CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
BOARD OF DIRECTORS

MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, JANUARY 20, 2016

COMMITTEE MEETINGS

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

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

DINNER

• 6 p.m. in Susquehanna B

WORK STUDY SESSION

• 6:45 p.m. in Susquehanna B

COORDINATED WELLNESS EFFORTS

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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BUSINESS MEETING AGENDA AND MINUTES
January 20, 2016 CSIU Board of Directors Meeting
CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER: 7:37 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>Brandon Hartman</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>
<tr>
<td>To be Appointed</td>
<td>Milton Area</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Directors present – 11; Directors absent – 5; Directors not yet appointed – 1
IV. CSIU STAFF AND OTHERS IN ATTENDANCE

Sharon Beagle—Education Association Representative
John Brenchley—Chief Innovation Officer
James Dugan—Interim Human Resources Director
Susan Kinney—Executive Office Manager/Board Recording Secretary
Amy Morton—Chief Academic Officer
Charles Peterson, Jr.—Chief Financial Officer
Dr. Kevin Singer—Executive Director
Jennifer Spotts—Public Relations Manager
Robert Welch—Building Trades Teacher, Work Foundations + and two WF+ students
Jennifer Williams—Director of Special Education and Early Childhood Services
Cathleen Woomert—Millville Area School District Board Member
Members of the CSIU Education Association—Teachers and Therapists (5)

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Feb. 17 at the CSIU central office.

VI. BOARD GOVERNANCE

1. New Directors

Two district boards recently appointed representatives to the CSIU Board of Directors:

- Bloomsburg Area appointed Deb Zollmann, effective Dec. 21, 2015
- Millville Area appointed Jody Love, effective Jan. 11, 2016

The Board welcomed Mrs. Love at the beginning of the meeting and made introductions.

2. Resignation of Director and Appointment of Replacement

Brandon Hartman, Benton Area School District, has submitted his resignation from the CSIU board, effective Jan. 25, 2016. The Benton Area school board appointed Kathleen DeYong as its representative, effective Jan. 26, 2016 through June 30, 2016.

VII. APPROVAL OF MINUTES

Regular meeting held on Dec. 16, 2015 with the following correction for clarification (page 8 – changes in bold print):

8. Appointment of Assistant Executive Director

(Job Description/Title Change – Position Transfer)

Our executive director recommends a change in the job description/title for Lynn M. Cromley, chief administrative officer to assistant executive director/chief administrative officer, effective Jan. 4, 2016, in accordance with terms of PA School Code §10-1078 (four-year period – Jan. 4, 2016 through Jan. 4, 2020), with a salary adjustment of $3,000 (pro-rated) and all applicable benefits. This appointment is recommended to increase administrative operations efficiency and better position the administration for future program changes and adjustments.
Motion by Mr. Keiser and seconded by Mr. McGann to approve the minutes of the regular meeting of the CSIU Board of Directors on Dec. 16, 2015, with corrections as presented.

The motion was unanimously passed.

VIII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

IX. SCHEDULED SPEAKERS

1. School Director Recognition Presentation

Jennifer Williams, director of Special Education and Early Childhood and acting Work Foundations + (WF+) supervisor, introduced Robert Welch, building trades teacher, and two students from WF+. The students showed examples of woodworking projects they repurpose from used pallets, and shared their aspirations for starting a culinary program, as well as a greenhouse and garden at the Alpha Circle facility (across from WF+ in Sunbury). Mr. Welch and the students thanked the board for its support of the program.

X. EXECUTIVE SESSION

1. Updates: Teacher Contract Negotiations and Litigation

The meeting was recessed at 7:55 p.m. for an executive session regarding teacher contract negotiations and litigation matters. The meeting was reconvened at 8:21 p.m.

Motion by Mr. Rhoads and seconded by Mr. Keiser to approve settlement of a matter concerning a special education student; the terms of the written settlement agreement to include compensatory education in the amount of $7,500 and reimbursement of $7,000 in attorney’s fees.

