

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, December 18, 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.

PAsmart Targeted and Advancing Grants
*Tanya Dynda, Instructional Technology and STEM Specialist

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 – 10; Directors absent – 5; Vacancy – 2

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	
Lauren Hackenburg	Line Mountain		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	
Deborah Price	Millville Area	X	
Bruce Rhoads, Vice President	Central Columbia	X	
Slade Shreck, Secretary	Shikellamy	X	

Mary Ann Stanton	Lewisburg Area	X	
Dr. Alvin Weaver	Milton Area		X
Vacant	Berwick Area		
Vacant	Danville Area		

1.4 Announcements

Board President Larry Augustine announced an executive session regarding a personnel matter will be held following the meeting.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, Jan. 22, 2020 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, Nov. 20, 2019 with the following changes:

Full-Time Personnel

New Employees – Non-Instructional Staff

- **Alison Kreitzer**, Center for Schools and Communities project specialist, change in start date from Nov. 21, 2019 to Nov. 25, 2019
- **Wendy M. Nagy**, practical nursing program instructor, change in start date from Nov. 21, 2019 to Dec. 3, 2019
- **Jonathan A. Sell**, Migrant Education student support specialist, change in start date from Dec. 3, 2019 to Dec. 4, 2019

Position Transfers

- **Donna M. Bunch**, correction to new title from ELECT student support specialist and outreach coordinator to **ELECT student support and outreach coordinator**

Part-Time Personnel

New Employee – Non-Instructional Staff

- **Abbie Wolfe**, 21st Century Community Learning Centers site coordinator, change in start date from Nov. 18, 2019 to Nov. 21, 2019

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

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

1.6 CSIU Staff and Others in Attendance

Dr. Bernadette Boerckel, Director of Community Outreach

John Brenchley, Chief Innovation Officer

Robert Carmo, Project Manager for Information Technology and Application

Development

Lynn Cromley, Assistant Executive Director/Chief Administrative Officer

Kenneth Erb, Manager of Buildings and Grounds

Pamela Karnes, Education Association Representative

Kevin Kilgus, Director of Financial Services

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

Terri Locke, Early Childhood Program Supervisor

Shileste Overton-Morris, Director of Center for Schools and Communities

Amy Pfleegor, Executive Officer Manager/Board Recording Secretary

Dr. Kevin Singer, Executive Director

Brian Snyder, Chief Financial and Operations Officer

1.7 Spotlight Segment – Attitude of Gratitude

Directors were provided with a highlight video of the “Attitude of Gratitude” student performance recently held at Work Foundations+. Students worked in teams with local musicians to compose songs. After a week of brainstorming song ideas, writing lyrics and choosing melodies, the students performed their original pieces to an audience of family and staff.

2. BOARD GOVERNANCE

2.1 Resignation of Director and Appointment of Replacement

After two years of service, Mr. Joseph Klebon has informed the Board of his intention to resign effective December 19, 2019.

Directors are asked to approve Mr. Gregory Klebon, Southern Columbia Area School District, as its CSIU Board representative to fill the position vacated by the resignation of Mr. Joseph Klebon from his home district school board. This replacement position will be effective Dec. 19, 2019 through June 30, 2022.

Motion to approve director appointment as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

2.2 Officer Position

Dennis Keiser was elected by affirmation as CSIU Board Treasurer to fill the position being vacated by the resignation of Joseph Klebon from his home district school board. This replacement position will be effective December 19, 2019 through June 30, 2020.

2.3 CSIU Board of Directors Committee Assignment

Secretary Slade Shreck was appointed by affirmation to serve on the CSIU Board of Directors Policy Committee. Directors are asked to approve Slade Shreck as Policy Committee member, effective Dec. 18, 2019.

3. BUDGET AND FINANCE COMMITTEE - Tamara Hoffman, Chair; William Brecker and

Joseph Klebon, Committee Members

3.1 Monthly Financial Statements (Attachments)

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

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3.2 Insurance Policy Renewal

Administration recommends approval for the renewal of the CSIU cyber liability insurance policy with CM Regent, effective Dec. 1, 2019 through Nov. 30, 2020 at a total cost of \$13,220.

