MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, SEPTEMBER 20, 2017

COMMITTEE MEETINGS

• Personnel Committee
  5 p.m. in Valley Room

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

DINNER

• 6 p.m. in Susquehanna B

WORK STUDY SESSION

• 6:45 p.m. in Susquehanna B

CSIU 2017 STAFF RECOGNITION

Kim Eroh, Passion for Excellence Award Recipient
Jeffrey Kimball, Passion for Excellence Award Recipient
Katherine Vastine, Kudos Award Recipient
Jennifer Williams, Ambassador of the Year Award Recipient

EXECUTIVE SESSION

• 7:20 p.m. in Commonwealth Room

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

September 20, 2017 CSIU Board of Directors Meeting
CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:40 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></td>
<td>x</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></td>
<td>x</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></td>
<td>x</td>
</tr>
<tr>
<td>Jeffrey Kashner</td>
<td>Shamokin Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Dennis Keiser</td>
<td>Mifflinburg Area</td>
<td></td>
<td>x</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></td>
<td>x</td>
</tr>
<tr>
<td>Lawrence I. Neidig, Treasurer</td>
<td>Line Mountain</td>
<td></td>
<td>x</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></td>
<td>x</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 – 12; Directors absent – 5
IV. CSIU STAFF AND OTHERS IN ATTENDANCE

John Brenchley—Chief Innovation Officer
Alex Clatch—Education Association Representative
Lynn Cromley—Assistant Executive Director/Chief Administrative Officer
Kenneth Erb—Facilities Coordinator
Marcia Hoffman—Director of Human Resources
Susan Kinney—Executive Office Manager/Board Recording Secretary
Dr. John Kurelja—Chief Academic 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, Oct. 11, 2017 at the CSIU central office.

Mr. Augustine announced that prior to the business meeting, directors met in Executive Session to discuss personnel matters.

VI. APPROVAL OF MINUTES

Motion by Mr. Klebon and second by Mr. McGann to approve the minutes of the regular meeting of the CSIU Board of Directors on Aug. 16, 2017, with one correction: pg. 11 change effective date for Michelle Wills from Aug. 17 to Aug. 30, 2017.

The motion was unanimously approved.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

BOARD GOVERNANCE

I. ELECTION OF PSBA OFFICERS FOR 2018

In accordance with PSBA bylaws, member entities cast one vote per office during annual elections. To cast votes for the 2018 officers, a vote must be taken by CSIU directors by the Oct. 12 deadline. Officers are President-Elect, Vice President, Treasurer, Central At Large and PSBA Insurance Trust Trustees.

(Attachment No. 1)

A copy of the Voting Receipt will be attached as part of the official minutes.

(Attachment No. 1A)

Motion by Mr. McGann and second by Mr. Keiser to cast a vote for the following candidates as presented: David Hutchinson, President-Elect; Eric Wolfgang, Vice President; Mike Gossert, Treasurer; Larry Augustine, Central At Large; and Michael Faccinetto and Marianne Neal, PSBA Insurance Trust Trustees.

The motion was unanimously approved.
COMMITTEE REPORTS

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

Mr. McGann welcomed Ms. Garcia-Johnson to the committee.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet
The reports of fiscal year 2017-18 financial activity as of Aug. 31, 2017, are presented for acceptance. The revenue and expenditure reports by program are included in directors’ agenda packets (Attachment No. 2)
The monthly financial statements for Aug. 31, 2017 follow:

General Fund — August
Balance 8/1/2017 $3,412,012.74
Deposits $7,418,598.56
Disbursements
Payroll Transfers ($1,383,895.18)
Bank Charges (387.53)
Payroll Disbursements (746,641.30)
Transfer to PSDLAF (500,000.00)
PSERS ACH (313,708.05)
Monthly Checks (5,568,925.21)
Voided Checks $426.00
Total Disbursements ($8,513,131.27) ($8,513,131.27)
Balance 8/31/2017 $2,317,480.03

