CENTRAL SUSQUEHANNA INTERMEDIATE BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, April 18, 2018

Central Susquehanna LPN Career Center
1339 St. Mary Street
Lewisburg, PA  17837

COMMITTEE MEETINGS
Human Resources Committee 5 p.m.
Budget and Finance Committee 5 p.m.

TOURS – 5:30 p.m.
DINNER – 5:45 p.m.

WORK STUDY SESSION
Audit Presentation - 6 p.m., John Compton, Baker Tilly
BoardDocs Training - 6:30 p.m.

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order
The meeting was called to order by President Augustine at 7:12 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call - Directors present – 12; Directors absent – 4; Vacancy – 1

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<th>Director</th>
<th>District</th>
<th>Present</th>
<th>Absent</th>
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<td>Victor Abate</td>
<td>Midd-West</td>
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<td>Larry Augustine, President</td>
<td>Selinsgrove Area</td>
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<td>William Brecker</td>
<td>Mount Carmel Area</td>
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<td>Kathleen DeYong</td>
<td>Benton Area</td>
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<td>Heather Hackenberg</td>
<td>Danville Area</td>
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<td>Tamara Hoffman</td>
<td>Warrior Run</td>
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<td>Jeffrey Kasher</td>
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<td>Joseph Klebon</td>
<td>Southern Columbia Area</td>
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<td>Daniel McGann, Secretary</td>
<td>Berwick Area</td>
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<td>Lawrence Neidig, Treasurer</td>
<td>Line Mountain</td>
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1.4 Announcements
The next regular meeting will begin at 7 p.m. on Wednesday, May 16, 2018 at the CSIU central office.

1.5 Recognition of Guests and Opportunity for Public Comment

1.6 CSIU Staff and Others in Attendance
John Brenchley—Chief Innovation Officer
Dr. Timothy Campbell—LPN Career Center Director
Lynn Cromley—Assistant Executive Director/Chief Administrative Officer
Susan Darrah—Education Association Representative
Kenneth Erb—Facilities Coordinator
Marcia Hoffman—Director of Human Resources
Susan Kinney—Executive Office Manager/Board Recording Secretary
Dr. John Kurelja—Chief Academic Officer
Charles Peterson Jr.—Chief Financial Officer
Eric Shearer—Telecommunications Technology Network Coordinator
Dr. Kevin Singer—Executive Director
Jennifer Spotts—Communications Manager
Jennifer Williams—Director of Special Education and Early Childhood Services

1.7 Spotlight Segment
LPN Career Center Director Dr. Timothy Campbell welcomed directors to and presented information about the LPN Career Center. He thanked directors for joining his staff for tours prior to the meeting, and shared his professional background and vision for the LPN Center.

2. BOARD GOVERNANCE

2.1 Authorization of March 2018 Action Items **
(Attachment of March 2018 Agenda with Addendum)

** MARCH 2018 AGENDA WITH ADDENDUM ACTION ITEMS

I. Budget and Finance Committee Report
1. Quarterly Financial Status Report
2. Program Balance Sheet
3. General Fund Payment Summary
4. Equipment Leases

II. Technology/Marketplace Committee report
1. Inter-local Agreement with Purchasing Cooperative Program
2. KPN Definite Quantity Line-Item Bids
III. Human Resources Committee report

**Full-Time Employees**
1. New Employees
2. Resignations
3. Position Transfers

**Part-Time Employees**
1. New Employees
2. Resignations

**Substitute Employees**
1. Substitute Teachers and Para-Educators (Aides)
2. Substitute Classroom LPN
3. Long-Term Substitute Teacher

IV. Policy Committee report

1. Board Policies–Section 800 Operations, No. 815
2. Board Policies–Section 300 Employees, No. 339

V. POLICY AND PROGRAM MATTERS

Northumberland Area Head Start and Early Head Start
1. HS/EHS Monthly Report for January 2018

Motion to accept the authorizations of the board officers.

Motion by Lawrence Neidig, second by Victor Abate.
Final Resolution: Motion Passed
Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine

2.2 2018-19 CSIU Board of Directors Meeting Schedule (Attachment)

Motion to approve the CSIU Board of Directors meeting schedule as presented.

Motion by Joseph Klebon, second by Jonathan Jones.
Final Resolution: Motion Passed
Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine

3. BUDGET AND FINANCE COMMITTEE - Daniel McGann, Chair; Tamara Hoffman, Committee Member

3.1 Annual Audit (Attachment)

Directors are asked to accept the June 30, 2017 Single Audit as presented by Baker Tilly Virchow Krause, LLP during tonight's Work Study Session.

