MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, OCTOBER 11, 2017

COMMITTEE MEETINGS

• Personnel Committee
  5 p.m. in Valley Room

• Finance Committee
  5:30 p.m. in River Room

• Technology/Marketplace Committee
  5:30 p.m. in Technology Group Room

DINNER

• 6 p.m. in Susquehanna B

WORK STUDY SESSION

• 6:45 p.m. in Susquehanna B

SOCIAL AND EMOTIONAL LEARNING
Shileste Overton-Morris, Center for Schools and Communities
  Director

2018–2021 STRATEGIC PLAN UPDATE
Lynn Cromley, Assistant Executive Director
  and Chief Administrative Officer

BUSINESS MEETING

• 7:30 p.m. in Commonwealth Room

This document contains the full and corrected agenda and minutes. All other agendas may be discarded.
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BUSINESS MEETING AGENDA AND MINUTES
October 11, 2017 CSIU Board of Directors Meeting
CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:35 p.m. by President Larry Augustine.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

<table>
<thead>
<tr>
<th>Director</th>
<th>District</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victor L. Abate</td>
<td>Midd-West</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Larry D. Augustine, President</td>
<td>Selinsgrove Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>William Brecker</td>
<td>Mount Carmel Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Kathleen DeYong</td>
<td>Benton Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Darlene Garcia-Johnson</td>
<td>Milton Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Scott Karpinski</td>
<td>Shikellamy</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Jeffrey Kashner</td>
<td>Shamokin Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Dennis Keiser</td>
<td>Mifflinburg Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Joseph Klebon</td>
<td>Southern Columbia Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Jody Love</td>
<td>Millville Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Norman Mael</td>
<td>Bloomsburg Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Daniel F. McGann, Secretary</td>
<td>Berwick Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Lawrence I. Neidig, Treasurer</td>
<td>Line Mountain</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Bruce E. Rhoads, Vice President</td>
<td>Central Columbia</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Tera Unzicker-Fassero</td>
<td>Lewisburg Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>David Weader</td>
<td>Danville Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Douglas L. Whitmoyer</td>
<td>Warrior Run</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

Directors present – 9; Directors absent – 8
IV. CSIU STAFF AND OTHERS IN ATTENDANCE

John Brenchley—Chief Innovation Officer
Lynn Cromley—Assistant Executive Director/Chief Administrative Officer
Kenneth Erb—Facilities Coordinator
Marcia Hoffman—Director of Human Resources
Pam Karnes—Education Association Representative
Susan Kinney—Executive Office Manager/Board Recording Secretary
Dr. John Kurelja—Chief Academic Officer
Diane Morgan—Executive Assistant to the Chief Financial Officer
Charles Peterson, Jr.—Chief Financial Officer
Dr. Kevin Singer—Executive Director
Jennifer Spotts—Communications Manager
Jennifer Williams—Director of Special Education and Early Childhood Services

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Nov. 15, 2017 at the CSIU central office.

Mr. Augustine announced the Personnel Committee has been renamed Human Resources Committee.

VI. APPROVAL OF MINUTES

Motion by Mr. Abate and second by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Sept. 13, 2017, with one correction: Information Item on pg. 17 Extension of Leave of Absence for Gretchen A. Hoff, special education teacher, changed to Heather A. Cuff, Early Head Start senior family partner/home visitor.

The motion was unanimously approved.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. Annual Human Resources Report

Marcia Hoffman, Human Resources Director

Ms. Hoffman presented the Human Resources Annual Report for 2016-17, which depicted the number of full- and part-time staff, their education levels and total payroll; employees’ participation in the Sick Leave Bank, credit reimbursement and flexible spending accounts; and costs associated with unemployment compensation and workers’ compensation.
COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair
   Darlene Garcia-Johnson and Douglas Whitmoyer, Committee Members

