Central Susquehanna Intermediate Unit

Board of Directors

Minutes of Regular Monthly Meeting

Wednesday, February 17, 2016

Committee Meetings

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

• Personnel Committee
  5:30 p.m. in Valley Room

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

Dinner

• 6 p.m. in Susquehanna B

Work Study Session

• 6:45 p.m. in Commonwealth Room

General Operating Budget

Charles Peterson, Jr., Chief Financial 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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3. Northumberland Area Head Start/Early Head Start
   - Head Start Post Award Change in Scope Budget Revision: Enrollment Reduction Report
4. Out-of-School Youth (OSY) Program Resolution

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III. POLICY AND PROGRAM MATTERS
Northumberland Area Head Start and Early Head Start –
BUSINESS MEETING AGENDA AND MINUTES
February 17, 2016 CSIU Board of Directors Meeting
CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER: 7:35 p.m.

The meeting was called to order 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>C. 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>Jody Love</td>
<td>Millville Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Daniel F. McGann, Secretary</td>
<td>Berwick</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>Thomas Reich</td>
<td>Southern Columbia</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>
<tr>
<td>Deb Zollmann</td>
<td>Bloomsburg Area</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

To be Appointed .............................................. Milton Area

Directors present – 15; Directors absent – 1; Directors not yet appointed – 1
IV. CSIU STAFF AND OTHERS IN ATTENDANCE

Sharon Beagle—Education Association Representative
John Brenchley—Chief Innovation Officer
Lynn Cromley—Assistant Executive Director/Chief Administrative Officer
James Dugan—Interim Human Resources Director
Victoria Frace—Education Association Representative
Darlene Garcia-Johnson—Milton Area School District Board Member
Nancy Joraskie—Executive Office Support Specialist/Alt. Board Recording Secretary
Susan Kinney—Executive Office Manager/Board Recording Secretary
Amy Morton—Chief Academic Officer
Charles Peterson, Jr.—Chief Financial Officer
Dr. Kevin Singer—Executive Director
Anthony Serafini—Special Education Program Supervisor
Jennifer Spotts—Public Relations and Communications Manager
John Wargo—Computer Services Manager
Members of the CSIU Education Association—Teachers and Therapists (10)

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, March 16 at the CSIU central office.

VI. BOARD GOVERNANCE

1. New Director

Benton Area School District recently appointed Kathleen DeYong as a representative to the CSIU Board of Directors.

Darlene Garcia-Johnson, who expressed interest in representing Milton Area on the CSIU board, attended the meeting to observe.

The Board welcomed Mrs. DeYong and Mrs. Garcia-Johnson at the beginning of the meeting and made introductions.

VII. APPROVAL OF MINUTES

Motion by Mr. Abate and seconded by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Jan. 20, 2016, as presented.

The motion was unanimously passed.

VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

IX. SPOTLIGHT SEGMENT

1. Public Relations Services

Jennifer Spotts, public relations and communications manager, spoke to directors regarding the public relations and communications planning process, as well as the other services offered to CSIU districts, including research and evaluation, publication development and branding, media relations, legislative advocacy, social media and community relations.
COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair
Larry Neidig, and Doug Whitmoyer, Committee Members

Mr. McGann reported the committee met this evening and discussed initiatives that are underway. He also reminded board members about the talking points prepared specifically for each district.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Projected 2015-16 and Preliminary 2016-17 CSIU General Operating Budgets
The preliminary 2016-17 CSIU General Operating Budget of $1,073,846 is presented to directors for initial consideration. If approved, it will be released to member-district boards of directors for their consideration. After a majority of the school boards give their consent, the GOB will be presented to CSIU directors for final adoption.