Motion to approve renewal of the CSIU's cyber liability insurance policy as presented.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, 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 Agreement with Pennsylvania Association of Intermediate Units' Network (PAIUnet)

Directors are asked to approve an agreement with Pennsylvania Association of Intermediate Units' Network (PAIUnet) to participate in the Regional Wide Area Network, which interconnects Pennsylvania Intermediate Units in a broadband communications network and facilitates the provision of Internet Access Service. The CSIU is requesting 1,000 Mbps at a not-to-exceed cost of 15 cents per Mbps, per month, for a total cost of \$150 monthly, effective July 1, 2020 through June 30, 2025.

Motion to approve a service order agreement with PAIUnet as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

4.2 KPN Bid Awards and Contract Extensions (Attachment)

Directors are asked to approve bid awards and contract extensions for the Association of Educational Purchasing Agencies (AEPA) and Keystone Purchasing Network (KPN) contracts as presented.

- KPN AEPA Bid Awards
- KPN ezIQC Bid Extensions through Jan. 1, 2021
- KPN Contract Extensions through Feb. 28, 2021

Motion to approve KPN bid awards and contract extensions as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

5.1 Full-Time Personnel

New Employees – Instructional Staff

- **Kaitlyn M. Hock**, Bloomsburg, received a master's degree from Bloomsburg University. She has been employed as an Early Intervention speech therapist with Schuylkill County Intermediate Unit 29, Marlin. Ms. Hock is recommended as a **speech therapist** at the master's step 4 classification, effective Feb. 18, 2020 at an annual salary of \$53,963, 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 Early Intervention/preschool budget.

New Employees – Non-Instructional Staff

- **Amanda L. Beach**, Danville, received a bachelor's degree from Shippensburg University. She has been employed as a juvenile probation officer with Montour County Probation, Danville. Ms. Beach is recommended as an **ELECT student support and data specialist** at an hourly rate of \$20.50 (\$39,975 annually), effective Jan. 6, 2020 (contingent upon receipt of required clearances). Funds for this new position are available in the ELECT budget.
- **Kathryn M. Cook**, Winfield, received a bachelor's degree from Bloomsburg University. She has been employed as a substitute teacher with Warrior Run Area School District, Turbotville. Ms. Cook is recommended as a **student transportation and substitute placement administrative assistant**, at an hourly rate of \$15 (\$24,750 annually), effective Jan. 2, 2020 (contingent upon receipt of required clearances). Funds for this new position are available in the HR, special education and transportation budgets.
- **Meghan E. Johnson**, Williamsport, received a master's degree from University of South Carolina, Columbia. She has been employed as a school librarian with Troy Area School District. Ms. Johnson is recommended as a **client support specialist**, at an annual salary of \$43,000, effective Dec. 19, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.

- **Anita M. Williams**, Mifflinburg, received a bachelor's degree from Bloomsburg University. She has been employed as a teacher with the REACH Charter Cyber School, Harrisburg. Ms. Williams is recommended as an **ELECT student support specialist** at an hourly rate of \$18.98 (\$37,011 annually), effective Jan. 13, 2020 (contingent upon receipt of required clearances). Funds for this new position are available in the ELECT budget.

Position Transfers

- **Melanie K. Auman**, from PIMS client support specialist I at a current hourly rate of \$22.24 (\$43,368 annually) to **PIMS client support specialist II**, at an hourly rate of \$23.01 (\$44,869.50 annually), effective Dec. 19, 2019
- **Lisa J. Black**, from receptionist (part-time) at a current hourly rate of \$15.15 to **receptionist (full-time)**, also at an hourly rate of \$15.15 (\$29,542.50 annually), effective Jan. 2, 2020
- **Karissa A. Brown**, from client support specialist I at a current annual salary of \$40,211 to **client support specialist III**, at an annual salary of \$43,211, effective Dec. 19, 2019
- **Eva J. Crishock**, from client support specialist I at a current annual salary of \$40,685 to **client support specialist III**, at an annual salary of \$43,685, effective Dec. 19, 2019
- **Kathleen M. Dieffenderfer**, from telecommunications E-rate facilitator at a current hourly rate of \$22.42 (\$43,719 annually) to **E-rate/printing, materials and distribution facilitator**, also at an hourly rate of \$22.42 (\$43,719 annually), effective Dec. 19, 2019
- **Christine M. Edmiston**, from client support specialist I at a current annual salary of \$40,211 to **client support specialist III**, at an annual salary of \$43,211, effective Dec. 19, 2019
- **Penny M. Graybill**, from client support consultant III at a current \$65,111.22 to **client support analyst I**, at an annual salary of \$68,111.22, effective Dec. 19, 2019
- **Christy Lamon**, from client support specialist I at a current annual salary of \$41,905.55 to **client support specialist III**, at an annual salary of \$44,905.55, effective Dec. 19, 2019
- **Nicola Y. Manning-Davenport**, from PIMS client support specialist II at a current hourly rate of \$24.01 (\$46,819.50 annually) to **PIMS senior client support specialist I**, at an hourly rate of \$25.55 (\$49,822.50 annually), effective Dec. 19, 2019
- **Tina K. Noll**, from printing materials and distribution administrative assistant at a current hourly rate of \$20.80 (\$40,560 annually) to **buildings and grounds management assistant**, at an hourly rate of \$21.80 (\$42,510), effective Dec. 19, 2019
- **Jose D. Reyes-Lua**, from Statewide Migrant Education recruitment coordinator at a current annual salary of \$56,089.67 to **Statewide Migrant Education recruitment managing coordinator**, at an annual salary of \$61,292.23, effective Dec. 19, 2019
- **Holly L. Thomas**, from client support specialist I at a current annual salary of \$40,685 to **client support specialist III**, at an annual salary of \$43,685, effective Dec. 19, 2019