Mr. McGann reported on behalf of the committee: the CSIU does not have to make a contribution to the Post Employment Benefit Fund this year; information regarding the FIS rollout; and the committee’s reevaluation of meeting times.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet
   The reports of fiscal year 2017-18 financial activity as of Sept. 30, 2017 are presented for acceptance. The revenue and expenditure reports by program are included in directors’ agenda packets (Attachment No. 1)

   The monthly financial statements for Sept. 30, 2017 follow:

   **General Fund — September**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance 9/1/2017</td>
<td>$2,317,480.03</td>
</tr>
<tr>
<td>Deposits</td>
<td>$9,911,397.35</td>
</tr>
<tr>
<td>Disbursements</td>
<td></td>
</tr>
<tr>
<td>Payroll Transfers</td>
<td>($1,424,705.70)</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>(1,360.49)</td>
</tr>
<tr>
<td>Payroll Disbursements</td>
<td>(699,876.78)</td>
</tr>
<tr>
<td>PSERS ACH</td>
<td>(2,396,957.96)</td>
</tr>
<tr>
<td>Monthly Checks</td>
<td>(3,589,662.65)</td>
</tr>
<tr>
<td>Voided Checks</td>
<td>1,184,361.35</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td>($6,928,202.23)</td>
</tr>
<tr>
<td><strong>Balance 9/30/2017</strong></td>
<td>$5,300,675.15</td>
</tr>
</tbody>
</table>

   **Voided Checks/Direct Deposits**

   **Current Month**

<table>
<thead>
<tr>
<th>Check #</th>
<th>Payee</th>
<th>Amount</th>
<th>Reason</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>215213-215229</td>
<td>Multiple Vendors</td>
<td>$69,097.57</td>
<td>Printing Error</td>
<td>9/12/17</td>
</tr>
<tr>
<td>215342-215403</td>
<td>Multiple Vendors</td>
<td>1,115,020.22</td>
<td>Printing Error</td>
<td>9/19/17</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$1,184,117.79</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Voided Checks/Direct Deposits
**Dated Before 9/1/17**

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor</th>
<th>Amount</th>
<th>Reason</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>211980</td>
<td>Wyatt Featherman</td>
<td>$2.80</td>
<td>Stale Dated</td>
<td>4/06/17</td>
</tr>
<tr>
<td>211990</td>
<td>Aaron Kalinowski</td>
<td>9.72</td>
<td>Stale Dated</td>
<td>4/06/17</td>
</tr>
<tr>
<td>212055</td>
<td>Central PA Foster Grandparent</td>
<td>180.00</td>
<td>Stale Dated</td>
<td>4/11/17</td>
</tr>
<tr>
<td>212304</td>
<td>Malachi Foltz</td>
<td>29.74</td>
<td>Stale Dated</td>
<td>4/20/17</td>
</tr>
<tr>
<td>212305</td>
<td>Austin Foye</td>
<td>16.57</td>
<td>Stale Dated</td>
<td>4/20/17</td>
</tr>
<tr>
<td>212312</td>
<td>Aaron Kalinowski</td>
<td>4.73</td>
<td>Stale Dated</td>
<td>4/20/17</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$243.56</strong></td>
</tr>
</tbody>
</table>

### Other Accounts

<table>
<thead>
<tr>
<th></th>
<th>Payroll</th>
<th>LPN Career Center</th>
<th>Work Foundations +</th>
<th>Rental Security</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance 9/1/2017</strong></td>
<td>$1,171.09</td>
<td>$0.00</td>
<td>$3,590.29</td>
<td>$32,592.25</td>
</tr>
<tr>
<td>Transfers</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Deposits</td>
<td>1,424,705.70</td>
<td>1,427.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Interest</td>
<td>15.91</td>
<td>0.00</td>
<td>0.00</td>
<td>0.82</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>(1,424,705.70)</td>
<td>(1,427.00)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Voided Checks/Returned Direct Deposit</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Balance 9/30/2017</strong></td>
<td>$1,187.00</td>
<td>$0.00</td>
<td>$3,590.29</td>
<td>$32,593.07</td>
</tr>
</tbody>
</table>

