

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, October 23, 2019**

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

COMMITTEE MEETINGS

Budget and Finance Committee 5:30 p.m.
Human Resources Committee 5:30 p.m.

DINNER – 6 p.m.

WORK-STUDY SESSION – 6:15 p.m.

Human Resources Annual Report
Brian Snyder, Chief Financial and Operations Officer
Mandy Rothermel, Benefits and Wellness Manager

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7:12 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present – 12; Directors absent – 4; Vacancy – 1

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	
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
Lauren Hackenburg	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
Vacant	Danville Area	

1.4 Announcements

The next regular monthly meeting will begin at 7 p.m. on Wednesday, Nov. 20, 2019 at the CSIU central office.

The regular monthly meeting scheduled for Jan. 15, 2020 has been moved to Jan. 22, 2020 due to the CSIU holiday break.

1.5 Approval of Minutes (Attachment)

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Sept. 18, 2019 with the following changes:

New Employee – Full-Time

- **Tessa Carter**, Pre-K Counts assistant instructor, change of start date from Sept. 19, 2019 to Sept. 23, 2019
- **Megan L. Fleetwood**, practical nursing program instructor, change of start date from Sept. 19, 2019 to Oct. 7, 2019
- **Tara L. Kehler**, Head Start assistant instructor, change of start date from Sept. 19, 2019 to Sept. 30, 2019
- **Deana Kovilaritch**, client support specialist, change of start date from Oct. 1, 2019 to Oct. 3, 2019
- Deletion of **Christine A. Reedy** as an aide

New Employees – Part-Time

- **Alissa Deitterick**, 21st Century Community Learning Centers site coordinator, change of start date from Sept. 19, 2019 to Sept. 30, 2019
- **Faith A. Jones**, 21st Century Community Learning Centers site coordinator, change of start date from Sept. 19, 2019 to Sept. 23, 2019
- **Rebecca Perruquet**, 21st Century Community Learning Centers site coordinator, change of start date from Sept. 19, 2019 to Sept. 23, 2019

Motion to approve the minutes of the meeting held on Wednesday, Sept. 18, 2019 as presented.

Motion by Bruce Rhoads, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

1.6 CSIU Staff and Others in Attendance

Dennis Abdul-Jihad, Special Education Teacher

Dr. Bernadette Boerckel, Director of Community Outreach

John Brenchley, Chief Innovation Officer
Lynn Cromley, Assistant Executive Director/Chief Administrative Officer
Susan Darrah, Education Association Representative
Kenneth Erb, Facilities Manager
Dr. Jennifer Gurski, Educational Consultant
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Assistant Executive Director/Chief Academic Officer
Jared Lehman, Associate Director of Cooperative Purchasing
Shileste Overton-Morris, Director of Center for Schools and Communities
Amy Pfleegor, Executive Office Manager/Board Recording Secretary
Mandy Rothermel, Benefits and Wellness Manager
Karen Shanowski, Family Support and Community Engagement Director
Dr. Kevin Singer, Executive Director
Brian Snyder, Chief Financial and Operations Officer
Jennifer Williams, Director of Special Education

1.7 Spotlight Segment (Attachment)

CSIU staff member **Jared Lehman**, Associate Director of Cooperative Purchasing, highlighted the CSIU's Cooperative Purchasing programs. These programs include PEPPM and Keystone Purchasing Network. Mr. Lehman reported that 48 states currently have contracts through cooperative purchasing, with Pennsylvania leading in the highest number of sales. One percent of those sales come from CSIU districts.

2. BOARD GOVERNANCE

2.1 Conference Request

Directors are asked to approve conference registration and travel for CSIU Director Jonathan Jones (Bloomsburg Area) to attend the Consumer Electronics Show, Jan. 7-10, 2020, in Las Vegas, Nev., as part of his responsibilities on the Technology/Marketplace Committee.

Motion to approve a conference registration as presented.

Motion by Bruce Rhoads, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

Abstain: Jonathan Jones

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

3.1 Monthly Financial Statements (Attachments)

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

Motion by Mary Ann Stanton, second by Alvin Weaver.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

3.2 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 \$29,561. 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.

Motion by Mary Ann Stanton, second by Alvin Weaver.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

3.3 Collection Contract

Administration recommends approval of a two-year contract with Central Credit Audit, LLC to collect on outstanding tuition owed to the Central Susquehanna LPN Career Center (CSLPNCC). The fees are contingency based (30 percent for greater than \$100 and 50 percent for less than \$100).