Directors are also asked to approve the projection of $986,181 for the 2015-16 general operating budget. (Attachment No. 1)

2. Program Balance Sheet
The reports of fiscal year 2015-16 financial activity as of Jan. 31, 2016 are presented for acceptance. The revenue and expenditure reports by program are included in directors’ agenda packets (Attachment No. 2); the monthly financial statements follow:

<table>
<thead>
<tr>
<th>General Fund — January</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance 1/1/2016</td>
<td>$1,229,799.90</td>
</tr>
<tr>
<td>January Deposits</td>
<td>$6,959,907.32</td>
</tr>
<tr>
<td>January Disbursements</td>
<td></td>
</tr>
<tr>
<td>January Payroll Transfers</td>
<td>($2,279,467.88)</td>
</tr>
<tr>
<td>January WF+ Transfers</td>
<td>1,873.61</td>
</tr>
<tr>
<td>January Bank Card ACH</td>
<td>16,262.93</td>
</tr>
<tr>
<td>January Bank Charges</td>
<td>186.25</td>
</tr>
<tr>
<td>January PSERS ACH</td>
<td>1,743,247.29</td>
</tr>
<tr>
<td>January HSA ACH</td>
<td>49,833.33</td>
</tr>
<tr>
<td>January Sales Tax ACH</td>
<td>204.14</td>
</tr>
<tr>
<td>January South Carolina Tax ACH</td>
<td>8.48</td>
</tr>
<tr>
<td>Monthly Checks</td>
<td>1,919,676.50</td>
</tr>
<tr>
<td>Void Checks dated before 1/1/2016</td>
<td>89,079.24</td>
</tr>
<tr>
<td>Total January Disbursements</td>
<td>($5,921,681.17)</td>
</tr>
<tr>
<td>Balance 1/31/2016</td>
<td>$2,268,026.05</td>
</tr>
</tbody>
</table>
voided checks dated before 1/1/16

<table>
<thead>
<tr>
<th>check #</th>
<th>payee</th>
<th>amount</th>
<th>reason</th>
<th>check date</th>
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<tbody>
<tr>
<td>201486</td>
<td>centre business products</td>
<td>$ 401.25</td>
<td>incorrect vendor</td>
<td>10/30/15</td>
</tr>
<tr>
<td>202196</td>
<td>holiday inn harrisburg/hershey</td>
<td>4,094.49</td>
<td>lost in mail</td>
<td>12/15/15</td>
</tr>
<tr>
<td>d0000668</td>
<td>mindshine technologies</td>
<td>84,583.50</td>
<td>incorrect date</td>
<td>12/22/15</td>
</tr>
<tr>
<td></td>
<td><strong>total</strong></td>
<td><strong>$ 89,079.24</strong></td>
<td></td>
<td></td>
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</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>balance 1/1/2016</td>
<td>$ 230,845.89</td>
<td>$ 0.00</td>
<td>$ 2,754.26</td>
<td>$ 32,580.86</td>
</tr>
<tr>
<td>january transfers</td>
<td>2,279,467.88</td>
<td>0.00</td>
<td>1,873.61</td>
<td>0.00</td>
</tr>
<tr>
<td>january deposits</td>
<td>80345.42</td>
<td>192,858.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>january interest</td>
<td>42.60</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>january withdrawals</td>
<td>(2,289,519.88)</td>
<td>(192,858.00)</td>
<td>(2,268.75)</td>
<td>0.00</td>
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<tr>
<td>voided checks/returned direct deposit</td>
<td>0.00</td>
<td>0.00</td>
<td>395.14</td>
<td>0.00</td>
</tr>
<tr>
<td>balance 1/31/2016</td>
<td>$ 301,181.91</td>
<td>$ 0.00</td>
<td>$ 2,754.26</td>
<td>$ 32,580.86</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>balance 1/1/2016</td>
<td>$124,350.63</td>
<td>$ 331,388.74</td>
<td>$225,775.08</td>
<td>$3,143,711.33</td>
</tr>
<tr>
<td>january deposits</td>
<td>0.00</td>
<td>15,388,795.81</td>
<td>1,071.49</td>
<td>0.00</td>
</tr>
<tr>
<td>january interest</td>
<td>18.39</td>
<td>1077.40</td>
<td>40.04</td>
<td>0.00</td>
</tr>
<tr>
<td>january withdrawals</td>
<td>0.00</td>
<td>(4,019,332.65)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>balance 1/31/2016</td>
<td>$124,369.02</td>
<td>$11,701,929.30</td>
<td>$226,886.61</td>
<td>$3,143,711.33</td>
</tr>
</tbody>
</table>

3. 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.

