

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS  
MINUTES OF THE REGULAR MONTHLY MEETING  
Wednesday, February 19, 2020**

**COMMITTEE MEETINGS**

Buildings 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.**

Central Susquehanna LPN Career Center / WATCH Project /  
Anatomage Table Demonstration  
\* Dr. Timothy Campbell, Director  
\* Katherine Vastine, WATCH Project Program Manager

**1. INTRODUCTION**

**1.1 Call to Order**

The meeting was called to order by Vice President Rhoads at 7:18 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call – Directors present – 13; Directors absent – 3; Vacancy – 1**

<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
Lauren Hackenburg	Line Mountain	X	
Tamara Hoffman	Warrior Run	X	
Jonathan Jones	Bloomsburg Area	X	
Jeffrey Kashner	Shamokin Area	X	
Gregory Klebon	Southern Columbia Area	X	
Dennis Keiser, Treasurer	Mifflinburg 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

Susy Wiegand

Berwick Area

X

Vacant

Danville Area

#### **1.4 Announcements**

The next regular monthly meeting will begin at 7 p.m. on Wednesday, March 18, 2020 at the CSIU central office.

Dr. Singer thanked Assistant Executive Director/Chief Administrative Officer Lynn Cromley for her dedication and commitment to the CSIU. Mrs. Cromley is retiring on March 9, 2020 after 37 years of service. Mr. Keiser presented Mrs. Cromley with a gift from the CSIU Board of Directors and wished her well in her retirement.

#### **1.5 Approval of Minutes (Attachment)**

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Jan. 22, 2020 as presented.

Motion by Dennis Keiser, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

#### **1.6 CSIU Staff and Others in Attendance**

Dr. Bernadette Boerckel, Director of Community Outreach

John Brenchley, Chief Innovation Officer

Lynn Cromley, Assistant Executive Director/Chief Administrative Officer

Kenneth Erb, Manager of Buildings and Grounds

Brenna Gable, Education Association Representative

Hiliary Haddon, Family Education Program Manager

Gretchen Heintzeman, WATCH Project Participant

Kevin Kilgus, Director of Financial Services

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

Jared Lehman, Associate Director of Cooperative Purchasing

Terri Locke, Supervisor of Early Childhood Services and Head Start/Pre-K Counts Programs

David Marshall, CSC Contract and Grant Operations Manager

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

Katherine Vastine, WATCH Project Program Manager

#### **1.7 Spotlight Segment**

**Katherine Vastine** introduced Gretchen Heintzeman, WATCH participant, who shared her student success story with directors. Ms. Heintzeman commented that she was able to receive her certified nurse assistant certificate through the WATCH program and later received her licensed practical nurse and registered nurse degrees. She thanked the WATCH Project and her career coordinator for their guidance and support throughout her journey.

## **2. BOARD GOVERNANCE**

## **2.1 Director Appointment**

Directors are asked to approve the following representative and effective dates to fill a current vacant director position.

Dr. Yohannes Getachew – Danville Area School District  
Effective dates: Feb. 20, 2020 through Dec. 2020 district reorganization meeting (TBA)  
Completing balance of unexpired term

Motion to approve a director appointment as presented.

Motion by Victor Abate, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **3. BUDGET AND FINANCE COMMITTEE – Tamara Hoffman, Chair; William Brecker and Deborah Price, Committee Members**

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

Directors are asked to approve the following January 2020 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 January 2020 as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **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 (Attachments)**

Purchasing Program: KPN Definite Quantity Line-Item Bids, Athletic Supply Category (July 2020 Delivery):

- BSN Sports, Dresher, Pa., total sales volume \$5,810.02
- Henry Schein, Melville, N.Y., total sales volume \$8,991.73
- Longstreth Sporting Goods, Spring City, Pa., total sales volume \$148.75
- Pyramid School Products, Tampa, Fla., total sales volume \$34,550.13
- Riddell Sports, North Ridgeville, Ohio, total sales volume \$2,649.75
- Sportsman's, Johnstown, Pa., total sales volume \$42,111.08