### Investment Accounts

<table>
<thead>
<tr>
<th></th>
<th>PA School Districts Liquid Asset Fund (PSDLAF)</th>
<th>PA Local Gov’t Investment Trust (PLGIT)</th>
<th>PLGIT Mortgage Escrow</th>
<th>PLGIT/Class</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance 9/1/2017</strong></td>
<td>$628,046.24</td>
<td>$2,831,093.97</td>
<td>$248,802.90</td>
<td>$7,197,325.23</td>
</tr>
<tr>
<td>Deposits</td>
<td>0.00</td>
<td>6,550,175.97</td>
<td>1,071.49</td>
<td>0.00</td>
</tr>
<tr>
<td>Interest</td>
<td>387.32</td>
<td>1,869.62</td>
<td>158.05</td>
<td>16815.67</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>(51,874.75)</td>
<td>(4,501,071.49)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Balance 9/30/2017</strong></td>
<td>$576,558.81</td>
<td>$4,882,068.07</td>
<td>$250,032.44</td>
<td>$7,214,140.90</td>
</tr>
</tbody>
</table>
2. **Payment Requests**

The following obligations are listed on the documents included in directors’ agenda packets. *(Attachment No. 2)* Funds for payment are available in program budgets.

<table>
<thead>
<tr>
<th>Accounts Payable – September</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund 9/30/2017</td>
<td>$3,589,662.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per Diem and Hourly Employees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Ending 9/7/2017</td>
<td>$25,708.14</td>
</tr>
<tr>
<td>Pay Period Ending 9/21/2017</td>
<td>$30,456.79</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,645,827.58</strong></td>
</tr>
</tbody>
</table>

**CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS**

1. **Classroom Leases**

Directors are asked to approve classroom leases for the 2017-18 school year as follows:

<table>
<thead>
<tr>
<th>District</th>
<th>Program</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berwick Area</td>
<td>Pre-K Counts</td>
<td>$5,000*</td>
</tr>
<tr>
<td>Lewisburg Area</td>
<td>Early Intervention</td>
<td>$4,500</td>
</tr>
<tr>
<td>Warrior Run</td>
<td>Pre-K Counts</td>
<td>$5,000*</td>
</tr>
</tbody>
</table>

*Not to exceed $5,000 for any requested renovations, equipment or supplies. *(Attachment No. 3)*

2. **Student Transportation Contracts**

Directors are asked to approve additional student transportation routes for the 2017-18 school year. *(Attachment No. 4)*

3. **Transportation Agreement with Danville Area School District**

Directors are asked to approve an agreement with Danville Area School District to share one-half the cost for CSIU to transport a student to The Scranton School for Deaf and Hard of Hearing Children. *(Attachment No. 5)*

4. **Forecast5 Analytics – 5 Sight Software License Purchase**

5 Sight is an analytics tool developed by Forecast5 that allows users to generate business insights with performance data and create customized benchmark peer groups in areas such as academic performance, facilities and operations, business management, transportation, human resources and special education. CSIU Directors approved the purchase of the software license on behalf of the 17 member districts for the 2016-17 school year. Because this tool is proving to be very valuable, Directors are asked to approve the purchase of one-year 5 Sight licenses for member districts for 2017-18 at a cost of $57,400. Funds to support the purchase are available in the Central Support Services budget. *(Attachment No. 6)*
Motion by Mr. McGann and second by Mr. Keiser to:

- accept the monthly financial statements and pay the obligations listed on the documents presented; and
- approve the classroom leases; student transportation contracts; transportation agreement with Danville Area School District; and Forecast5 Analytics–5 Sight Software License Purchase as presented.