<table>
<thead>
<tr>
<th>accounts payable – january</th>
<th>amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>work foundations + 01/14/16</td>
<td>$ 98.87</td>
</tr>
<tr>
<td>work foundations + 01/28/16</td>
<td>$ 1,774.74</td>
</tr>
<tr>
<td>general fund 01/31/16</td>
<td>$ 1,919,676.50</td>
</tr>
</tbody>
</table>

7
Per Diem and Hourly Employees

Pay Period Ending 01/14/16 $ 14,335.11
Pay Period Ending 01/28/16 $ 27,757.14
Total $ 1,963,642.36

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Facilities Use Agreement
   WATCH Project: Directors are asked to approve the lease agreement with JAKK Holdings, LLC for office space to conduct small group meetings at Suite No. 217, 312 Pine Street, Williamsport. Term of lease – effective March 1, 2016 through Sept. 29, 2020, with a first-year cost of $495 per month. (Attachment No. 4)

   Directors are asked to approve the list of recommended KPN line item bids – Athletic Supply, Cafeteria Supply and Custodial Supply for the 2016-17 purchasing cycle as presented. (Attachment No. 5)

3. Keystone Purchasing Network (KPN) Bid Awards
   Directors are asked to approve the list of recommended KPN bid awards for commercial flooring, scoreboards, LED lighting and Jan-San supplies. (Attachment No. 6)

CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES

1. Agreement for Services - Bar-Tek Software Services, Inc.
   Directors are asked to approve a revision to the agreement with Bar-Tek Software Services, Inc. of Mountville for continued software development services. The term of this agreement shall be for the fiscal year 2015-16 for a maximum of $80,000, hourly rate of $74.91, (previously $40,000), and will provide limited software development services for current CSIU legacy systems. This revision is due to an increase in programming time as a result of implementing the Affordable Care Act provisions in our existing software. Funds for this expenditure are available in the computer services budget. (Attachment 7)

2. Agreement for Services - Technology Advantage, Inc. (TAI)
   Directors are asked to approve an agreement with Technology Advantage, Inc. of Milton for continued technology services (programming, consulting, working with software products and supporting PIMS). The term of this agreement shall be Jan. 1, 2016 – Dec. 31, 2016, for a maximum of $120,000 at an hourly rate of $59, or a per diem rate of $275 (depending on the service required). Funds for this expenditure are available in the computer services budget. (Attachment No. 8)
Motion by Mr. McGann and seconded by Mr. Keiser:

- to approve the preliminary 2016-17 budget of $1,073,846 and the 2015-16 projected budget of $986,181;
- to accept the monthly financial reports for January;
- to pay the obligations listed on the documents presented for January;
- to approve the facilities use agreement as presented;
- to approve KPN definite quantity line-item bids and bid awards as listed; and
- to approve the agreements for services as presented.

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Abate, Mr. Brecker, Mrs. DeYong, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Weader, Mr. Whitmoyer

Result: Motion passed: Voting yes-15; Voting no-0

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

CONSIDERATION OF ACTION ITEMS (Attachment 18)

1. New Employees

Non-Instructional Staff

Marcia K. Hoffman, Lewisburg, received a master’s degree from Bucknell University. She has been employed as a health planning consultant by Central PA Health Systems Agency, Inc., Lewisburg, and more recently as an executive director of human resources by Bucknell University. Ms. Hoffman is recommended as director of human resources, effective Feb. 18, 2016. Funds for this replacement position are available in the administrative budget.