Motion to approve a contract with Central Credit Audit, LLC as presented.

Motion by Mary Ann Stanton, second by Alvin Weaver.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

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

No report.

5. HUMAN RESOURCES COMMITTEE - Dennis Keiser, Chair; Larry Augustine and Mary Ann Stanton, Committee Members

5.1 Full-Time Personnel

New Employees – Non-Instructional Staff

- **Karen M. Nogle**, Northumberland, received a diploma from Mifflinburg Area High School. She has been employed as a specialty sales team leader with Target Corporation, Selinsgrove, and was formerly a human resource and safety manager with Keystone Forging Company, Northumberland. Ms. Nogle is recommended as a **benefits and wellness specialist** at an annual salary of \$50,000, effective Nov. 4, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the human resources budget.
- **Kaitlin O'Neill**, Salisbury, Md., received a bachelor's degree from King's College, Wilkes-Barre. She has been employed as a human resources administrative assistant with GoGlass Joy, LLC., Salisbury, Md. Ms. O'Neill is recommended as a **human resources compliance administrative assistant** at an hourly rate of \$20.52 (\$40,014 annually), effective Nov. 11, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the human resources budget.
- **Alyssa M. Sebastian**, Hegins, received an associate degree from Stanly Community College, Albemarle, N.C. She has been employed as a child care coordinator with Gaudenzia Incorporated, Ashland. Ms. Sebastian is recommended as an **Early Head Start family partner/home visitor** at an hourly rate of \$13.30 (\$25,935 annually), effective Nov. 11, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start/Early Head Start budget.
- **Brianna L. Taylor**, Northumberland, received a bachelor's degree from Pennsylvania State University, State College. She has been employed as a head teacher with Sunbury YMCA. Ms. Taylor is recommended as a **Head Start instructor** at an hourly rate of \$17.42 (\$25,607.40 annually), effective Oct. 24, 2019. Funds for this replacement position are available in the Head Start budget.

Position Transfers

- **Meghan J. Deitterick**, from Early Intervention program evaluation consultant at a current annual salary of \$52,184, to **Early Childhood educational consultant**, also at an annual salary of \$52,184, effective Oct. 24, 2019
- **Jennifer S. Gurski**, from educational consultant at a current annual salary of \$78,762, to **director of professional development and online learning**, at an annual salary of \$94,000, effective Oct. 24, 2019 ¹
- **Tony Hauger**, from facilities support technician at a current hourly rate of \$20.58 (\$40,131 annually), to **buildings and grounds lead technician**, at an annual salary of \$42,627, effective Oct. 24, 2019
- **Kedar N. Kafley**, from ESL and diploma project coordinator (full-time) at an hourly rate of \$20.07, to **ESL and diploma project coordinator (part-time)**, at an hourly rate of \$19.24, effective Oct. 24, 2019 ²
- **Crystal S. Marshalek**, from aide at a current hourly salary of \$7.25 (\$10,059.38 annually) to **classroom assistant** at an hourly rate of \$9 (\$12,487.50 annually), effective Oct. 24, 2019
- **Christina M. Moser**, from Pre-K Counts program/recruitment coordinator at a current annual salary of \$52,900, to **Pre-K Counts program supervisor**, at an annual salary of \$68,000, effective Oct. 24, 2019
- **Mandy L. Rothermel**, from benefits and wellness manager at a current

annual salary of \$57,165 to **human resources manager**, at an annual salary of \$69,500, effective Oct. 24, 2019

- **Catherine M. Spotts**, from aide at a current hourly salary of \$7.25 (\$10,059.38 annually), to **classroom assistant** at an hourly rate of \$9 (\$12,487.50 annually), effective Oct. 24, 2019

¹ Voluntary transfer from bargaining unit position to non-bargaining unit position.

² Full-time to part-time position based on funding reduction.

Resignations

- **Mary Kim Diefenderfer**, retiring as family education program manager, effective Dec. 23, 2019
- **Ethan J. Emiliani**, client support specialist I, effective Oct. 25, 2019
- **Susan Kay Mazol**, retiring as vision teacher, effective Jan. 3, 2020
- **Patti L. Rudy**, retiring as Head Start assistant instructor, effective Jan. 9, 2020

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

Salary Adjustment

- **Sweta S. Butala**, human resources coordinator, from a current annual salary of \$51,500 to an annual salary of \$55,700, due to re-evaluation of position responsibilities and compensation, effective Oct. 24, 2019

Motion to approve full-time personnel recommendations as presented.