Voided Checks/Direct Deposits
Dated Before 8/1/17

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor</th>
<th>Amount</th>
<th>Reason</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>213748</td>
<td>A &amp; S Mechanical</td>
<td>$381.00</td>
<td>Incorrect Amount</td>
<td>6/27/17</td>
</tr>
<tr>
<td>214289</td>
<td>Clarion County Association</td>
<td>45.00</td>
<td>Workshop Cancelled</td>
<td>7/18/17</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$426.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. **Payment Requests**

The following obligations are listed on the documents included in directors’ agenda packets. *(Attachment No. 3)* Funds for payment are available in program budgets.

**Accounts Payable – August**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$5,568,925.21</td>
</tr>
</tbody>
</table>

**Per Diem and Hourly Employees**

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Ending 8/10/17</td>
<td>$50,248.02</td>
</tr>
<tr>
<td>Pay Period Ending 8/24/17</td>
<td>$23,542.22</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,642,715.45</td>
</tr>
</tbody>
</table>

3. **Additional Program Budget Transfers**

As a result of internal reviews and the end-of-year process, transfers from several program budgets must be made to and from the administrative budget to close out expired programs. As in past years, board action is recommended to close prior years’ programs at the fiscal year end. *(Attachment No. 4)*
CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. **Keystone State Real Estate Authority**
   Directors are asked to adopt the following resolution to signify its intent to organize an authority under the Pennsylvania Municipality Authorities Act:

   **Resolution to Create Authority**

   The Board of the Central Susquehanna Intermediate Unit hereby adopts this Resolution to signify its intent to organize an authority under the Pennsylvania Municipality Authorities Act.

   After due public notice as required by the Act, the Executive Director or his designee is authorized and directed to file with the Secretary of the Commonwealth of Pennsylvania Articles of Incorporation setting forth the following:
   
   1. The name of the authority: Keystone State Real Estate Authority.
   2. A statement that the authority is formed under Municipality Authorities Act.
   3. A statement that no other authority has been formed by this entity as provided in 53 Pa.C.S.A. § 5603(c)(3).
   4. The name of the incorporating municipality (as that term is defined in the Act): Central Susquehanna Intermediate Unit.
   5. The names, addresses and term of office of the first members of the board of the authority: To be determined by the Executive Director or his designee prior to the publication of notice.

   (Attachment No. 5)

2. **Construction Change Order**
   Directors are asked to approve Change Order No. 1 to the contract with the Pa. Department of Corrections to upgrade the casework counter tops to granite at a cost of $2,287.70, making the revised contract total $36,956.19. (Attachment No. 6)

3. **Facilities Use Agreement**
   Directors are asked to approve a lease with Northumberland County Career and Technology Center, located at 1700-2000 W. Montgomery St., Coal Township.
   Classroom space of 7,500 sq. ft. designated as Shamokin Preschool Center will be used for CSIU preschool programs for the term July 1, 2017 to June 30, 2018 at a cost of $2,057 per month, or an annual cost of $24,684. (Attachment No. 7)

   Motion by Mr. McGann and second by Mr. Keiser to:
   
   • accept the monthly financial statements and pay the obligations listed on the documents presented;
   • approve the additional program budget transfers listed;
• approve the Resolution to Create Authority as presented, which signifies the CSIU’s intent to organize an authority under the Pennsylvania Municipality Authorities Act;

• approve construction Change Order No. 1 as presented; and

• approve the facilities use agreement as listed.

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Brecker, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mr. Klebon, Mr. McGann, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer

Result: Motion passed: Voting yes-12; Voting no-0

II. PERSONNEL COMMITTEE REPORT – Dennis Keiser, Chair
Larry Augustine and Larry Neidig, Committee Members

CONSIDERATION OF ACTION ITEMS

1. New Employees

Instructional Staff

Danese M. Bogetti, Port Trevorton, received a doctorate degree from Carlow University, Pittsburgh. She has been employed as an associate nursing professor with Luzerne County Community College, Nanticoke. Ms. Bogetti is recommended as a practical nursing program instructor, an exempt position, at an annual salary of $65,000, effective Oct. 16, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the Central Susquehanna LPN Career Center budget.