Resignations

- **Joan A. Horton**, retiring as Early Intervention/Early Learning consultant,

effective Dec. 20, 2019

- **Regina L. Swisher**, Early Head Start LPN health monitor, effective Dec. 4, 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, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.2 Substitute Personnel

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

Substitute Teachers

Carolyn Cyhan

Paula Jo Dungan

Julia M. Hoffman

Tara Kephart

Cory A. Lehman

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

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.3 321SOS Software License Agreement

Directors are asked to approve renewal of a software license agreement with BLaST IU 17 for the 321SOS (staff observation system) assessment tool as a way to standardize and simplify teacher and staff evaluations. The cost of \$1,000 per year covers use by all CSIU staff and includes technical support. This renewal is for the 2020 calendar year.

Motion to approve a software license agreement with BLaST IU 17 as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

No report.

7. POLICY COMMITTEE - Bruce Rhoads, Chair; Larry Augustine and Slade Shreck, Committee Members

7.1 Board Policy Revisions/New Policies - Second Reading/Adoption (Attachments)

Policies listed below are being presented for second reading and adoption. They have been reviewed and approved by the Policy Committee, executive director, senior leaders and legal counsel.

Policy Revisions:

100	Program of Services
249	Bullying-Cyberbullying
333	Professional Development
705	Facilities and Workplace Safety
709	Building Security

New Policies:

247	Anti-Hazing
327	Telework
816	Use of Live Streaming

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

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

8. EDUCATIONAL PROGRAM MATTERS

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

In accordance with 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 and Early Head Start monthly enrollment, meal distribution, credit card expenses and monitoring data for October 2019.

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

Motion by Joseph Klebon, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

8.2 Transportation Contract Amendment

Directors are asked to approve an amendment to the transportation contract with Rohrer Bus Service (RBS), Duncannon, for the Head Start program. Directors approved the original contract at the Sept. 18, 2019 board meeting. The following contract amendment items are presented for approval:

- addition of all routes are subject to a 180-day school year minimum;
- addition of \$250 per day for a 30-passenger mini bus;
- addition of \$275 per day for a 48-passenger bus;
- addition of \$275 per day for a full-size bus;
- addition of all rates will be reduced by \$25 per day if CSIU vehicles are leased, original approval was \$225 per vehicle;
- addition of contract effective dates – Aug. 19, 2019 to Aug. 15, 2022; and
- addition of RBS is responsible for all fuel and maintenance of the vehicles, subject to a fuel escalation clause, at which time the CSIU will pay to RBS the excess cost for fuel above \$3 per gallon.

Motion to approve amendment to transportation contract with Rohrer Bus Service as presented.

Motion by Dennis Keiser, second by Jeffrey Kashner.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

8.3 Occupational Therapy Contract

The CSIU continues to experience difficulty finding qualified substitute occupational therapists to support students in Early Intervention programs. Administration recommends approval of a contract with Kidswork Therapy Center, Lewisburg, to provide compensatory education occupational therapy services, effective Jan. 6, 2020 through June 30, 2020, at a rate not to exceed \$80 per hour.

Motion to approve a contract with Kidswork Therapy Center as presented.

Motion by Kathleen DeYong, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

9. ADMINISTRATIVE MATTERS

9.1 Agreements for Service – Next Century, Inc. (Attachment)

Directors are asked to approve the list of agreements with Next Century, Inc., Milton, for staffing and consulting services for the 2019-20 school year. Funds for these expenditures are available in the program budgets listed.