Motion by Jonathan Jones, second by Kathleen DeYong.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

5.2 Part-Time Personnel

New Employee - Non-Instructional Staff

- **Bradley W. Laidacker**, driver/safety education instructor, at an hourly rate of \$22, effective Nov. 12, 2019 (contingent upon receipt of required clearances)

Resignations

- **Mary L. Anderson**, migrant education summer instructor, effective Sept. 25, 2019
- **Jennifer F. Bender**, therapist, effective June 27, 2019
- **Larry G. Robbins**, school bus driver, effective Sept. 13, 2019

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

Salary Adjustment

- **Brian L. Beward**, driver/safety education instructor from current hourly salary of \$19.91 to an hourly salary of \$22, due to compensation re-evaluation, effective Oct. 24, 2019

Motion to approve part-time personnel recommendations as presented.

Motion by Jonathan Jones, second by Kathleen DeYong.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

5.3 Substitute Personnel

Directors are asked to approve substitute personnel to work in CSIU classrooms and programs for the 2019-20 school year.

Substitute Teachers

Gail A. Boritz

Motion to approve the 2019-20 substitute personnel recommendations as presented.

Motion by Jonathan Jones, second by Kathleen DeYong.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

5.4 Act 93 Compensation Plan (Attachment)

Directors are asked to approve Appendix "A" Admin Group Titles of the Administrative Group Compensation Plan. Changes to the current Act 93 Agreement between the CSIU Board of Directors and the CSIU Act 93 Administrators, effective July 1, 2019, through June 30, 2022 reflect additional job titles added and existing job titles deleted from the Act 93 Agreement.

Motion to approve changes to the Admin Group Titles of the Administrative Group Compensation Plan of the current Act 93 Agreement as presented.

Motion by Jonathan Jones, second by Kathleen DeYong.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

5.5 Substitute Aide and Teacher Rate (Attachment)

Directors are asked to approve the attached revised substitute aide and teacher rate increase sheet due to a compensation re-evaluation, effective Nov. 3, 2019.

Motion to approve a substitute aide and teacher rate increase sheet as presented.

Motion by Jonathan Jones, second by Kathleen DeYong.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, 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 Purchase of New Holland Tractor

Administration recommends approval to purchase a 2019 New Holland, 40 HP tractor from Rovendale Ag & Barn, Inc., Watsontown, at a cost of \$20,383.46 per the BuyBoard® Cooperative Purchasing Pricing Contract #CONT010275. This purchase will include the trade of a 2014, 24 HP Kubota tractor with a trade allowance of \$9,000. Funds for this purchase are available in the buildings and grounds budget.

Motion to approve the purchase of 2019 New Holland tractor as presented.

Motion by Bruce Rhoads, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

6.2 Purchase of Tractor Attachments

Administration recommends approval of a 60-inch snowplow, bucket tooth and pallet forks attachments in the amount of \$4,850 from Rovendale Ag & Barn, Inc., Watsontown, for the new 2019 New Holland, 40 HP tractor. Funds for this purchase are available in the buildings and grounds budget.

Motion to approve the purchase of attachments for the 2019 New Holland tractor as presented.

Motion by Bruce Rhoads, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

6.3 Trash Removal Services

Administration recommends approval of a three year contract with Waste Management of Coal Township for trash removal services with a monthly cost of \$1,253.32 for the following locations:

- Work Foundations⁺, Sunbury
- CSIU main building
- Sunbury Children's Center
- Early Head Start, Stonington
- Central Susquehanna LPN Career Center, Lewisburg
- Watsontown Children's Center
- CSIU annex building
- Five Star, Sunbury
- CSIU conference and learning center

Three quotes were received and Waste Management was the lowest. Funds for this contract are available in facilities and program specific budgets.

Motion to approve a contract with Waste Management as presented.