Jenna E. Glynn, Old Forge, received a bachelor’s degree from Bloomsburg University. She has been employed as a Pre-K Counts teacher with ABC Kiddie Kampus, Old Forge. Ms. Glynn is recommended as a Pre-K Counts teacher, an exempt position, at an annual salary of $47,406, effective Oct. 12, 2017 (contingent upon the receipt of required clearances). Funds for this new position are in the Pre-K Counts budget.

Xiyun (Sabrina) Liu, Lewisburg, received a master’s degree from Harvard University, Mass. She has been employed as a kindergarten/preschool teacher with Willows Child Care Academy, Mass. Ms. Liu is recommended as a Pre-K Counts assistant instructor, a non-exempt position, at an hourly rate of $7.45, for an estimated annual salary of $10,336.88, effective Sept. 21, 2017. Funds for this replacement position are in the Pre-K Counts budget.

Michele L. Manning, Milton, received a bachelor’s degree from Bloomsburg University. She has been employed as a receptionist with the Standard Journal, Milton. Ms. Manning 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. 9, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the Head Start budget.
Lauren S. Reedy, Danville, received a diploma from Danville Area High School. She has been employed as a para-professional with Danville Area School District. Ms. Reedy is recommended as a one-on-one classroom assistant, a non-exempt position, at an hourly rate of $9.40, for an estimated annual salary of $13,042.50, effective Sept. 21, 2017. Funds for this new position are in the special education budget.

Carolyn D. Reitz, Lewisburg, received a bachelor’s degree from Bloomsburg University. She has been employed as a long-term substitute K-8 gifted education teacher with Shikellamy School District. Ms. Reitz is recommended as an early intervention teacher, an exempt position, at an annual salary of $47,406, effective Sept. 21, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the early intervention budget.

2. Furloughs
Our executive director recommends the furlough of the following part-time staff, effective Sept. 29, 2017 due to loss of program funding:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan S. Roy</td>
<td>certified nursing assistant apprenticeship program marketing and instructional assistant</td>
</tr>
<tr>
<td>Lee T. Wasson</td>
<td>certified nursing assistant apprenticeship program marketing nurse specialist</td>
</tr>
</tbody>
</table>

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 Teacher Names</th>
<th>Substitute Para-Educator (Aide) Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorri A. Bruckhart</td>
<td>Christine M. Ditzler</td>
</tr>
<tr>
<td>Timothy G. Egan</td>
<td>Crystal L. Killmon</td>
</tr>
<tr>
<td>Brenda G. Fischer-Dennehy</td>
<td>Mary T. Hart</td>
</tr>
<tr>
<td>Loretta M. Hasey</td>
<td>Brenda M. Ray</td>
</tr>
<tr>
<td>Donna L. Heath</td>
<td>Lauren S. Reedy</td>
</tr>
<tr>
<td>Ellen A. Matragrano</td>
<td></td>
</tr>
<tr>
<td>Lois E. Purcell</td>
<td></td>
</tr>
<tr>
<td>Tammy N. Rice</td>
<td></td>
</tr>
<tr>
<td>Launie C. Ryer</td>
<td></td>
</tr>
<tr>
<td>Allan C. Schappert</td>
<td></td>
</tr>
<tr>
<td>Jenelle M. Wooten</td>
<td></td>
</tr>
</tbody>
</table>
4. **Title Change**
Our executive director recommends a title change for Carol L. Steward, from early intervention teacher to alternative education special education teacher, effective Sept. 21, 2017.