Motion to approve agreements for service with Next Century, Inc. as presented.

Motion by Bruce Rhoads, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

An executive session was called to discuss a personnel matter at 7:34 p.m. and ended at 8:08 p.m.

Mr. Kashner left the room at 8:08 p.m. and returned at 8:12 p.m.

The meeting reconvened at 8:13 p.m.

9.2 Appointment of Executive Director

Vice President Rhoads made a motion from the floor to appoint Dr. John Kurelja to the position of executive director of the CSIU upon the retirement of Dr. Kevin Singer, pending his acceptance of a contract for employment.

Motion to approve the appointment of Dr. John Kurelja as executive director as presented.

Motion by Bruce Rhoads, second by Joseph Klebon.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, Kathleen DeYong, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

10. ADMINISTRATIVE REPORTS

10.1 Executive Leadership - Dr. Kevin Singer, Executive Director

Dr. Singer thanked Mr. Joseph Klebon for his service as Southern Columbia Area School District's CSIU representative.

11. ADJOURNMENT

11.1 Adjourn Meeting

The meeting was adjourned by President Augustine at 8:15 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

12. INFORMATION ONLY

12.1 Human Resources - Staff Leaves of Absences

Paid Leaves of Absence

- **Emily R. Faith**, speech therapist, effective May 8, 2020 to June 8, 2020
- **Paul R. Gola**, occupational therapist, intermittent leave effective Dec. 2, 2019 to Dec. 20, 2019

Extension of Paid Leaves of Absence

- **Stephanie A. Ensanian**, Early Intervention instructional associate, effective Nov. 27, 2019 to Dec. 20, 2019
- **Lynne M. Ivory**, special education teacher, intermittent leave effective Nov. 23, 2019 to Nov. 22, 2020

Extension of Unpaid Leave of Absence

- **Katrina L. DelVecchio**, senior software quality assurance specialist III, effective Dec. 1, 2019 to March 2, 2020

Return from Paid Leave of Absence

- **Wanda J. Stamm**, Early Intervention instructional assistant, effective Dec. 4, 2019

Return from Paid/Unpaid Leave of Absence

- **Gerald W. Cavaliere**, Corrections Education — social studies teacher, effective Nov. 21, 2019

12.2 Human Resources - Completion of New Employee Probationary Period

The following staff have completed their new employee probationary periods:

- **Randall B. Fox**, Center for Safe Schools director, effective Nov. 21, 2019
- **Kimberly Taylor-Carmo**, Center for Schools and Communities administrative assistant, effective Dec. 3, 2019

12.3 Unrestricted Funds Summaries (Attachment)

Information items include summaries of CSIU unrestricted funds for both the 2018-19 FY (Final) and the 2018-19 FY (Projected).

12.4 Fiscal Communications

Nov. 8, 2019, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the continuation of the 2018-2021 Refugee School Impact Grant (RSIG) Program in the amount of \$57,135. The period of performance for FC #4100081653 is Oct. 1, 2019 through Sept. 30, 2020.

Nov. 15, 2019, a letter dated Nov. 7, 2019 from Dr. Del Hart (Division Chief – Pennsylvania Department of Education, Bureau of Special Education) notifying CSIU of the approved 2019-2020 Special Education IDEA-B 611 grant award in the amount of \$6,741,655. Award #062-20-0016 is effective from July 1, 2019 through Sept. 30, 2020.

Nov. 21, 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 2018-19 Refugee School Impact Grant (RSIG) Program, FC #4100081653. There were no changes to the statement of work and the amount remains \$51,553.

Nov. 26, 2019, an email from Sally Mentzer (Program Assistant – Capital Area Intermediate Unit #15) notifying CSIU of the approved agreement for Foster Care technical services to be performed by CSIU/CSC. This professional services agreement is effective from July 1, 2019 through June 30, 2020 and is for an amount not to exceed \$160,000 (up to \$156,000 for services and up to \$4,000 for travel).

Nov. 28, 2019, an email from Grantsolutions.gov (Trisha Smith – ACF Grants Officer) notifying CSIU of Grant #03CH010273-05-00 for Head Start and Early Head Start operations. The projected annual funding for Head Start and Early Head Start operations is \$3,369,929, of which \$1,684,965 (50 percent) is being awarded at this time. The balance of the funds will be awarded at a later date during the budget period of Dec. 1, 2019 through Nov. 30, 2020.