Purchasing Program: KPN Definite Quantity Line-Item Bids, Cafeteria Supply Category (July 2020 Delivery):

- Clark Food Service Equipment, Lancaster, Pa., total sales volume \$23,444.25
- Pennsylvania Paper and Supply Company, Scranton, Pa. total sales volume \$52,679.39

Purchasing Program: KPN Definite Quantity Line-Item Bids, Custodial Supply Category (June 2020 Delivery):

- Hassinger & Company, Inc., New Cumberland, Pa., total sales volume \$87,704.19
- Hillyard Lancaster, Lancaster, Pa., total sales volume \$7,933.04
- LJC Distributors of Fuller Brush, Scranton, Pa., total sales volume \$75,067.40
- Pennsylvania Paper and Supply Company, Scranton, Pa., total sales volume \$295,811.36
- Veritiv, Mechanicsburg, Pa., total sales volume \$36,545.05

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

Motion by Jeffrey Kashner, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

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

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

- **Aryn Ewig**, Sunbury, received a diploma from Shikellamy High School, Sunbury. She has been employed as a teacher's aide with Kids Korner Learning Center, Sunbury. Ms. Ewig is recommended as a **Head Start assistant instructor**, at an hourly rate of \$10.22 (\$16,924.32 annually), effective Mar. 2, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.

#### **Position Transfers**

- **Nicole D. Hill**, from Early Intervention teaching assistant at a current hourly rate of \$7.25 (\$10,059.38 annually) to **Early Intervention instructional assistant**, at an hourly rate of \$9 (\$12,487.50 annually), effective Feb. 20, 2020
- **Leah C. Galkowski**, from Safe Schools coordinator (part-time) at a current hourly rate of \$36.37, to **Safe Schools coordinator (full-time)** at an annual salary of \$70,921, effective March 6, 2020
- **Lyndi S. Hertzler**, from senior client support specialist I at an annual salary of \$48,344.08 to **Financial Information System (FIS) implementation/analysis facilitator**, at an annual salary of \$57,000, effective Feb. 20, 2020
- **Misty L. Lose**, from Head Start instructor at a current hourly rate of \$17.53 (\$29,029.68 annually) to **Early Intervention teacher**, at an annual salary of \$48,087, at the bachelor's step 1 classification of the current Collective Bargaining Agreement, effective Mar. 19, 2020
- **Brian J. Paulhamus**, from technical support consultant II at an annual salary of \$64,780.13 to **information security officer**, at an annual salary of \$76,780.13, effective Feb. 20, 2020

#### **Resignations**

- **Kellie J. Bingaman**, Head Start assistant instructor, effective Feb. 6, 2020
- **Gaye R. Jenkins**, WATCH Project academic specialist, effective June 30, 2020
- **Jeffrey L. Kimball**, retiring as cooperative purchasing services director, effective July 31, 2020
- **Karla D. Procopio**, workforce outreach specialist, effective Jan. 31, 2020
- **Hannah G. Sherwood**, staff accountant, effective Feb. 25, 2020

- **Nancy J. Zaborowski**, retiring as data entry and driver education assistant, effective May 1, 2020

\*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 Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **5.2 Part-Time Personnel**

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

- **Addison J. Yoder**, Migrant Education after-school instructor, at an hourly rate of \$15, effective March 9, 2020 (contingent upon receipt of required clearances)

### **Resignation**

- **Mark S. Borges**, substitute school bus driver, effective Jan. 24, 2020

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

Motion to approve a part-time personnel recommendation as presented.

Motion by Dennis Keiser, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **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**

Sherri M. Boyles

Mark E. Ilgenfritz

Carolyn G. McSween

Motion to approve substitute personnel as presented.

Motion by Dennis Keiser, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **5.4 2019-20 Mentor Recommendation**

Administration recommends the following employee as an addition to the mentor list for the 2019-20 New Teacher Induction Program to replace Michelle Prybyla who resigned Dec. 21, 2019. Mentors are paid \$1,000 in accordance with the current collective

bargaining agreement. Mr. Kleha will be paid \$500 for serving as a mentor for half the school year.

- **Joshua S. Kleha**, Corrections Education - language arts teacher

Motion to approve a 2019-20 mentor addition as presented.