Employment Contract

As director of human resources, Marcia K. Hoffman is eligible to receive an employment contract, effective Feb. 18, 2016. The employment contract outlines responsibilities, conditions of employment, salary and benefits.

Meghan E. Drumheller, Danville, received a master’s degree from Bloomsburg University. She has been employed as programs coordinator/mental health therapist by Psychological Services Clinic, Inc., Sunbury, and more recently as mobile therapist by KidsPeace, Danville. Ms. Drumheller is recommended as Out-of-School Youth (OSY) workforce specialist, effective Feb. 22, 2016. Funds for this new position are available in the Out-of-School Youth budget.

Jillian L. Johnson, Danville, received a bachelor’s degree from Albright College. She has been employed as supervisor by Montour County Children and Youth, Danville, and currently as corrections education aide by CSIU. Ms. Johnson is recommended as Out-of-School Youth (OSY) workforce specialist, effective Feb. 29, 2016. Funds for this new position are available in the Out-of-School Youth budget.
Instructional Staff

**Heidi J. Daub**, Milton, graduated from Mifflinburg Area School District. She has been employed as assistant group supervisor by Noah’s Ark, Milton, and more recently as assistant group supervisor by Wish Upon A Star, LLC, Watsontown. Ms. Daub is recommended as classroom assistant, effective Feb. 18, 2016. Funds for this new position are available in the special education budget.

2. **Position Transfers**

Our executive director recommends position transfers for the following staff members:

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
<th>Reason</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly L. Jimison-Boyer</td>
<td>Pre-K program and recruitment coordinator</td>
<td>Pre-K Counts teacher</td>
<td>filling a vacancy</td>
<td>March 7, 2016</td>
</tr>
<tr>
<td>Susan J. Luna</td>
<td>Migrant Education student support specialist</td>
<td>Migrant Education student support specialist and parent coordinator</td>
<td>filling a vacancy</td>
<td>Feb. 18, 2016</td>
</tr>
</tbody>
</table>

3. **Title Change**

Our executive director recommends a title change for **Kathryn M. Antico** from one-on-one classroom assistant to Pre-K assistant instructor, effective March 7, 2016.

4. **Substitute Teachers and Aide**

Directors are asked to approve the following substitute teachers and aide to work in CSIU classrooms and programs for the 2015-16 school year:

**Substitute Teachers**
Marie M. Bourassa
Laura L. Brown
Alison E. Horne

**Substitute Aide**
Scott A. Hummel

5. **Resignations**

The following staff members have submitted resignations from CSIU employment:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol A. Anspach</td>
<td>payroll technician</td>
<td>July 1, 2016</td>
</tr>
<tr>
<td>Vickie L. Brown</td>
<td>instructional support program assistant</td>
<td>Jan. 25, 2016</td>
</tr>
<tr>
<td>Pegi L. Keller</td>
<td>coordinator of Early Intervention services</td>
<td>July 1, 2016</td>
</tr>
<tr>
<td>Lynn M. Reinhold</td>
<td>community and systems development manager</td>
<td>May 5, 2016</td>
</tr>
</tbody>
</table>
6. **Appointment**
Directors are asked to appoint **Dr. Daniel H. Clark** as full-time **interim principal** at North Central Secure Treatment Unit (NCSTU), effective Feb. 8–June 30, 2016, or until the position is filled permanently, whichever occurs sooner. Dr. Clark will be compensated at the rate of $73.30 per hour up to 37.5 hours per week. Dr. Clark is not eligible for benefits, other than required payroll deductions. Dr. Clark moves from the part-time position as Interim principal at NCSTU (Jan. 18–Feb. 5, 2016) at $50 per hour. Dr. Clark previously served as the corrections education director before his retirement. PSERS has approved this interim assignment without affecting Dr. Clark’s retirement benefit.

*Motion by Mr. Keiser and seconded by Mr. McGann:*
• to elect the persons named to the positions recommended;
• to approve the position transfers as listed;
• to approve the title change presented;
• to approve the substitute teachers and aide as listed;
• to accept the resignations as listed; and
• to approve the appointment as presented.