3.2 Program Balance Sheet (Attachment)

The reports of fiscal year 2017-18 financial activity as of March 31, 2018 are presented for acceptance.
3.3 Monthly Financial Statements (Attachment)

The monthly financial statements for March 2018 are presented for acceptance.

3.4 General Fund Payment Summary (Attachment)

The General Fund Accounting Payment Summary for March 2018 in the amount of $1,792,260.48 is included in directors’ agenda packets for approval. Funds for payment are available in program budgets.

3.5 2018-19 CSIU General Operating Budget (Attachment)

The GOB is a compilation of three programs the CSIU offers primarily to member districts on a fee-for-service basis. The PA Public School Code allows intermediate units to ask the state to deduct money from school district subsidies to fund IU programs. Our member districts do not pay a subsidy to belong to the CSIU. They pay only for services they select from CSIU offerings. Approval of this budget does not obligate districts to purchase any CSIU programs for the 2018-19 school year.

The CSIU directors gave initial approval of the preliminary 2018-19 general operating budget of $861,060 in January. Following that approval, the preliminary budget was released to district boards for their consideration. Official approval of the CSIU’s 2018-19 general operating budget has been received from all 17-member district boards of directors.

The 2018-19 budget totaling $861,060 represents a $10,960 increase from the 2017-18 original budget totaling $850,370. This increase can be attributed primarily to routine increases in operating costs, including salaries, benefits, etc.

3.6 Mobile Classroom Vehicle Purchase

Approval is requested for the purchase of two mobile classroom vehicles to provide Act 89 services to regional non-public schools. These vehicles will replace current mobile classroom vehicles that are from the mid-1980s. This purchase will be made through COSTARS, the Commonwealth of Pennsylvania's cooperative purchasing program. The cost of each vehicle is $107,777 for a total cost of $215,554.

3.7 Construction Change Order

Directors previously approved a contract for $25,925 with The Howard Company of Bloomsburg for the electrical component of the central office renovation project. During the project, it was determined that an additional eight electric switches and associated wiring were needed. The additional service was authorized, pending cost valuation by the architect. The cost of this additional service has subsequently been valued at $1,662.05, for a new total of $27,587.05.

3.8 Motion for Budget and Finance Committee Matters

Motion to approve Budget and Finance Committee matters 3.1 through 3.7.

Motion by Daniel McGann, second by Bruce Rhoads.
Final Resolution: Motion Passed
Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price,
3.9 Lease Agreement

The CSIU leases classroom space from sending districts on an as-needed and as-available basis. The following space is needed and available during the 2018-19 school year.

**CSIU Special Education** and **Early Intervention Preschool** departments agreement with the **Warrior Run School District**: 7,578 square feet of classroom space for use by Northumberland Area Head Start, Warrior Run Pre-K Counts, Early Intervention and the elementary Five Star program at 1100 Main Street, Watsontown: $7 per sq. ft. for a total of $53,046 for the term June 1, 2018 through June 30, 2019. The programs listed above will be relocating to the new site.

Motion to approve the lease agreement as presented.

Motion by Daniel McGann, second by Victor Abate.
Final Resolution: Motion Passed
Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine
Abstain: Tamara Hoffman

4. TECHNOLOGY/MARKETPLACE COMMITTEE - Bruce Rhoads, Chair; Jonathan Jones and Jeffrey Kashner, Committee Members

4.1 Cooperative Purchasing Customer Appreciation Rebate Program for Local Districts

The CSIU sponsors a customer appreciation program to reward local school districts and career and technical centers for participating in its cooperative purchasing programs. Now entering its sixth year, the program provides CSIU-region LEAs a rebate of a percentage of the fee the CSIU receives from contract sales. Administration proposes the rebate be offered again for 2018-19 at 35 percent.

- 2013-14: 25 percent
- 2014-15: 30 percent
- 2015-16: 35 percent
- 2016-17: 35 percent
- 2017-18: 35 percent

4.2 Software Services Contracts

The CSIU currently contracts with Bar-Tek Software Services, Inc. of Mountville, Data Knowledge, Inc. (DKI) of Northport, Fla. and Global Data Consultants, LLC (GDC) of Alpharetta, Ga. for technology services (programming) for the development of CSIU software products. Administration recommends continuing contracts with them for the next fiscal year according to the terms below. Funds are available in the Computer Services budget.
4.3 Consultation and Support Contract (Attachment)

The Administration recommends entering into a contract with Technology Advantage, Inc. (TAI) for the following services at an amount not to exceed $100,000, effective July 1, 2018 through June 30, 2019, with the option to continue.

**E-Rate Consultation:** $59 per hour, plus expenses  
**PIMS Client Support:** $235 per day, plus expenses

4.4 Motion for Technology/Marketplace Committee Matters

Motion to approve all Technology/Marketplace Committee matters.

