracts with them for the next fiscal year at the amounts below. Funds are available in the Computer Services budget.

- **BAR-TEK:** software services include programming time necessary to implement enhancements and revisions to the PSERS interface in the legacy Fox-Pro financial product. Contract terms are a not-to-exceed amount of \$30,000 from July 1, 2019 to June 30, 2020.
- **DKI:** technology services include programming time necessary to implement changes on input screens and reports in the Financial Information System. Contract terms are a not-to-exceed amount of \$100,000 from July 1, 2019 to June 30, 2020.
- **GDC:** technology services include programming time necessary to implement changes on input screens and reports, as well as assisting in the revision to the PSERS reporting system in the Financial Information System. Contract terms are a not-to-exceed amount of \$300,000 from July 1, 2019 to June 30, 2020.

Motion to approve the contracts with Bar-Tek Software Services, Inc., Data Knowledge, Inc. and Global Data Consultants as presented

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

4.3 Consultation and Support Contract (Attachments)

Administration recommends entering into a contract with Technology Advantage, Inc. (TAI) for the following services at an amount not to exceed \$100,000, effective July 1, 2019 through June 30, 2020, with the option to continue.

- **E-Rate Consultant:** \$59 per hour, plus expenses
- **PIMS Client Support:** \$243 per day, plus expenses

Motion to approve the contract with Technology Advantage, Inc. (TAI) as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

4.4 PEPPM 2019 Supplemental I Product Line Bid Awards (Attachment)

Directors are asked to approve PEPPM bid awards for the product line contracts. These contracts will have an effective date of April 18, 2019, and will be valid through Dec. 31, 2021.

Motion to approve the PEPPM 2019 Supplemental I Product Line bid awards as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

Directors are asked to approve KPN definite quantity line-item bid awards effective for the 2019-20 purchasing cycle as presented.

Purchasing Program: KPN Definite Quantity Line-Item Bids, Supplemental Cafeteria Supply (July 2019 Delivery) Category to:

- Alto Hartley, Inc., Alexandria, Va., total sales volume \$15,762.82

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

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

5.1 Full-Time Personnel (Attachment)

New Employees — Non-Instructional Staff

- **Ky W. Mahaffey**, Danville, received an associate degree from Full Sail University, Winter Park, Fla. Mr. Mahaffey has been employed as a school bus driver with Summit Early Learning, Inc., Mifflinburg. Mr. Mahaffey is recommended as a **Head Start assistant instructor** at an hourly rate of \$9.62 (\$14,141.40 annually), effective April 29, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- **Marya X. Rivera Concepcion**, Northumberland, received a bachelor's degree from University of Puerto Rico, Arecibo, PR. She has been employed as a Migrant Education after-school instructor with the CSIU. Ms. Rivera Concepcion is recommended as a **Migrant Education student support specialist** at an hourly rate of \$17.43 (\$33,988.50 annually), effective April 18, 2019. Funds for this new position are available in the Migrant Education budget.

Salary Adjustments

- Salary equity adjustments for Early Head Start family partners / home visitors,

Early Head Start supervisors, Head Start assistant instructors, Head Start family health coordinators and Head Start regional team supervisors are recommended to attract and retain qualified staff. The adjustments will be retroactive to Dec. 1, 2018 and are funded through COLA grant awards and existing grant funding. Names of the employees who are being recommended for salary equity adjustments are attached.