Roll Call Vote:  Voting yes: Mr. Abate, Mr. Augustine, Mr. Keiser, Mr. Klebon, Ms. Love, Mr. McGann, Mr. Neidig, Dr. Unzicker-Fassero, Mr. Whitmoyer

Result:  Motion passed: Voting yes-9; Voting no-0

II. HUMAN RESOURCES COMMITTEE REPORT – Dennis Keiser, Chair
Larry Augustine and Lawrence Neidig, Committee Members

CONSIDERATION OF ACTION ITEMS

1. New Employees
   Instructional Staff
   Kristi L. Mertz, Danville, received an associate’s degree from Pennsylvania College of Technology. She has been employed as a toddler lead teacher with Snyder Union Mifflin Child Development Susquehanna Children’s Center, Selinsgrove. Ms. Mertz is recommended as a Head Start instructor, a non-exempt position, at an hourly rate of $12.56, for an estimated annual salary of $18,463.20, effective Oct. 23, 2017 (contingent upon receipt of required clearances). Funds for this new position are in the Head Start budget.

   Erin N. Mills, Sunbury, received a diploma from Shikellamy High School. She has been employed as a teller with Susquehanna Bank, Selinsgrove. Ms. Mills is recommended as a Head Start assistant instructor, a non-exempt position, at an hourly rate of $9.38, for an estimated annual salary of $13,788.60, effective Oct. 23, 2017 (contingent upon receipt of required clearances). Funds for this new position are in the Head Start budget.

   Non-Instructional Staff
   Angela Plantz, Harrisburg, received a master’s degree from Shippensburg University. She has been employed as a training and technical assistance professional with Tuscarora Intermediate Unit 11/Clark Resources, Harrisburg. Ms. Plantz is recommended as an Office for Dispute Resolution (ODR) special education coordinator, an exempt position, at an annual salary of $53,000, effective Oct. 16, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the ODR budget.

2. Title Change
   Our executive director recommends a title change for Kristin K. James, from assistive technology consultant to teacher of visually impaired, effective Oct. 30, 2017.
3. **Substitute Teachers and Para-educators (Aides)**

Directors are asked to approve the following substitute teachers and para-educators (aides) to work in CSIU classrooms and programs during the 2017-18 school year:

<table>
<thead>
<tr>
<th>Substitute Teachers</th>
<th>Substitute Para-Educators (Aides)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colette P. Frantz</td>
<td>Kenneth A. Geise</td>
</tr>
<tr>
<td>Brittany N. Gardner</td>
<td>Kristy L. Truitt-Reichner</td>
</tr>
<tr>
<td>Jonathan J. Garman</td>
<td></td>
</tr>
<tr>
<td>Connie M. Lilley</td>
<td></td>
</tr>
<tr>
<td>Brandi L. Miller</td>
<td></td>
</tr>
<tr>
<td>Jolene M. Stassel</td>
<td></td>
</tr>
<tr>
<td>Donna A. Vought</td>
<td></td>
</tr>
</tbody>
</table>

4. **Position Transfer**

Our executive director recommends the following position transfer:

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Position</th>
<th>Current Salary</th>
<th>New Position</th>
<th>New Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tammie L. Christian</td>
<td>WATCH Project career coordinator</td>
<td>$36,601.50 ($18.77/hr)</td>
<td>WATCH Project operations coordinator</td>
<td>$41,593.50 ($21.33/hr)</td>
<td>Oct. 12, 2017</td>
</tr>
</tbody>
</table>

(Will remain a non-exempt employee.)