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer

Result: Motion passed: Voting yes-11; Voting no-0
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.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

   The reports of fiscal year 2015-16 financial activity as of Dec. 31, 2015 are presented for acceptance. The revenue and expenditure reports by program are included in directors’ agenda packets (Attachment No. 1); the monthly financial statements follow:

   **General Fund — December**
   - Balance 12/1/15: $2,093,859.55
   - December Deposits: $5,952,480.19
   
   **December Disbursements**
   - December Payroll Transfers: ($3,549,392.59)
   - December WF+ Transfers: (5,622.51)
   - December Bank Card ACH: (26,465.39)
   - December Bank Charges: (194.89)
   - December PSERS ACH: (751,543.14)
   - December HSA ACH: (918,000.00)
   - Monthly Checks: (1,571,142.47)
   - Voided Checks dated before 12/1/2015: 5,821.15

   **Total December Disbursements**: ($6,816,539.84) ($6,816,539.84)
   - Balance 12/31/15: $1,229,799.90

   **Voided Checks Current Month**

<table>
<thead>
<tr>
<th>Check #</th>
<th>Payee</th>
<th>Amount</th>
<th>Reason</th>
<th>Check Date</th>
</tr>
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<tbody>
<tr>
<td>202367</td>
<td>PATTAN</td>
<td>$120.00</td>
<td>Incorrect Vendor</td>
<td>12/22/15</td>
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<tr>
<td>202321</td>
<td>Eplus Technology</td>
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<td>12/22/15</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$546.61</td>
<td></td>
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</table>
## Voided Checks Dated Before 12/1/15

<table>
<thead>
<tr>
<th>Check #</th>
<th>Payee</th>
<th>Amount</th>
<th>Reason</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>201522</td>
<td>IU14 Berks</td>
<td>$80.00</td>
<td>Duplicate Payment</td>
<td>10/30/15</td>
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<tr>
<td>201645</td>
<td>Holiday Inn Harrisburg/Hershey</td>
<td>4,094.49</td>
<td>Lost in Mail</td>
<td>11/4/15</td>
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<tr>
<td>201856</td>
<td>Advance Auto Parts</td>
<td>17.48</td>
<td>Incorrect Amount</td>
<td>11/24/15</td>
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<tr>
<td>201870</td>
<td>Kyocera Mita America, Inc.</td>
<td>210.15</td>
<td>Incorrect Vendor</td>
<td>11/24/15</td>
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<tr>
<td>201981</td>
<td>Swank &amp; Son Well Drilling/ Pump Co.</td>
<td>385.00</td>
<td>Incorrect Amount</td>
<td>11/24/15</td>
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<tr>
<td>201989</td>
<td>Lidia Udowenko</td>
<td>1,034.03</td>
<td>Incorrect Amount</td>
<td>11/24/15</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$ 5,821.15</strong></td>
<td></td>
<td></td>
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</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 12/1/15</td>
<td>$159,356.96</td>
<td>$0.00</td>
<td>$2,754.26</td>
<td>$32,577.58</td>
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<tr>
<td>December Transfers</td>
<td>3,549,392.59</td>
<td>0.00</td>
<td>5,622.51</td>
<td>0.00</td>
</tr>
<tr>
<td>December Deposits</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>December Interest</td>
<td>43.86</td>
<td>0.00</td>
<td>0.00</td>
<td>3.28</td>
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<tr>
<td>December Withdrawals</td>
<td>(3,477,947.52)</td>
<td>0.00</td>
<td>(5,622.51)</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>0.00</td>
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<tr>
<td>Balance 12/31/15</td>
<td>$230,845.89</td>
<td>$0.00</td>
<td>$2,754.26</td>
<td>$32,580.86</td>
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</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 12/1/15</td>
<td>$124,344.54</td>
<td>$4,153,194.39</td>
<td>$224,683.91</td>
<td>$3,142,452.27</td>
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<tr>
<td>December Deposits</td>
<td>0.00</td>
<td>179,092.49</td>
<td>1,071.49</td>
<td>0.00</td>
</tr>
<tr>
<td>December Interest</td>
<td>6.09</td>
<td>173.35</td>
<td>19.68</td>
<td>1259.06</td>
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<tr>
<td>December Withdrawals</td>
<td>0.00</td>
<td>(4,001,071.49)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Balance 12/31/15</td>
<td>$124,350.63</td>
<td>$331,388.74</td>
<td>$225,775.08</td>
<td>$3,143,711.33</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 – December</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Foundations + 12/03/15</td>
<td>$2,137.21</td>
</tr>
<tr>
<td>Work Foundations + 12/07/15</td>
<td>$1,545.64</td>
</tr>
<tr>
<td>Work Foundations + 12/31/15</td>
<td>$1,939.66</td>
</tr>
<tr>
<td>General Fund 12/31/15</td>
<td>$1,571,142.47</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per Diem and Hourly Employees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Ending 12/03/15</td>
<td>$2,563.24</td>
</tr>
<tr>
<td>Pay Period Ending 12/07/15</td>
<td>$33,715.84</td>
</tr>
<tr>
<td>Pay Period Ending 12/31/15</td>
<td>$32,525.32</td>
</tr>
<tr>
<td>Total</td>
<td>$2,144,119.89</td>
</tr>
</tbody>
</table>