Motion by Bruce Rhoads, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

6.4 Lease Agreement Renewal

Directors are asked to approve a lease agreement renewal with Members Choice Financial Credit Union, formerly M-C Federal Credit Union, for 11,300 sq. ft. of currently leased classroom and office space used for the Central Susquehanna LPN Career Center (CSLPNCC) located at 1339 St. Mary Street, Lewisburg, at a cost of \$10,000 per month, which is a \$1,666.67 per month increase. The renewal agreement is for the term Dec. 31, 2019 through Dec. 31, 2021. Funds are available in the CSLPNCC budget.

Motion to approve a lease agreement renewal with Members Choice Financial Credit Union as presented.

Motion by Bruce Rhoads, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, 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:

- Summary of the 2018-19 Performance Indicator Report
- Head Start/Early Head Start monthly enrollment, meal distribution, credit card expenses and monitoring data for July and August 2019

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

Motion by Bruce Rhoads, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

8.2 In-School Nursing Services Contract

Directors are asked to approve a contract with Bayada Home Health Care, Inc.,

Bloomsburg, to provide basic nursing and aide care to students in the CSIU Early Intervention and school-age programs at a rate of \$42 per hour for RN or LPN services, and \$28 per hour for CNA services, effective Sept. 11, 2019 to June 30, 2020. This agreement will automatically renew for an additional one-year period contingent upon satisfactory performance.

Motion to approve a contract with Bayada Home Health Care, Inc. as presented

Motion by Kathleen DeYong, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

8.3 Bus Driver Approval (Attachment)

Directors are asked to approve school bus drivers for the CSIU's student transportation programs for the 2019-20 school year. 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 Bruce Rhoads, second by Alvin Weaver.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Deborah Price, 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

11. ADJOURNMENT

11.1 Adjourn Meeting

The meeting was adjourned by President Augustine at 7:36 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

12. INFORMATION ONLY

12.1 Annual CSIU Program Statistics 2018-19 (Attachment)

Presented is a listing of programs and services conducted by the CSIU during 2018-19 and, where appropriate, the number of clients served.

12.2 Annual CSIU Back-to-School Report 2019-20 (Attachment)

Presented are the current CSIU operating programs, with a comparison to the figures from last school year.

12.3 Human Resources - Staff Leaves of Absences

Paid Leaves of Absence

- **Luis E. Lopez**, classroom assistant, effective Nov. 5, 2019 to Dec. 2, 2019
- **Kim M. Zoch**, classroom assistant effective Oct. 22, 2019 to Nov. 6, 2019

Extension of Paid Leaves of Absence

- **Gerald W. Cavaliere**, corrections education social studies teacher effective Sept. 26, 2019 to Nov. 20, 2019
- **Kedar N. Kafley**, ESL and diploma project coordinator effective Sept. 23, 2019 to Oct. 23, 2019

Return from Paid Leave of Absence

- **Gaye R. Jenkins**, WATCH project academic specialist, effective Sept. 23, 2019

Return from Paid/Unpaid Leave of Absence

- **Erin N. Mills**, Pre-K Counts assistant instructor, effective Sept. 27, 2019

Return from Unpaid Leave of Absence

- **Kristy M. Sones**, WATCH Project career coordinator, effective Oct. 9, 2019

12.4 Human Resources - Completion of New Employee Probationary Period

The following staff have completed their new employee probationary periods:

- **Karissa A. Brown**, client support specialist I, effective Oct. 4, 2019
- **Adrienne E. Cameron**, classroom and client support administrative assistant, effective Sept. 18, 2019
- **Christine M. Edmiston**, client support specialist I, effective Oct. 9, 2019
- **Ethan J. Emiliani**, client support specialist I, effective Oct. 4, 2019

12.5 Human Resources - Stipend Payment

The executive director authorized a one-time stipend payment to **Nanette Cooper**, licensed clinical social worker, in the amount of \$1,500 for clinical supervision to one CSIU staff member during the 2019-20 school year, which is above and beyond her job description.

12.6 Administration – Staff Travel

Karen Lehman, youth development program manager, will attend the **National Association for the Education of Homeless Children and Youth** conference on Nov. 2-5, 2019 in Washington, D.C. While there, she will attend workshops related to suicide prevention, youth voice, human trafficking prevention, community engagement in youth issues, data use to improve graduation outcomes, restorative justice, nutrition, building homeless liaison capacity, academic achievement and

mental health first aid. These topics cross all student services initiatives. Estimated expenses of \$2,129 are available in various CSC budgets.