Motion by Dennis Keiser, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

### **5.5 Holiday Schedule – 12-Month Non-Instructional Staff (Attachment)**

Directors are asked to approve the 2020-21 holiday schedule for 12-month non-instructional staff.

Motion to approve the 2020-21 holiday schedule for 12-month non-instructional staff as presented.

Motion by Dennis Keiser, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **6. BUILDINGS AND GROUNDS COMMITTEE William Brecker, Chair; Jeffrey Kashner and Bruce Rhoads, Committee Members**

### **6.1 Lease Agreement Rate Increase**

Directors are asked to approve a rate increase of \$7.75 per month for a lease agreement with Union County Housing Authority, for 293 sq. ft. of currently leased office space used for the WATCH Project located at 1060 Industrial Boulevard, Suite 400, Lewisburg, Pa. The effective dates of this lease are July 25, 2016 through July 24, 2017 with automatic monthly renewal unless a 60-day written notice is provided by either the Union County Housing Authority or the CSIU. Funds for this increase are available in the WATCH Project budget.

Motion to approve a rate increase for a lease agreement with Union County Housing Authority as presented.

Motion by William Brecker, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

### **6.2 HVAC Contract**

Administration recommends approval of a heating, ventilation and air conditioning (HVAC) contract with Schoonover Plumbing and Heating, Canton, Pa. This contract is to furnish and install two York five-ton, high-efficiency heat pump units at the quoted cost of \$17,300. The units, which are designated for the central office server room, will replace two failed units that are eight years old and can no longer be serviced. Three quotes were obtained. Funds for the replacement units are available in the capital

reserve fund.

Motion to approve a contract with Schoonover Plumbing and Heating as presented.

Motion by William Brecker, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

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

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

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

#### **Policy Revisions:**

- 004 Membership
- 138 Language Instruction Educational Program for English Learners
- 335 Family and Medical Leaves
- 610 Purchases Subject to Bid/Quotation
- 913 Non-school Organizations/Groups/Individuals

#### **New Policy:**

- 890 Information Protection Policy

#### **Policies to rescind:**

##### Section 200 Pupils

- 248 Unlawful Harassment

##### Section 300 Employees

- 348 Unlawful Harassment

These policies have been merged with policies #103 *Nondiscrimination/Discriminatory Harassment-Educational Programs/Services* and #104 *Nondiscrimination/Discriminatory Harassment-Employment Practices* and have been previously adopted.

Motion to accept at first reading the proposed policies as presented and rescind old policies as listed.

Motion by Bruce Rhoads, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **8. UNFINISHED BUSINESS**

None.

## 9. NEW BUSINESS

None.

## 10. EDUCATIONAL PROGRAM MATTERS

### 10.1 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 items are presented for approval:

- Purchase of Maico "easy Screen ABR hearing screener" at a cost of \$23,680 (budget carryover request approved at Nov. 20, 2019 Board meeting)
- Head Start/Early Head Start Monthly Report for December 2019

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

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

### 10.2 Evaluation Services Contract

Directors are asked to approve a contract for evaluation services with Elite Educational and Therapeutic Support Services, LLC for a student evaluation, including a School-Based Neuropsychological Evaluation with a base rate of \$5,250 and Independent Functional Behavioral Assessment in the amount of \$2,500.

Motion to approve a contract with Elite Educational and Therapeutic Support Services, LLC as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## 11. ADMINISTRATIVE MATTERS

### 11.1 Staff Appointments

Due to the upcoming retirement of Assistant Executive Director/Chief Administrative Officer Lynn Cromley, directors are asked to approve the appointment of Assistant Executive Director/Chief Academic Officer Dr. John Kurelja to the following positions, effective March 9, 2020:

- **Right to Know Officer** – requirement of Act 3 of 2008.
- **Central Susquehanna Region School Employees' Health and Welfare Trust Board of Trustees** – CSIU representative to the Board of Trustees.
- **School Safety and Security Coordinator** – requirement of Act 44 of 2018 and serves as the administrative point of contact to the Office of Attorney General for the statewide anonymous tip program.