Position Transfers

- **Ashlee R. Bower**, from nursing assistant educator at a current hourly rate of \$33.88 (\$66,058.02 annually) to **nursing assistant lead educator/practical nursing instructor**, at an hourly rate of \$34.55 (\$67,379 annually), effective April 18, 2019
- **Jennifer C. Esposito**, from family support technical assistant at a current hourly rate of \$21.14 (\$41,223 annually) to **family support data coordinator**, at an hourly rate of \$24.92 (\$48,600 annually), effective April 18, 2019
- **Rijelle M. Kraft**, from family support technical assistance coordinator at a current hourly rate of \$29.77 (\$58,055.63 annually) to **family support managing coordinator**, at an hourly rate of \$30.52 (\$59,507.02 annually), effective April 18, 2019
- **Karen A. Shanoski**, from family-school-community partnerships project manager at a current hourly rate of \$44.31 (\$86,407.12 annually) to **family support and community engagement director**, at an hourly rate of \$45.42 (\$88,567.30 annually), effective April 18, 2019
- **Christy L. Veitch**, from information technology special projects specialist at a current hourly rate of \$27.55 (\$53,954 annually) to **information technology special projects consultant**, at an hourly rate of \$30.52 (\$59,500 annually), effective July 1, 2019
- **Mary M. Wellington**, from special projects' coordinator at a current hourly rate of \$29.44 (\$57,401.05 annually) to **Statewide Adoption Network technical specialist**, at an hourly rate of \$21.80 (\$42,510 annually), effective July 1, 2019

Resignations

- **Beverly A. Krieger**, retiring as nursing education coordinator, effective Aug. 30, 2019
- **Karen A. Krohn**, school bus driver, effective June 14, 2019
- **Zena J. Miller**, Head Start assistant instructor, effective April 18, 2019
- **Rekinia L. Myers**, Statewide Adoption Network technical specialist, effective April 19, 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 Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann

Stanton

5.2 Part-Time Personnel

Resignations

- **Linda L. Lytle**, nutrition aide/custodian, effective April 11, 2019
- **Kelly A. Thomas**, nutrition aide/custodian, effective April 11, 2019

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

Terminations

- **Brittany Witmer**, school bus rider, effective April 18, 2019

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.3 Substitute Personnel

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

Substitute Teachers

Annette Erdman
Bryana D. Loss
Maxine J. Williams

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.4 Act 93 Memorandum of Understanding (Attachment)

At the recommendation of the Ad-Hoc Committee, directors are asked to approve the attached Act 93 Compensation Plan changes to the current Act 93 Memorandum of Understanding between the CSIU Board of Directors and the CSIU Act 93 Administrators, effective July 1, 2019 through June 30, 2022.

Motion to approve Act 93 Compensation Plan changes to the current Act 93 Memorandum of Understanding as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis

Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.5 Addition from the Committee for a Position Transfer

The Committee Chair made a motion from the floor to approve a position transfer for **Brian L. Snyder**, from Director of Human Resources, at a current salary of \$115,000, to chief financial and operations officer (CFOO) at an annual salary of \$145,000, effective July 1, 2019, pending the anticipated resignation of Charles Peterson Jr., current chief financial officer, effective June 28, 2019. Mr. Snyder will be the acting CFOO until Mr. Peterson's resignation. The executive director recommends approval of the Senior Leader Employment Agreement for Mr. Snyder, effective July 1, 2019 through June 30, 2020. The employment agreement outlines the responsibilities, conditions of employment, salary and benefits.

Motion to approve the position transfer as presented.

Motion by: Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

6.1 Janitorial Services Contract

Directors are asked to approve a contract with ServiceMaster Clean, Harrisburg, to provide janitorial services at the central office, annex, Five Star and Watsontown Children Center for a three-year term of June 1, 2019 through May 31, 2022, at an estimated annual cost of \$100,246. Four bids were received and ServiceMaster Clean submitted the lowest bid.

Savings based on the current provider are projected to exceed \$35,000 per year.

Motion to approve a contract with ServiceMaster Clean as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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:

- Head Start/Early Head Start Monthly Report for February 2019
- Post Award Budget Revision
- Carryover Request

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

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

8.2 Assurance for the Operation of Special Education Services and Programs/Quality Space for 2019-20 School Year (Attachment)

The CSIU is required to annually submit documentation to the Pennsylvania Department of Education (PDE) assuring that all special education services and programs/quality space operated by the CSIU are in compliance with all state and federal laws, regulations and procedures.

Directors are asked to authorize staff to submit the *Assurance for the Operation of Special Education Services and Programs Quality Space for the 2019-20 school year*.