5. **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>Jennifer A. Day</td>
<td>Head Start assistant instructor</td>
<td>$19,462.80</td>
<td>Head Start instructor</td>
<td>$22,446.90</td>
<td>Sept. 21, 2017</td>
</tr>
</tbody>
</table>

6. **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>Robin L. Cohrs</td>
<td>teacher of visually impaired</td>
<td>Retirement</td>
<td>Oct. 31, 2017</td>
</tr>
<tr>
<td>Leisa K. Diehl</td>
<td>business support services manager</td>
<td>Retirement</td>
<td>April 19, 2018</td>
</tr>
<tr>
<td>Catherine M. Kenenitz</td>
<td>practical nursing program instructor</td>
<td>Resignation</td>
<td>Sept. 8, 2017</td>
</tr>
<tr>
<td>Cheryl L. MacPherson</td>
<td>Pre-K Counts assistant instructor</td>
<td>Resignation</td>
<td>Aug. 9, 2017</td>
</tr>
<tr>
<td>Brenda M. Ray</td>
<td>one-on-one aide</td>
<td>Resignation</td>
<td>Aug. 7, 2017</td>
</tr>
<tr>
<td>Jennifer L. Royer</td>
<td>Head Start instructor</td>
<td>Resignation</td>
<td>Aug. 9, 2017</td>
</tr>
<tr>
<td>Candace A. Willard</td>
<td>alternative education teacher</td>
<td>Retirement</td>
<td>Oct. 16, 2017</td>
</tr>
</tbody>
</table>

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

7. **Change of Resignation Date**
In June, directors approved a resignation due to retirement date for Susan H. Aiken, alternative education teacher. Directors are asked to approve a change in effective date from Oct. 6, 2017 to Sept. 22, 2017.

8. **Executive Director Salary Increase**
Directors are asked to approve a three percent salary increase for Dr. Kevin P. Singer, executive director, from the 2016-17 rate of $215,373 to the 2017-18 rate of $221,834.19, retroactive to July 1, 2017.

9. **Tenured Employee List**
Annually in September, directors are asked to accept a cumulative list of employees who have attained tenure in their CSIU employment (as defined by Public School Code, Section 1101). That list is included in directors’ agenda packets. Names of staff who received tenure during the past school year are in bold print and underlined. *(Attachment No. 8)*

10. **Sabbatical Leave**
11. **Stipend Payments**

The executive director recommends individual stipend payments in the amount of $1,200 for **Thomas C. Paternostro**, alternative education teacher at Ashler Manor, and **Teresa J. Erb**, alternative education teacher at Diversified Treatment Alternatives, who will serve as lead teachers during the 2017-18 school year. Each of the lead teachers will receive $600 in December and in June.

The executive director recommends that the following staff serve as mentors in the New Teacher Induction Program (NTIP). Upon successful completion of the NTIP, each mentor will be paid $1,000 in accordance with the current collective bargaining agreement.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy L. Bashore</td>
<td>Corrections Education language arts teacher</td>
</tr>
<tr>
<td>Krista A. Burns</td>
<td>speech therapist</td>
</tr>
<tr>
<td>Jeannie M. Carroll</td>
<td>teacher of the deaf/hearing impaired</td>
</tr>
<tr>
<td>Gerald W. Cavaliere</td>
<td>Corrections Education social studies teacher</td>
</tr>
<tr>
<td>Joan C. Hauck</td>
<td>speech therapist</td>
</tr>
<tr>
<td>Rebecca S. Schu</td>
<td>speech therapist</td>
</tr>
<tr>
<td>Heather J. Toevs</td>
<td>early intervention program evaluation consultant</td>
</tr>
</tbody>
</table>

*Motion by Mr. Keiser and second by Mr. McGann to approve new employees, furloughs, substitute teachers and para-educators (aides), title change, position transfer, resignations, change of resignation date, executive director salary increase, tenured employee list, sabbatical leave and stipend requests as presented.*

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Brecker, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mr. Klebon, Mr. McGann, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer

Result: *Motion passed:* Voting yes-12; Voting no-0

**III. TECHNOLOGY/MARKETPLACE COMMITTEE REPORT– BRUCE RHOADS, CHAIR**

Scott Karpinski, Jeffrey Kashner and Tera Unzicker-Fassero, Committee Members

Mr. Rhoads had no report.
IV. POLICY COMMITTEE REPORT – Daniel McGann, Chair
Larry Augustine and Bruce Rhoads, Committee Members

Mr. McGann reported that a committee meeting was held on Aug. 21, 2017.