5. **Resignations**

The executive director recommends acceptance of the following resignations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony G. DeRemer</td>
<td>migrant education recruitment coordinator</td>
<td>Retirement</td>
<td>Oct. 16, 2017</td>
</tr>
<tr>
<td>Susan K. Kinney</td>
<td>executive office manager/ board recording secretary</td>
<td>Retirement</td>
<td>June 28, 2018</td>
</tr>
<tr>
<td>Mary G. Messenger</td>
<td>regional team supervisor</td>
<td>Retirement</td>
<td>Jan. 11, 2018</td>
</tr>
<tr>
<td>Katelynn E. Walls</td>
<td>Early Head Start instructor</td>
<td>Resignation</td>
<td>Sept. 29, 2017</td>
</tr>
</tbody>
</table>

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

6. **Amendment to In–School Nursing Services Agreement**

Our executive director recommends approval of agreement amendment with **BAYADA Home Health Care, Inc.** to include Certified Nursing Assistant services at an hourly rate of $27. *(Attachment No. 7)*
Motion by Mr. Keiser and second by Mr. Abate to approve new employees, title change, substitute teachers and para-educators (aides), position transfer, resignations, and amendment to in-school nursing services agreement as presented.

Voice Vote Recorded as
Roll Call Vote: Voting yes: Mr. Abate, Mr. Augustine, Mr. Keiser, Mr. Klebon, Ms. Love, Mr. McGann, Mr. Neidig, Dr. Unzicker-Fassero, Mr. Whitmoyer
Result: Motion passed: Voting yes-9; Voting no-0

III. TECHNOLOGY/MARKETPLACE COMMITTEE REPORT—BRUCE RHOADS, CHAIR
Scott Karpinski, Jeffrey Kashner and Tera Unzicker-Fassero, Committee Members
Mr. Brenchley reported that the committee did not meet this evening.

Mr. Abate left the meeting at 8 p.m. and returned at 8:02 p.m.

CONSIDERATION OF ACTION ITEMS

1. **Epylon Corporation Contract Renewal**
Directors are asked to approve the renewal of a Master Services Agreement with Epylon Corporation of Danville, Calif., for providing e-commerce and cooperative purchasing software and service solutions for the public sector through PEPPM and KPN for the term Oct. 12, 2017 through Dec. 31, 2020. The agreement will renew for successive one-year periods unless terminated by either party with notice. (Attachment No. 8)

2. **Intrapreneurial Assessment Contract with EntreMetric, LLC**
Directors are asked to approve a contract with EntreMetric, LLC of Lewisburg, to provide an information workshop, assessment administration and debriefing session for the CSIU Intrapreneurial Academy. The cost is $2,500 with funds available in the general budget. (Attachment No. 9)

3. **Partnership Agreement with Colonial Life/Malvern Marketing Group, LLC**
Directors are asked to approve an agreement for the CSIU and Colonial Life/Malvern Marketing Group, LLC of Berwyn, Pa., to collaborate on a joint initiative to automate the open enrollment process for CSIU employees. The cost is $8,800 for the term Oct. 1, 2017–Oct. 1, 2018 and will include three optional elective insurance products for employees to consider with no additional cost for the CSIU to expand this option to its clients. Funds are available in the Computer Services budget. (Attachment No. 10)

4. **PEPPM Product Line Bid Awards Contract Extensions**
Directors are asked to approve the extension of the PEPPM product line contracts as listed through Dec. 31, 2018. The current PEPPM product line contracts are valid through Dec. 31, 2017; however, the Product Line Bid Terms and Conditions and Awarded Vendor Agreement contain language that allows the CSIU to extend the contract term beyond Dec. 31, 2017. (Attachment No. 11)
Motion by Mr. Keiser and second by Mr. McGann to approve Epylon Corporation contract renewal; intrapreneurial assessment contract with EntreMetric, LLC; partnership agreement with Colonial Life/Malvern Marketing Group, LLC; and PEPPM product line bid awards contract extensions as presented.

The motion was unanimously approved.