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

1. **Facilities Use Agreements**
   
   **WATCH Project:** Directors are asked to approve the following lease agreements for WATCH Project. All leased office space will be used for one-on-one meetings with participants, academic testing and small peer group meetings.

   a) Lease with Community Action Realty, Inc. for office space at Lincoln Street Building, 2138 Lincoln Street, Williamsport. Term of lease – effective Feb. 1, 2016 through Sept. 29, 2020, with a first year cost per month of $500.

   b) Lease with Indigo Wren’s Nest Wellness Centre for office space at 111 S. Spring Street, Suite No. 8, Bellefonte. Term of lease – effective Feb. 1, 2016 through Jan. 31, 2017, with a cost per month of $350.

   c) Lease with Mifflin-Juniata Special Needs Center, Inc. for office space at 31 South Dorcus Street, Lewistown. Term of lease – effective Feb. 1, 2016 through Sept. 29, 2020, with a first year cost per month of $134.17.

   *(Attachment No. 3)*

2. **Student Transportation Contracts and CSIU-Operated Runs**
   Directors are asked to approve the listing of student transportation contracts and CSIU-operated runs for 2015-16. The CSIU transports students to and from special education and early intervention programs. The contracts are within the limits of the state transportation reimbursement formula and include an escalator clause to allow for changing gas prices. Also included are the routes for CSIU-owned vehicles. *(Attachment No. 4)*

3. **Keystone Purchasing Network (KPN) Bid Awards and Contract Extensions**
   Directors are asked to approve the list of recommended KPN network bid award and contract extensions. *(Attachment No. 5)*
4. **Wellness Initiative for Eligible Staff**

Directors are asked to authorize a contract with Fitbit Corporation as presented, not to exceed $18,000. (*Attachment No. 6*)

*Motion by Mr. McGann and seconded by Mr. Keiser:*
- to accept the monthly financial reports for December;
- to pay the obligations listed on the documents presented for December;
- to approve the facilities use agreements as presented;
- to approve student transportation contracts and CSIU-operated runs as presented;
- to approve KPN bid awards and contract extensions as listed; and
- to approve the wellness initiative for eligible staff as presented.

A voice vote recorded as roll call vote was taken.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer*

Result: *Motion passed: Voting yes-11; Voting no-0*

II. **PERSONNEL COMMITTEE REPORT – Dennis Keiser, Chair**

Larry Augustine and Larry Neidig, Committee Members

**CONSIDERATION OF ACTION ITEMS** (*Attachment No. 13*)

1. **New Employees**

   **Non-Instructional Staff**

   Anita M. Williams, Mifflinburg, received a bachelor’s degree from Bloomsburg University. She has been employed as Pre-K Counts teacher by Capital Area Head Start, Harrisburg, and more recently as adult education instructor by CSIU. Ms. Williams is recommended as *family literacy parent educator*, effective Jan. 21, 2016. Funds for this replacement position are available in the adult education and family literacy budget.

   **Instructional Staff**

   Vanessa A. Haydt, Bloomsburg, received a master’s degree from Bloomsburg University. She has been employed as young toddler teacher by Hildebrantd Learning Centers, Bloomsburg, and more recently as high school learning support long-term substitute teacher by North Schuylkill School District. Ms. Haydt is recommended as *special education teacher*, effective Jan. 21, 2016. Funds for this new position are available in the special education budget.