**Roll Call Vote:** Voting yes: Mr. Augustine, Mr. Abate, Mr. Brecker, Mrs. DeYong, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Weader, Mr. Whitmoyer

**Result:** *Motion passed:* Voting yes-15; Voting no-0

**III. AD-HOC COMMITTEE REPORT – BRUCE RHOADS, CHAIR**
Larry Augustine and Daniel McGann, Committee Members

*Mr. Rhoads reported the committee met on Feb. 8 with Act 93 representatives.*

**IV. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair**
Victor Abate and Jeffrey Kashner, Committee Members

*Mr. Rhoads reported the committee met this evening and discussed two agreements approved earlier, as well as the software development schedule which is on track to meet goals.*

**V. POLICY COMMITTEE REPORT – Daniel McGann, Chair**
Bruce Rhoads and Scott Karpinski, Committee Members

*Mr. McGann reported the committee met on Feb. 1 and earlier today, and finalized Section 000 being presented for second and final reading this evening. The committee also partially completed Section 300.*
I. PERSONNEL MATTERS

1. Holiday Schedule – 12-Month Non-Instructional Staff

Directors are asked to approve the 2016-17 holiday schedule for 12-month non-instructional staff. **(Attachment No. 9)**

*Motion by Mr. Keiser and seconded by Mr. McGann to approve the holiday schedule as presented.*

*The motion was unanimously passed.*

II. POLICY AND PROGRAM MATTERS

1. Appointment of HIPAA Security Official

Our Executive Director recommends that Marcia Hoffman, director of human resources, be appointed the HIPAA Security Official for CSIU, as required by the HIPAA Security Rule. **(Attachment No. 10)**

*Motion by Mr. Abate and seconded by Mr. Keiser to appoint the HIPAA Security Official as presented.*

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Abate, Mr. Brecker, Mrs. DeYong, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Weader, Mr. Whitmoyer

Result: **Motion passed: Voting yes-15; Voting no-0**

2. Agreement with Educational Testing Service (ETS)

The Central Susquehanna Intermediate Unit will be closing the Pearson Vue Test Center on March 31, 2016. This closure will affect the service of the GED exam for the Commonwealth Secondary Diploma. Directors are asked to approve an agreement with Educational Testing Service (ETS) for use and administration of the HiSet® (High School Equivalency Test). **(Attachment No. 11)**

*Motion by Mr. Neidig and seconded by Mr. Weader to approve the agreement as presented.*

*The motion was unanimously passed.*

*According to 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:*

3. Head Start Post Award Change in Scope Budget Revision: Enrollment Reduction Report

Directors are asked to approve the Head Start Post Award Change in Scope Budget Revision: Enrollment Reduction Report. **(Attachment No. 12)**
Motion by Mr. Abate and seconded by Mr. Keiser to approve the post award change as presented.

The motion was unanimously passed.

4. Out-of-School Youth (OSY) Program Resolution
Directors are asked to approve hiring Out-of-School Youth (OSY) participants in the Paid Work Experience (PWE) as temporary employees at $7.25 per hour according to the terms outlined in the attachment (Attachment 17)

Motion by Mr. Abate and seconded by Mr. Keiser to approve hiring OSY participants as presented.

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Abate, Mr. Brecker, Mrs. DeYong, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Weader, Mr. Whitmoyer