1. Board Policies – Section 700 Property
Directors are asked to accept at first reading the following Board Policies:

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. 9)

Motion by Mr. McGann and second by Mr. Keiser to approve 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. 10a, b, c, d, e)

Directors are asked to approve the Protections for the Privacy of Child Records and Access to File Information on Enrolled Child/Family. (Attachment No. 10a)

2. Head Start/Early Head Start Program Reimbursement for Program Governance
Directors are asked to approve the Reimbursement for Program Governance. (Attachment No. 10b)

3. Head Start 2016-17 Program Information Report
Directors are asked to approve the 2016-17 Head Start Program Information Report. (Attachment No. 10c)
4. Early Head Start 2016-17 Program Information Report
Directors are asked to approve 2016-17 Early Head Start Program Information Report. (Attachment No. 10d)

Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for July 2017. (Attachment No. 10e)

Motion by Mr. Rhoads and second by Dr. Unzicker-Fassero to acknowledge and approve the Head Start/Early Head Start items as presented.
The motion was unanimously approved.

II. EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

By mutual agreement, the Board of Directors and Dr. Kevin Singer wish to update the current employment agreement for the executive director.

Motion by Mr. Rhoads and second by Mr. McGann to rescind the executive director’s existing contract for the years 2015 through 2019; and adopt the superseding contract presented to the Board for the years 2017 through 2021, as presented. (Attachment No. 11)

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Brecker, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mr. Klebon, Mr. McGann, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Whitmoyer

Result: Motion passed: Voting yes-12; Voting no-0

III. ADMINISTRATIVE REPORTS (Attachment No. 12)

1. Executive Leadership
   Kevin Singer, Executive Director

2. Administrative Services
   Lynn Cromley, Assistant Executive Director/Chief Administrative Officer – Jennifer Spotts, communications manager, demonstrated the new CSIU website. Launched earlier that week, the site is a user-friendly platform that integrates social media, which will help streamline the organization’s communications efforts.
   www.csiu.org

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
IV. ADJOURNMENT

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

Respectfully submitted,

Daniel McGann
Secretary

Susan Kinney
Recording Secretary
INFOmATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

July 26, 2017, an email from Brenda Kylen (Data and Fiscal Project Officer – Pennsylvania Department of Education (PDE), Division of Student Services) notifying CSIU/CSC of the Federal Migrant Education Program (MEP) grant for fiscal year 2017–18. Project #017-17-0106 is in the amount of $670,000, effective July 1, 2017 through Sept. 30, 2018.

July 28, 2017, a letter from Yvonne Cook (President, the Highmark Foundation) notifying CSIU of a grant to continue Highmark Foundation’s bullying prevention strategies in Pennsylvania and support schools and community systems by strengthening informed and collaborative practices (Log Number 29062). The one year grant amount is $200,000.

July 28, 2017, a letter from Suzann L. Morris, MPA (Deputy Secretary, PA Office of Child Development and Early Learning) notifying CSIU of the successful application for the 2017–18 Head Start Supplemental Assistance Program (HSSAP). The CSIU’s successful application is approved to serve 72 eligible children. The total amount awarded is $741,082.

July 31, 2017, a letter from Suzann L. Morris, MPA (Deputy Secretary, PA Office of Child Development and Early Learning) notifying CSIU of the successful application for the 2017–18 Pre-K Counts Expansion grant. The CSIU’s successful application is approved to serve 18 full day slots for eligible children. The total amount awarded under this expansion grant is $153,000.