   Debra A. Latovich, Coal Township, received an associate’s degree from North American Correspondence School,Scranton. She has been employed as a teacher by Meadowview Christian Academy, Paxinos, and currently as food service staff by Knoebels Amusement Resort, Elysburg. Ms. Latovich is recommended as *assistant instructor*, effective Jan. 21, 2016. Funds for this replacement position are available in the Head Start budget.
Eric J. Turofski, Catawissa, received an associate’s degree from Pennsylvania College of Technology. He has been employed as construction foreman by Duggan and Marcon, Bethlehem, and more recently as building trades maintenance instructor by Columbia-Montour AVTS. Mr. Turofski is recommended as corrections education teacher, effective Jan. 21, 2016. Funds for this replacement position are available in the corrections education budget. Approve a conditioned offer of employment to Eric Turofski as corrections education teacher at a salary of $56,252 (pro-rated), plus appropriate benefits, pending receipt of acceptable background clearances and authorize the executive director to approve his start date when all mandatory clearances and employment requirements have been provided and accepted. Mr. Turofski may be held up to sixty (60) days by his current employer. The executive director will advise the Board of Mr. Turofski’s start date when it has been determined.

2. Para-educator Professional Development Transfer
Tara R. Amerman, one-on-one aide, has met the requirements of the board’s para-educator professional development policy and is recommended for transfer to one-on-one instructional support program assistant, effective Jan. 21, 2016.

3. 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>Michelle E. Blessing</td>
<td>family literacy parent educator</td>
<td>Jan. 29, 2016</td>
</tr>
<tr>
<td>Megan F. Messimer</td>
<td>special education teacher</td>
<td>Jan. 25, 2016</td>
</tr>
<tr>
<td>Sandra J. Murray</td>
<td>senior receptionist</td>
<td>April 8, 2016</td>
</tr>
<tr>
<td>Trina L. Shinskie</td>
<td>assistant instructor</td>
<td>Jan. 18, 2016</td>
</tr>
<tr>
<td>Matthew F. Schwenk, Sr.</td>
<td>corrections education program supervisor</td>
<td>Jan. 18, 2016</td>
</tr>
</tbody>
</table>

4. Position Transfer
Our executive director recommends a position transfer for Mary E.H. Mingle from adult education community liaison specialist to adult education community liaison supervisor due to filling a vacancy, effective January 21, 2016.

5. Authorization to Approve Financial Custodian
Approve TCG Administrators/JNT Resource Partners, LP (changing from JEM Resource Partners), 900 S. Capital of Texas Highway, Suite 350, Austin, TX 78746, to be included on the list of approved financial custodians for limited employer non-elective contributions through the CSIU Third Party Administrators: The OMNI Group of Rochester, N.Y.
It was the recommendation of the personnel committee:
• to elect the persons named to the positions recommended;
• to approve a para-educator professional development transfer as presented;
• to approve the resignations as listed;
• to approve a position transfer as recommended; and
• to authorize approval of a financial custodian as presented.

A voice vote recorded as roll call vote was taken.

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer

Result: Motion passed: Voting yes-11; Voting no-0

III. AD-HOC COMMITTEE REPORT – Bruce Rhoads, Chair
Larry Augustine and Daniel McGann, Committee Members

1. Senior Leader Employment Agreements

Board President Larry Augustine assembled an Ad-Hoc Committee to evaluate changes to the senior leader employment agreements. Current agreements expire June 30, 2016.

Directors are asked to approve the following, per the recommendation of the Committee:

a) Employment Agreement – John E. Brenchley, Chief Innovation Officer, as presented for the term of July 1, 2016 through June 30, 2020

b) Employment Agreement – Lynn M. Cromley, Assistant Executive Director/Chief Administrative Officer, as presented for the term of July 1, 2016 through June 30, 2020

c) Employment Agreement – Charles E. Peterson, Jr., Chief Financial Officer, as presented for the term of July 1, 2016 through June 30, 2020

(Attachment No. 7 Revised)

Motion by Mr. Rhoads and seconded by Mr. McGann to approve the senior leader employment agreements for John E. Brenchley, Lynn M. Cromley and Charles E. Peterson, Jr. as presented.

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Brecker, Mr. Hartman, Mr. Kashner, Mr. Keiser, Mrs. Love, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mr. Whitmoyer

Result: Motion passed: Voting yes-11; Voting no-0
IV. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair  
Victor Abate and Jeffrey Kashner, Committee Members  

Mr. Rhoads had no report.