Motion to approve the special education documentation as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

8.3 Education and Technology Pool Counsel Legal Services Consultation

Administration recommends renewal of an agreement for pool counsel legal services consultation with Sweet, Stevens, Katz & Williams LLP for the 2019-20 school year in the amount of \$15,000. The purpose of the pool is to provide education and technology legal services consultation to the CSIU, member districts and cyber school in the form of telephone and electronic mail advice and opinions concerning special education, ESSA compliance, student services and student civil rights issues to the administrator or administrator's designee.

For the 2019-20 school year, 16 districts, the Columbia-Montour Area Vocational Technical School and the SusQ-Cyber Charter School have committed to continue participation in the pool at a rate of \$600 per LEA.

Motion to approve renewal of an agreement with Sweet, Stevens, Katz & Williams LLP for the 2019-20 school year.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

9. ADMINISTRATIVE MATTERS

No report.

10. ADMINISTRATIVE REPORTS

10.1 Executive Leadership - Dr. Kevin Singer, Executive Director

11. EXECUTIVE SESSION

President Augustine called an executive session at 7:45 p.m. regarding a personnel issue. The executive session concluded at 8:12 p.m.

12. ADJOURNMENT

12.1 Adjourn Meeting

The meeting was adjourned by President Augustine at 8:20 a.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Amy Pfleegor
Recording Secretary**

13. INFORMATION ONLY

13.1 Nominations Committee

The Board President appointed the following board members to the Nominations Committee: Jeffrey Kashner, Chair; Kathleen DeYong; and Slade Shreck. The Committee will meet prior to the May board meeting and present its recommendation for a slate of candidates for board officers at the May meeting. Election of officers for 2019-20 will take place at the June reorganization meeting.

13.2 High School Regional Computer Fair Award Recipients (PA Media and Design Competition) (Attachment)

The CSIU sponsored and hosted the annual high school regional computer fair on March 25, testing students' computer knowledge and application skills. Thirty-six high school students from seven LEAs submitted projects in four categories: animation, digital movie, graphic design and logo and web page design. The first place winners advance to the state competition in May at Dickinson College, Carlisle. The CSIU has sponsored the regional computer fairs since 1998.

13.3 Human Resources - Staff Leaves of Absences

Paid Leave of Absence

- **Jolene M. Stassel**, early intervention teacher, effective April 9, 2019 to April 16, 2019

Extension of Paid Leave of Absence

- **Jennifer Spotts**, communications manager, effective March 21, 2019 to April 12, 2019

Extension of Unpaid Leave of Absence

- **Lynette M. Pauling**, Pre-K Counts associate instructor, effective April 1, 2019 to April 30, 2019

Return from Paid Leaves of Absence

- **Marilyn D. Constable**, Head Start/Early Head Start family and health team supervisor, effective March 4, 2019
- **Heather A. Krebs**, reading/resource teacher, effective March 19, 2019
- **Jennifer Spotts**, communications manager, effective April 15, 2019

- **Tammy F. Wilt**, Early Intervention instructional assistant, effective April 1, 2019

13.4 Human Resources - Completion of New Employee Probationary Periods

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

- **Melinda L. Lamprinos**, Early Head Start family partner/home visitor, effective March 15, 2019

13.5 Administration – Staff Travel

Shileste Overton-Morris, Center for Schools and Communities director, **Laura Saccente**, PA Statewide Afterschool Youth Development Network director, and **Caroline Allen**, afterschool/youth development coordinator, attended the required grantee **Mott Foundation State Afterschool Network Meeting** on April 8-10, 2019 in Chicago, Ill. While there, they were part of the discussions to consider policies, strategies and funding quality opportunities that ensure equitable outcomes for young people especially in afterschool and summer learning programs. Funds for estimated expenses of \$2,000, \$1,242 and \$1,076, respectively, were available in the Mott Foundation budget.

Jeffrey Kimball, director of cooperative purchasing services, attended the **Association of Educational Purchasing Agencies (AEPA) Spring Meeting** on April 8-9, 2019 in Pensacola Beach, Fla. While there, he attended the board meeting to conduct business of AEPA and met with vendors to review their products, services and review marketing. Funds for estimated expenses of \$1,969 were available in the joint purchasing budget.