Result: Motion passed: Voting yes-15; Voting no-0

III. BOARD GOVERNANCE
1. Board Policies – Section 000 Board Procedures
Directors are asked to rescind Board Policies as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Policy Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000</td>
<td>General Statement</td>
</tr>
<tr>
<td>9100</td>
<td>Organization</td>
</tr>
<tr>
<td>9110</td>
<td>Number of Members</td>
</tr>
<tr>
<td>9111</td>
<td>Filling Vacancies</td>
</tr>
<tr>
<td>9120</td>
<td>Officers</td>
</tr>
<tr>
<td>9130</td>
<td>Standing Committees</td>
</tr>
<tr>
<td>9140</td>
<td>Temporary (ad hoc) Committees</td>
</tr>
<tr>
<td>9141</td>
<td>Nominations Committee</td>
</tr>
<tr>
<td>9150</td>
<td>Executive Committee</td>
</tr>
<tr>
<td>9210</td>
<td>President</td>
</tr>
<tr>
<td>9220</td>
<td>Vice-President</td>
</tr>
<tr>
<td>9230</td>
<td>Secretary</td>
</tr>
<tr>
<td>9240</td>
<td>Treasurer</td>
</tr>
<tr>
<td>9245</td>
<td>Recording Secretary</td>
</tr>
<tr>
<td>9246</td>
<td>Immediate Past President</td>
</tr>
<tr>
<td>9250</td>
<td>Solicitor</td>
</tr>
<tr>
<td>9260</td>
<td>Auditor</td>
</tr>
<tr>
<td>9270</td>
<td>Individual Members</td>
</tr>
<tr>
<td>9310</td>
<td>Adoption and Amendment of Policies</td>
</tr>
<tr>
<td>9311</td>
<td>Adoption and Review of Strategic Plan</td>
</tr>
<tr>
<td>9320</td>
<td>Adoption and Amendment of Bylaws</td>
</tr>
<tr>
<td>9340</td>
<td>Suspension of Policies, Bylaws and Regulations</td>
</tr>
<tr>
<td>9360</td>
<td>Meetings</td>
</tr>
</tbody>
</table>
And, in place of the rescinded policies, accept at second reading the following Board Policies:

No. 000 Board Policy/Procedure/Administrative Regulations
No. 001 Name and Classification
No. 002 Authority and Powers
No. 003 Functions
No. 004 Membership
No. 004.1 Ethics Act and Conflicts of Interest
No. 005 Organization
No. 006 Meetings
No. 006.1 Attendance at Meetings Via Electronic Communications
No. 007 Policy Manual Access
No. 011 Principles for Governance and Leadership

(Attachment No. 13)

Motion by Mr. McGann and seconded by Mr. Rhoads to rescind policies and accept at second reading policies as presented.

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Abate, Mr. Brecker, Mrs. DeYong, Mr. Karpinski, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Weader, Mr. Whitmoyer

Result: Motion passed: Voting yes-15; Voting no-0
IV. EXECUTIVE DIRECTOR REPORT

Dr. Singer provided the Board with an update on teacher negotiations from the perspective of the executive director. (Attachment No. 19)

Victoria Frace, president of the CSIU Education Association, addressed Dr. Singer in response to his presentation, following the clarifying questions that were asked by two teachers.

Kathleen DeYong left the meeting at 9 p.m.

V. ADMINISTRATIVE REPORTS

1. Executive Leadership
   Kevin Singer, Executive Director

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

3. Educational Services
   Amy Morton, Chief Academic Officer

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

5. Marketplace Services
   John Brenchley, Chief Innovation Officer

6. Other

VI. ADJOURNMENT

Mr. Augustine declared the meeting adjourned at 9:03 p.m.

Respectfully submitted,

Daniel McGann
Secretary

Susan Kinney
Recording Secretary
INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Quarterly Financial Status Report – Charles Peterson, Jr., Chief Financial Officer
   Included in directors’ agenda packets is the Second Quarter Forecast Update regarding the CSIU’s 2015-16 Programs and Services Budget, comprised of restricted and unrestricted funds. The update includes charts representing proposed, adjusted and actual revenue and expenditures for programs across the CSIU. (Attachment No. 14)

2. Section 907–A Report for 2014-15 Fiscal Year
   Included in directors’ agenda packets is a copy of the CSIU 907-A report for fiscal year 2014-15. Guidelines are attached for reference. (Attachment No. 15)

3. Communications
   January 7, 2016 via email from Melanie Novak, a letter from Michelle Figlar (Deputy Secretary, Pennsylvania Office of Child Development and Early Learning) notifying CSIU of the approved expansion grant for the 2015-16 Pre-K Counts program. An additional $63,450 is being awarded to serve an additional 18 full-day slots to eligible children. Due to the budget impasse and late award notification of this funding, it is anticipated these funds for the 2015-16 year will be available past June 30, 2016.