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

Meeting was held Jan. 13, 2016 at 1:30 p.m.  

Mr. McGann reported that because of additions and corrections, Section 000 Board Procedures is being presented again this evening for first reading.

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS

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:

1. Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan  
Directors are asked to approve the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan. The Plan was approved by the Policy Council on Dec. 10, 2015, with no changes. (Attachment No. 8)

Motion by Mr. Rhoads and seconded by Mr. Keiser to approve the ERSEA Plan as presented.  
The motion was unanimously passed.

2. By-Laws of Northumberland Area Head Start/Early Head Start Policy Council  
Directors are asked to approve the By-Laws of the Northumberland Area Head Start/Early Head Start Policy Council. The By-Laws were approved by the Policy Council on Dec. 10, 2015, with no changes. (Attachment No. 9)

Motion by Mr. Reich and seconded by Mr. McGann to approve the By-Laws as presented.  
The motion was unanimously passed.
3. **Board Policies – Section 000 Board Procedures**  
Directors are asked to accept at first 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 – Ethics Act and Conflicts of Interest
- No. 004.1 – Membership
- 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. 11)*

*Motion by Mr. McGann and seconded by Mr. Rhoads to accept at first reading Board Policies – Section 000 Board Procedures as presented.*

*The motion was unanimously passed.*

II. **ADMINISTRATIVE REPORTS** *(Attachment No. 14)*

1. **Executive Leadership**  
   Kevin Singer, Executive Director

2. **Administrative Services**  
   Lynn Cromley, 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**
III. ADJOURNMENT

*Mr. Augustine declared the meeting adjourned at 8:40 p.m.*

Respectfully submitted,

Daniel McGann
Secretary

Susan Kinney
Recording Secretary
INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

Received Dec. 1, 2015, a letter dated Nov. 24, 2015 from Susan McCrone (Division Chief, PDE, Division of Federal Programs) notifying CSIU of the approved 2015-16 Consolidated Application. Agreement #999-16-0616 in the amount of $380,142 is effective July 1, 2015 through Sept. 30, 2016.


Dec. 10, 2015 via email from Erica Mulberger (Executive Director, Central Pennsylvania Workforce Development Corporation-CPWDC) providing CSIU with a Letter of Intent to contract for provision of services to eligible Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY). The contract period is Jan. 1, 2016 through June 30, 2017 with an option to extend annually at the discretion of the CPWDC Youth Council. The contract amount for this 18-month period is $704,500.

Dec. 15, 2015 via email from Anna Stauffer (Purchasing Agent, Millersville University) notifying CSIU of the fully executed Service Purchase Contract #4000042006. The contract amount is $121,312 for the period of Jan. 1, 2016 – Sept. 30, 2016. CSIU will provide services for the Migrant Education Program at the Project Areas of Berks County, Lancaster County and the Lehigh Valley.

II. PERSONNEL MATTERS (Attachment No. 13)

1. Staff Travel

Jeffrey Kimball, director of cooperative purchasing services, will attend the ASBO International Leadership Conference from Feb. 18-20, 2016 in Las Vegas, Nev. He will attend as chair of the ASBO Purchasing and Supply Management Committee. Funds for transportation, lodging and meals are available in the joint purchasing budget.

Vaughn Murray, education programs information management coordinator, and Thomas Naugle, telecommunications technology support consultant, will attend the National Association of State Directors of Migrant Education 2016 National Migrant Education Conference from April 24-27, 2016 in San Diego, Calif. While there, they will network with others and represent the PA Migrant program. They will also present on Electronic Data Collection and Using MSIX for Recruiters. Funds for airfare, lodging, conference registration, parking and meals are available in the Migrant Tech budget.
2. **Death of a Staff Member**
   Connie I. Schrader, one-on-one classroom assistant, passed away Dec. 18, 2015. She was employed by the CSIU since Jan. 3, 1995, and most recently worked in the life skills classroom at Shamokin Area High School.

3. **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>Cassie D. Mitcheltree</td>
<td>cooperative purchasing marketing specialist</td>
<td>Dec. 18, 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. 10)

2. **2014-15 ANNUAL CSIU PROGRAM STATISTICS**
   Included in directors’ meeting packets is a listing of programs and services conducted by the CSIU during 2014-15 and, where appropriate, the number of clients served. (Attachment No. 12)