Directors are asked to approve the following staff appointments as presented.

Motion by Gregory Klebon, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.



Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Susy Wiegand

## **12. ADMINISTRATIVE REPORTS**

### **12.1 Executive Leadership – Dr. Kevin Singer, Executive Director**

## **13. ADJOURNMENT**

### **13.1 Adjourn Meeting**

Vice President Rhoads adjourned the meeting at 8:08 p.m.

**Respectfully submitted,**

**Slade Shreck  
Board Secretary**

**Amy Pfleegor  
Board Recording Secretary**

## **14. INFORMATION ONLY**

### **14.1 Human Resources – Staff Leaves of Absence**

#### **Paid Leaves of Absence**

- **Marly A. Artley**, computer services administrative assistant, effective Jan. 31, 2020 to Feb. 14, 2020
- **Karen S. Bower**, Early Intervention instructional assistant, effective Feb. 7, 2020 to Mar. 6, 2020
- **Sharon A. McIntyre**, workforce specialist, effective Jan. 2, 2020 to Jan. 21, 2020

#### **Paid/Unpaid Leave of Absence**

- **Kierstin A. Buss**, Head Start assistant instructor, effective Feb. 18, 2020 to March 3, 2020

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

- **Sharon A. McIntyre**, workforce specialist, effective Jan. 22, 2020
- **Laura A. Saccente**, Pennsylvania statewide afterschool/youth development network (PSAYDN) director, effective Jan. 21, 2020

### **14.2 Human Resources – Completion of New Employees Probationary Period**

The following staff have completed their new employee probationary periods:

- **Kellie J. Bingaman**, Head Start assistant instructor, effective Jan. 14, 2020
- **Christina M. Buck**, Head Start instructor, effective Jan. 15, 2020
- **Lacy J. Cole**, Head Start assistant instructor, effective Jan. 15, 2020
- **Kymberlee A. Gessner**, Head Start assistant instructor, effective Jan. 15, 2020
- **Christina L. Herman**, college and career readiness educational support specialist, effective Jan. 24, 2020
- **Nicole M. Lady**, migrant technology support specialist, effective Feb. 5, 2020
- **Sherri L. Long**, Center for Schools and Communities design coordinator, effective Feb. 7, 2020

### **14.3 CSIU 907-A Report for 2018-19 Fiscal Year (Attachment)**

On June 30, 2011 the Governor signed into law Act 24 of 2011 amending the Public School Code and creating a new reporting requirement for Intermediate Units.

Staff prepared and filed the PDE 907-A Report for Intermediate Units which identifies all contracts, interagency agreements, intergovernmental agreements, purchase orders, memoranda of understanding, agreements and other arrangements between a Commonwealth agency and the IU and between the IU and another or other IUs, which agreements have a value of \$50,000 or greater. The CSIU report for the 2018-19 fiscal year included 52 agreements which aggregated to \$33,690,671 in annual value.

A copy of the CSIU 2018-19 IU 907-A Report and reporting guidelines are attached for your information.

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

Information items include summary of CSIU Unrestricted Funds for the 2019-20 FY (Projected).

### **14.5 Public Surplus – Online Auction**

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

- 2001 Blue Bird Bus #2
- 2003 Blue Bird Bus #16
- 2003 Blue Bird Bus #17
- 2006 Blue Bird Bus #19
- 2006 Blue Bird Bus #20
- 2002 Chevy Bus #H14
- 2002 Chevy Bus #H15
- 2006 Chevy Bus #H18
- 2006 Chevy Bus #H19
- 2009 Chevy Bus #23
- 2009 Chevy Bus #24
- 2003 Ford Windstar Van
- 2007 Ford Focus
- 2001 GMC Savanna Van
- 2003 GMC Savanna Van
- 2004 GMC Bus #H16
- 2004 GMC Bus #H17
- 2009 IHC Bus#21
- 2009 IHC Bus#22

#### **14.6 Administration – Staff Travel**

**Ann Miller**, WATCH Project supervisor, **Kristy Sones**, WATCH Project program manager, and **Katherine Vastine**, WATCH Project program manager, will attend the **2020 Health Profession Opportunity Grants (HPOG) Program Roundtable Meeting** on Feb. 25-26, 2020 in Kansas City, Mo. This is a mandatory meeting for all grantees. While there, they will receive additional training to help effectively serve program participants by increasing mental health awareness and learning how to use concrete coaching strategies to build participant resilience. Estimated expenses of \$1,443, individually, are available in the WATCH budget.