   January 7, 2016 via email from Melanie Novak, a letter from Michelle Figlar (Deputy Secretary, Pennsylvania Office of Child Development and Early Learning) notifying CSIU of the approved expansion grant for the 2015-16 Head Start Supplemental Assistance Program (HSSAP). An additional $91,158 is being awarded to serve an additional 12 slots to eligible children. Due to the budget impasse and late award notification of this funding, it is anticipated these funds for the 2015-16 year will be available past June 30, 2016.

II. PERSONNEL MATTERS (Attachment 18)

1. Staff Travel
   Chief Financial Officer Charles Peterson, Jr. will attend the Association of School Business Officials (ASBO) 2016 Executive Leadership Forum Feb. 18–20, 2016 in Las Vegas, Nev. While there, he will attend the board meeting and leadership conference. Funds for all expenses will be paid by ASBO.

   Ryan Korn, Alternative Education for Disruptive Youth (AEDY) managing coordinator, will attend the 22nd Annual Conference on Alternative Education March 13–19, 2016 in Ponte Vedra Beach, Fla. While there, he will attend sessions and network regarding alternative education. Funds for airfare, lodging, meals, conference registration and car rental are available in the AEDY budget.

   Chief Innovation Officer John Brenchley will attend the Association of Education Purchasing Agencies (AEPA) Spring Conference April 11–12, 2016 in Las Vegas, Nev. He will network with other entities to continue to learn about cooperative purchasing on a national level. Funds for airfare, lodging, meals, conference registration, parking and transportation are available in the joint purchasing budget.
Jeffrey Kimball, director of cooperative purchasing services, and Cassie Mitcheltree, cooperative purchasing services marketing specialist, will attend the Association of Education Purchasing Agencies (AEPA) Board Meeting and Spring Conference April 10–12, 2016 in Las Vegas, Nev. They will attend the board meeting to conduct business of AEPA and meet with vendors to review their products, services and review marketing. Funds for airfare, lodging, meals and conference registration are available in the joint purchasing budget.

Jared Lehman, cooperative business services and operations project manager, and David Manney, cooperative purchasing services program manager, will attend the California Association of School Business Officials 2016 Annual Conference (CASBO) and California School Business Expo April 14–15, 2016 in Pasedena, Calif. While there, they will market and promote PEPPM cooperative purchasing contracts to educators and technology coordinators from California. Funds for airfare, lodging, meals and parking are available in the joint purchasing budget.

David Baird, Migrant Education site director, will attend the National Migrant Education Conference April 24–27, 2016 in San Diego, Calif. While there, he will be co-presenting with other state site directors, attend workshops on policy and program updates from experts, partners and collaborators, and engage in interstate coordination. Funds for airfare, lodging, registration cost and meals are available in the Migrant Education budget.

2. Extended Leave of Absence
Our executive director has approved an extension of unpaid leave of absence for Debora L. Matter, Early Head Start associate instructor, effective Jan. 20 – March 1, 2016.

3. Return from Leave of Absence
Jeffrey J. Myers, Jr., corrections education-science teacher, has returned from a military leave of absence, effective Feb. 9, 2016.

4. Completion of New Employment Probationary Period
The following staff members have successfully completed their six-month new employment probationary period:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joni L. Campbell</td>
<td>client support assistant</td>
<td>Jan. 25, 2016</td>
</tr>
<tr>
<td>Michele L. Johnson</td>
<td>community outreach coordinator</td>
<td>Dec. 29, 2015</td>
</tr>
</tbody>
</table>

III. POLICY AND PROGRAM MATTERS

The information contained in this monthly report meets the directive in the Head Start Act. (Attachment No. 16)