IV. POLICY COMMITTEE REPORT – Daniel McGann, Chair
Larry Augustine and Bruce Rhoads, Committee Members

1. Board Policies – Section 700 Property

Directors are asked rescind the following policies:

3260 Disposal of Equipment and Supplies
3280 Gifts, Grants, Bequests
3514 Equipment
3516 Safety
3516.2 Integrated Pest Management
3517 Security

And in their place, accept at second reading the following Board policies:

Section: 700 Property

701 Facilities Planning
702 Gifts, Grants, Donations
703 Sanitary Management
704 Maintenance
705 Safety
706 Property Records
706.1 Disposal of Equipment and Supplies
707 Use of Intermediate Unit Facilities
708 Lending of Equipment
709 Building Security
716 Integrated Pest Management
718 Service Animals in Schools

(Attachment No. 12)

Motion by Mr. McGann and second by Mr. Keiser to rescind policies as listed, and in their place accept and approve at second reading policies as presented.

The motion was unanimously approved.
NEW BUSINESS

I. POLICY AND PROGRAM MATTERS

NORTHUMBERLAND AREA HEAD START AND EARLY HEAD START

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: (Attachment No. 13 a, b)

1. **Head Start Integrated Services Plans**
   Directors are asked to approve the Integrated Services Plans, Part 1301: Program Governance, developed July 2017. *(Attachment No. 13a)*

   Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for August 2017. *(Attachment No. 13b)*

   Motion by Mr. McGann and second by Mr. Keiser to acknowledge and approve the Head Start/Early Head Start items as presented.
   The motion was unanimously approved.

II. ADMINISTRATIVE REPORTS (Attachment No. 14)

1. **Executive Leadership**
   Kevin Singer, Executive Director
   Dr. Singer reported that CSIU administration reviewed a demo of BoardDocs for use with the board agenda and minutes. Directors will receive an overview at the Nov. 15 meeting.

2. **Administrative Services**
   Lynn Cromley, Assistant Executive Director/Chief Administrative Officer

3. **Educational Services**
   John Kurelja, Chief Academic Officer

4. **Financial Services**
   Charles Peterson, Jr., Chief Financial Officer

5. **Marketplace Services**
   John Brenchley, Chief Innovation Officer

6. **Other**
III. ADJOURNMENT

The meeting was adjourned by President Augustine at 8:12 p.m.

Respectfully submitted,

Daniel McGann
Secretary

Susan Kinney
Recording Secretary
INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Public Surplus – Online Auction
   The following CSIU items will be included on the Public Surplus auction site, a service for public and educational agencies: 1992 Chevy Van with mileage of 82,452; and one lot of wood pallets.

2. Communications
   Sept. 6, 2017, an email from Brenda Kylen (Data and Fiscal Project Officer–Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the fully executed state grant for Migrant Child Care and Summer Services. FC #4100076997 is in the amount of $157,042 and is effective July 1, 2017 through June 30, 2018.

   Sept. 7, 2017, a letter from WaTanya Ney (21st CCLC Program Officer–Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget and program revision for FC #4100068052–21st Century Community Learning Center Afterschool Program Grant. The 2016–17 grant amount remains $400,000.

   Sept. 19, 2017, an email from Carrie Soliday, Ed.D. (Professional Development Specialist–Lincoln Intermediate Unit #12) notifying CSIU of the revised Independent Contractor Agreement to provide evaluative services related to the Title II Math and Science Partnership. The agreement provides for payment of up to $17,344.67 for the period of June 1, 2016 to May 31, 2017 and up to $138,347 for the period of June 1, 2017 to Aug. 31, 2018.

II. PERSONNEL MATTERS

1. Staff Travel
   Karen Shanoski, partnership project manager, will attend the Parents as Teachers (PAT) Board Meeting Oct. 26–27, 2017 in St. Louis, Mo. She serves as a state office representative to the PAT national center board of directors. All expenses are covered by PAT.

   Chief Academic Officer John Kurelja will attend the AESA 32nd Annual Conference “From Hope to Change: Equity, Inclusion & Social Justice” Nov. 29–Dec. 2, 2017 in San Antonio, Texas. He will use this as a networking opportunity to expand the opportunities available to the CSIU. Funds for estimated expenses of $2,271 are available in the curriculum budget.