Cassie Seabridge, cooperative purchasing marketing specialist, attended the **National Association of Educational Procurement Conference** on April 8-9, 2019 in Kansas City, Mo. While there, she marketed the KPN contracts to colleges and universities to gain new entities to sign up and utilize KPN services. Funds for estimated expenses of \$1,431 were available in the joint purchasing budget.

Rijelle Kraft, family support technical assistance coordinator, will attend the **21st National Conference on Child Abuse and Neglect** on April 24-26, 2019 in Washington, DC. While there, she will join other practitioners from all aspects of child welfare to gather information, build new skills and meet colleagues doing similar work around the country. This knowledge can then be shared with other programs and staff at the Office of Child Development and Early Learning so that these practices can be incorporated to strengthen families across Pennsylvania. Funds for estimated expenses of \$1,020 are available in the CTF budget.

David Baird, Migrant Education site director, and **Susan Luna**, Migrant Education student support specialist, will attend the **National Association of State Directors in Migrant Education** conference on May 1-4, 2019 in New Orleans, La. While there, they will present a workshop entitled "Creating University Partnerships to Enhance MEP Student Instruction." Funds for estimated expenses of \$2,396.60 each are available in the Migrant Education budget.

Jeffrey Kimball, director of cooperative purchasing services, will attend the

Illinois ASBO Conference on May 2-3, 2019 in Chicago, Ill. While there, he will market KPN and PEPPM contracts to Illinois school district members. Funds for estimated expenses of \$942 are available in the joint purchasing budget.

Benjamin Cohen, research and evaluation group director, will attend the **Eastern Evaluation Research Society (EERS)** conference on May 5-7, 2019 in Absecon, N.J. While there, he will present at the conference and will market the CSIU/CSC to find connections that can help with proposals or subcontracts. Dr. Cohen is also a board member for EERS. Funds for estimated expenses of \$490 are available in the CSC budget.

Cassie Seabridge, cooperative purchasing marketing specialist, will attend the **Dude University Conference** on May 5-8, 2019 in Raleigh, N.C. While there, she will market the KPN contracts to facility and maintenance directors nationwide to gain new entities to utilize KPN services. Funds for estimated expenses of \$1,319 are available in the joint purchasing budget.

Judith Barnett, student applications support manager, **Leslie Hartline**, client support business systems analyst, and **Todd Roney**, client solutions manager, will attend the **eSchoolData Annual User Conference** on May 8-9, 2019 in Saratoga Springs, N.Y. While there, they will participate with SIS partners and engage with other Pa. clients attending the conference; learn about future direction of the product; and meet with product manager and strategic account manager. Funds for estimated expenses of \$439, \$439 and \$214, respectively, are available in the computer services budget.

13.6 Fiscal Communications

March 13, 2019, an email from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the fully executed grant agreement for the 2018-2019 Refugee School Impact Grant (RSIG) Program. Funds may be obligated from Oct. 1, 2018 through Sept. 30, 2019. The approved award amount for FC #4100081653 is \$51,553.

March 25, 2019, an email from Cynthia Seaborn (Subaward Administrator – Clemson University, Division of Research) notifying CSIU of the Subaward Package #2080-205-2012801 for the collaboration between Clemson University and the CSIU/CSC. The total contract value is \$86,725 for the Project Period of July 1, 2018 through Nov. 30, 2021. The funding for this action is \$42,006 for the Budget Period of July 1, 2018 through Nov. 30, 2019.

March 25, 2019, an email from Grantsolutions.gov (Calvin D. Mitchell - ACF Grants Officer) notifying CSIU of a post-award amendment for Grant #03CH010273-04-01 (Northumberland County Head Start and Early Head Start programs). An additional \$354,000 has been awarded for the budget period of Dec. 1, 2018 through Nov. 30, 2019, with \$200,000 designated for operations and \$154,000 designated to purchase two 48-passenger buses. Also approved is the request to increase Head Start program hours. The total award amount for this Budget Period is \$3,202,345.