Aug. 2, 2017, an email from Brenda Kylen (Data and Fiscal Project Officer – PDE Division of Student Services) notifying CSIU/CSC of the approved budget revision for FC #4100072984 – 2016–17 Migrant Education Child Care and Summer Services. There are no changes to the statement of work and the grant amount remains $60,964.

Aug. 2, 2017, an email from Melanie Serrano (Assistant Program Administrator – Office of Business Services, Berks County Intermediate Unit) notifying the CSIU of 2017–18 CSIU SMART Database Agreement. This independent contractor agreement is in the amount of $203,874, effective July 1, 2017 through June 30, 2018.
Aug. 2, 2017, an email from Amanda Harrison (Division Chief–PDE, Division of Adult Education) notifying CSIU that the application submitted for the Family Literacy Direct Service Grant (054) for Program Year 2017–18 was not approved. The communication went on to provide guidance for closing out this state grant with the Division of Adult Education.

Aug. 8, 2017, an email from Brenda Kylen (Data and Fiscal Project Officer–PDE, Division of Student Services) notifying CSIU of the approved grant amendment for the 2016–17 Migrant Education Program. The grant has been increased by $232,429. This increase is due to adding eight additional counties to the current grant agreement. The new grant amount is $1.63 million, with an ending date of March 31, 2018.


Aug. 18, 2017, a letter from Connie L. Derr (Audit Coordinator–PDE, Bureau of Budget and Fiscal Management) notifying CSIU that the Single Audit Report for fiscal year ended June 30, 2016 is approved as being substantially in compliance with 2 CFR, Part 200, Subpart F regulations and other relevant federal and Commonwealth policy.

Aug. 22, 2017, a letter from Debra Blascovich (ELECT Program Officer–PDE, Division of Student Services) notifying CSIU of the approved budget revision for FC #4100071396–2016–17 Education Leading to Employment and Career Training grant. The grant amount remains unchanged at $462,154 for the period of July 1, 2016 through June 30, 2017.

Aug. 25, 2017, an email from Kathy Vradenburgh (Administrative Assistant–PA Office of Child Development and Early Learning) notifying CSIU of the approved 2017–18 Early Intervention Grant Agreement. Project #131-17-0016 in the amount of $4.9 million is effective July 1, 2017 through June 30, 2018. The total amount is comprised of: State Early Intervention funds ($4 million), Federal IDEA 619 funds ($360,228) and Federal IDEA 611-Component I funds ($530,307).

Aug. 2017, an email from Jim Domen (Procurement Manager–Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of a change to Purchase Order #4300544113 for the PIMS Support Center. The change increases/decreases line items in offsetting amounts. The amount remains unchanged at $1,499,556 for the period of April 1, 2017 through March 31, 2020.
II. PERSONNEL MATTERS

1. Completion of New Employment Probationary Period
The following staff have successfully completed their new employee probationary period.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashlee R. Bower</td>
<td>nursing assistant educator</td>
<td>Aug. 22, 2017</td>
</tr>
<tr>
<td>Karen E. Johns</td>
<td>human resources administrative assistant</td>
<td>Aug. 17, 2017</td>
</tr>
</tbody>
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2. Extension from Leave of Absence
Our executive director has approved an extension for an unpaid leave of absence for Heather A. Cuff, Early Head Start senior family partner/home visitor, effective Aug. 16 to Oct. 30, 2017.

3. Return from Leave of Absence
Julie L. Bieber, Early Head Start instructor, has returned from a leave of absence, effective Aug. 28, 2017.

4. Completion of Competency Assessment Checklist
Bryant A. Johnson, classroom assistant, has successfully completed the competency assessment checklist, effective Sept. 21, 2017.

5. Staff Travel
Winifred Black, special projects coordinator, will attend STEM Learning Ecosystems National Community of Practice Oct. 3–4, 2017 in Kansas City, Mo. While there, she will participate in the Fellowship as a National STEM Lead. All expenses will be paid by Community of Practice through the Connected Science Learning Ecosystem.