Karen Shanoski, family support and community engagement director, will attend the ***National Center for Families Learning*** conference on Nov. 4-6, 2019 in Louisville, Ky. While there, she will focus on family engagement that will support the Regional Family Engagement Center CAFE focus and increase relationships with national partners. Estimated expenses of \$1,548 are available in various CSC budgets.

Winnie Black, special projects coordinator, will attend the ***Enspire 2019 Conference – Teaching in the 21st Century*** on Nov. 8-9, 2019 in Mayfield Heights, Ohio. While there, she will attend hands-on workshops, network, have teacher support, receive peer-to-peer learning that continues all year and will receive take-home tools to use in the classroom. Estimated expenses of \$604 are available in the PA Statewide Afterschool Youth Development Network/Youth HUB budget.

Ken Erb, buildings and grounds manager, and **Tony Hauger**, facilities support technician, will attend the ***National Facility Management and Technology Conference*** on Nov. 13-14, 2019 in Orlando, Fla. While there, they will have the opportunity to engage with industry experts in the building and facility management arena and investigate new technologies and processes to apply when improving the effectiveness of the CSIU's buildings and operations. Estimated expenses of \$525 each is available in the facilities budget.

Jared Lehman, associate director of cooperative purchasing, will attend a meeting at the ***SYNNEX Corporation's Headquarters*** on Nov. 19, 2019 in Greenville, S.C. While there, he will meet with the PEPPM vendor to grow/promote partnership, which is to include a Lunch & Learn and video recording done as a promotional piece for PEPPM resellers on how to utilize PEPPM contracts. Estimated expenses of \$680 are available in the joint purchasing budget.

Jeffrey Kimball, director of cooperative purchasing services, and **Cassie Seabridge**, cooperative purchasing services marketing specialist, will attend the ***Association of Educational Purchasing Agencies (AEPA) Board Meeting*** on Dec. 2-4, 2019 in Scottsdale, Ariz. While there, they will attend the board meeting to review and approve AEPA bids and contract extensions and meet with new vendors to review their products and services. Estimated expenses of \$2,020 each are available in the joint purchasing budget.

Lynn Cromley, assistant executive director/chief administrative officer, **Shileste Overton-Morris**, director of Center for Schools and Communities, and **Dr. Kevin Singer**, executive director, will attend the ***AESA 34th Annual Conference*** on Dec. 4-7, 2019 in Phoenix, Ariz. While there, they will receive up-to-date federal legislative updates and engage in networking opportunities with other ESA leaders. They will also learn about innovative ideas being implemented to create a collective impact on education. Estimated expenses of \$2,990, \$3,236 and \$2,747, respectively, are available in the administration and CSC budgets.

Jared Lehman, associate director of cooperative purchasing, will attend the

Future of Education Technology Conference on Jan. 15-17, 2020 in Miami, Fla. While there, he will be an exhibitor to promote PEPPM and KPN programs. Estimated expenses of \$1,400 are available in the joint purchasing budget.

Dr. Kevin Singer, executive director, will attend the ***Consumer Electronics Show*** on Jan 7-10, 2020 in Las Vegas, Nev. While there, he will engage with industry experts and see the latest in emerging trends and technologies. Estimated expenses of \$1,716 are available in the administration budget.

12.7 Fiscal Communications

Sept. 10, 2019, an email from the PA Department of Health, Bureau of Procurement and Contract Management, notifying CSIU of the revised contract #4100076531 for Safe Kids statewide technical assistance. This action awards an additional \$22,500 to the existing agreement, bringing the total amount for the period of July 1, 2019 through June 30, 2020 to \$92,326.29.

Sept. 19, 2019, an email from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved fully executed purchase order #4300629357 for ELECT Data services. The CSIU/CSC will collect, analyze and report to PDE participant information and services provided by the school-based ELECT programs throughout the state. The purchase order is in the amount of \$73,459.96 and expires June 30, 2020.

Sept. 24, 2019, a letter from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2018-2019 Education for Children and Youth Experiencing Homelessness Grant. There were no changes to the statement of work and the grant amount for Project #081-18-0001 remains \$300,000.

Sept. 27, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approval for the 2019-2020 Migrant Education Program. Project #017-19-0101 is in the amount of \$1,739,190 and is effective from July 1, 2019 through Sept. 30, 2020.