**Shileste Overton-Morris**, director of Center for Schools and Communities, will attend the **2020 Women's ESC Leadership Network** on March 26-27, 2020 in Charleston, S.C. While there, she will network with others in the ESA network and receive staff development on equity and diversity. Estimated expenses of \$1,721.99 are available in the Center for Schools and Communities budget.

**Bernadette Boerckel**, director of community relations, **Terri Locke**, early childhood program supervisor, and **Katherine Vastine**, WATCH Project program manager, will attend the **Community Action Project (CAP) Tulsa** on March 4-5, 2020 in Tulsa, Okla. While there, they will take part in a peer exchange Technical Assistance with CAP Tulsa. The focus will be on the 2GEN approach and integrating services with Head Start. All travel expenses are covered by JBS International.

**Jared Lehman**, associate director of cooperative purchasing, will attend the **California Association of School Business Officials Conference (CASBO)** on March 30-31, 2020 in Palm Springs, Calif. While there, he will exhibit and promote the Keystone Purchasing Network and PEPPM programs. Estimated expenses of \$1,443 are available in the joint purchasing budget.

**Jeffrey Kimball**, cooperative purchasing services director, and **Cassie Seabridge**, cooperative purchasing marketing specialist, will attend the **Association of Educational Purchasing Agencies (AEPA) Board Meeting** on April 27-28, 2020 in Austin, TX. While there, they will attend the board meeting, conduct business of AEPA and meet with

vendors to review their products, services and review marketing. Estimated expenses of \$1,819, individually, are available in the joint purchasing budget.

**David Baird**, Migrant Education site director, **Jasmine Canals**, Migrant Education afterschool instructor, **Maria Lupe Feeser**, Migrant Education student support specialist, **Marya Rivera**, Migrant Education student support specialist, **Jesus Rodriguez**, Migrant Education recruiter, **Magdalena Rosa**, Migrant Education recruiter, and **Jonathan Sell**, Migrant Education student support specialist, will attend the **2020 National Migrant Education Conference** on May 3-6, 2020 in Albuquerque, N.M. While there, they will receive policy updates and performance strategies for program implementation from national and state Migrant Education Program experts. Estimated expenses of \$1,654 for site director and \$2,010 for all others, are available in the Migrant budget.

#### **14.7 Fiscal Communications**

Jan. 14, 2020, an email from Roxanne Walden (Purchasing Agent I – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of an amendment to Purchase Order #4300513306 (Persistently Dangerous Schools) to reflect the liquidation of line items that have expired. This action reduces the purchase order by \$3,300, bringing the revised amount to \$3,300.

Jan. 27, 2020, an email from Lisa Stum (SWAN Contracts Administrator – Diakon Lutheran Social Ministries) notifying CSIU of the approved budget revision for the 2019-20 Statewide Adoption Network agreement. The revision moves funds between line items to reflect current expenditures. The agreement amount remains \$439,828 for the period of July 1, 2019 through June 30, 2020.

Jan. 29, 2020, an email from Cynthia Seaborn (Subaward Administrator – Clemson University, Division of Research) notifying CSIU of an amendment to Subcontract #2080-205-2012801, for services to be provided by the Center for Schools and Communities. This action increases the subcontract amount by the Year Two Budget amount of \$29,054, for a total obligated amount of \$42,863. The Period of Performance is extended to June 30, 2020.

Jan. 31, 2020, an email from WaTanya L. Ney (21st CCLC Program Officer – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget and program revision for FC#4100083494, 2019-20 21st Century Community Learning Center Afterschool Program Grant (Cohort 10). This revision approves a site location change. The grant amount remains \$276,000 for the period of July 1, 2019 through June 30, 2020.