Chief Financial Officer Charles Peterson and Director of Human Resources Marcia Hoffman will attend a PA Trust–sponsored tour of the Express Scripts Laboratory Oct. 8–9, 2017 in St. Louis, Mo. In addition to the tour, they will attend professional development sessions on managing prescriptions. All expenses will be paid by PA Trust and/or Express Scripts.

David Baird, Migrant Education site director, will attend the Imagine Learning Conference Oct. 11–13, 2017 in Provost, Utah. He was invited to attend this conference to observe the many online learning platforms for English language learners. All expenses will be paid by Imagine Learning.

William Culleton, Brian Jason Ford, Charles Jelley and Linda Valentini, Office for Dispute Resolution (ODR) hearing officers, will attend the CADRE Seventh National Symposium on Dispute Resolution in Special Education Oct. 18–20, 2017 in Eugene, Ore. While there, they will participate in multi–state networking and attend sessions relating to high emotion and conflicting perspectives; visual problem solving; restorative practices and special needs when repairing harm; conflict coaching; corrective action; and innovations in engagement and resolution. Estimated expenses of approximately $1,400 each are available in the ODR budget.
Jose Reyes-Lua, Statewide Migrant Education recruitment coordinator, will attend the 2017 National Interstate Migrant Education Council Symposium Oct. 18-20, 2017 in Clearwater, Fla. While there, he will learn about the new legislation, Every Student Succeeds Act. All expenses will be paid by the Council of Chief State School Officers.

Stephanie Colvin-Roy, training and organizational development associate, will attend the I Can Problem Solve (ICPS) Training of Trainers with the Children’s Services Council of Broward County Oct. 20–21, 2017, in Fort Lauderdale, Fla. While there she will attend the training to build fee–for–service capacity and program awareness. Estimated expenses of approximately $1,000 are available in the CPSEL budget.

Assistant Executive Director Lynn Cromley; Chief Innovation Officer John Brenchley; Kevin Kilgus, business administrator; Amy Moritz, strategic partnerships managing coordinator; Todd Roney, client solutions manager; and Jennifer Williams, director of special education and early childhood, will attend the Business Model for Education Service Agencies Team Training Oct. 26–27, 2017 in Minneapolis, Minn. While there, the six-member team will participate in a “learn by experience” professional development event geared toward not-for-profit groups that generate revenue from program offerings. These business principles will be applied to actual CSIU projects. Total estimated expenses of approximately $16,000 are available in the administration budget.

Rijelle Kraft, family support technical assistance coordinator, will attend the 2017 National Alliance of Children’s Trust and Prevention Funds Annual Membership Meeting Nov. 7–9, 2017 in Little Rock, Ark. While there, she will attend the conference focused on best practices and new research regarding how professionals can support families in preventing child abuse and neglect. Goals of attendance include learning how children’s trust and prevention funds can provide transformational leadership related to strengthening families while preventing child abuse and neglect, and how the federal budget and policy issues impact this work. Estimated expenses of approximately $1,700 are available in the Children’s Trust Fund budget.

Chief Innovation Officer John Brenchley will attend the AEPA Semi-Annual Meeting/ AESA Annual Conference “From Hope to Change: Equity, Inclusion & Social Justice” Nov. 27 to Dec. 2, 2017 in San Antonio, Texas. While there, he will present at the semi-annual meeting for the AEPA programs connected to KPN. This meeting is held in conjunction with the annual AESA conference, which provides an opportunity to work with ESAs throughout the country. Funds for estimated expenses of $2,950 are available in the joint purchasing budgets.

Executive Director Kevin Singer; Chief Innovation Officer John Brenchley; Kenneth Erb, facilities coordinator; and Jeffrey Kay, special projects technology manager will attend the International Consumer Electronics Show Jan. 9–12, 2018 in Las Vegas, Nev. While there, they will engage with industry experts and experience the latest in emerging trends and technologies. Information gathered at this conference will be shared with IU staff and the school districts served by the IU. Estimated expenses of approximately $2,000 each are available in the administration budget.