Motion by Bruce Rhoads, second by Daniel McGann.  
Final Resolution: Motion Passed  
Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine

5. HUMAN RESOURCES COMMITTEE - Dennis Keiser, Chair; Larry Augustine and Lawrence Neidig, Committee Members

5.1 Full-Time Personnel

**New Employees – Non-Instructional Staff**

- **Dr. Bethann M. Dudley-McCain**, Clearfield, received a Doctorate of Education from Indiana University of PA. For the past year, Dr. Dudley-McCain has served as the Director of Curriculum and Innovation for both Central Intermediate Unit #10 and CSIU. She is recommended as the **Curriculum Director**, an exempt position, at an annual salary of $97,500, effective July 1, 2018 (contingent upon receipt of required clearances). Funds for this position are available in the CARES budget.

- **Jessie A. Mascho**, Milton, received a bachelor’s degree from American Sentinel University, Aurora, Colo. She has been employed as a registered nurse with
Geisinger Medical Center. Ms. Mascho is recommended as a **practical nursing program instructor**, an exempt position, at an annual salary of $60,000, effective April 19, 2018. Funds for this replacement position are in the Central Susquehanna LPN Career Center budget.

- **Amanda L. Moore**, Selinsgrove, received a bachelor’s degree from Millersville University, Millersville. She has been employed as a permanency specialist with Pressley Ridge, Lancaster. Ms. Moore is recommended as a **career counselor specialist**, a non-exempt position, at an hourly rate of $17.23, for an estimated annual salary of $33,598.50, effective May 7, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are in the YES to the Future budget.

**Position Transfers**

- **Katherine Noss** from Migrant Education recruiter/student support specialist at a current salary of $37,011 ($18.98 per hour) to **ESL diploma project coordinator**, also a non-exempt position, at a new salary of $38,055.50 ($19.49 per hour), effective April 19, 2018

- **Amy L. Pfleegor** from program support supervisor at a current salary of $55,620 to **executive office manager/board recording secretary**, also an exempt position, at a new salary of $67,620, effective June 18, 2018

**Resignations**

- **Joni L. Campbell**, resigning as classroom and client support administrative assistant, effective April 27, 2018
- **Karen M. Catherman**, resigning as substitute, absence and records system administrative assistant, effective April 16, 2018
- **Anna M. James**, retiring as speech therapist, effective June 8, 2018
- **Rebecca S. Lewis**, retiring as Special Education teacher, effective June 8, 2018
- **Amanda E. Nye**, resigning as classroom assistant, effective April 16, 2018
- **Karen S. Payan**, retiring as preschool speech therapist, effective June 15, 2018
- **Mary E. Striplin**, retiring as occupational therapist, effective June 15, 2018
- **Diane M. Worhacz**, retiring Head Start assistant instructor, effective June 11, 2018

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

**Change of Resignation Date**

- **Kimberly A. Delbo**, Director of the Central Susquehanna LPN Career Center, from April 30, 2018 to April 13, 2018

**5.2 Part-Time Personnel**

**New Employees – Non-Instructional Staff**

- **Ashley A. Guinn**, as nutrition aide/custodian, $8.07 per hour, effective April 9, 2018
• Marya X. Rivera, as Migrant Education after-school instructor, $15 per hour, effective April 9, 2018

5.3 Substitute Personnel
New hires to work in CSIU classrooms and programs during the 2017-18 School Year

Substitute Teachers
• Hannah M. Goralczyk, Bryana D. Loss, Alexis S. Reid

Substitute Para-educator (Aide)
• Abigail M. Lopez

5.4 Motion for Human Resources Committee Matters
Motion to approve all Human Resources Committee matters.

Motion by Lawrence Neidig, second by Victor Abate.
Final Resolution: Motion Passed
Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine

6. POLICY COMMITTEE - Daniel McGann, Chair; Larry Augustine and Bruce Rhoads, Committee Members
Action: None

7. POLICY AND PROGRAM MATTERS
7.1 Northumberland Area Head Start and Early Head Start (Attachment)
According to federal regulations, the CSIU Board of Directors is the governing body of the CSIU's Head Start programs; therefore, the following items are presented for approval:

• Head Start/Early Head Start Monthly Report for February 2018

7.2 Assurance for the Operation of Special Education Services and Programs/Quality Space for 2018-19 School Year (Attachment)
The CSIU is required to annually submit documentation to the Pennsylvania Department of Education (PDE) assuring that all special education services and programs/quality space operated by the CSIU are in compliance with all state and federal laws, regulations and procedures.

7.3 Motion for Policy and Program Matters
Motion to approve all Policy and Program Matters

Motion by Victor Abate, second by Daniel McGann.
Final Resolution: Motion Passed
Yes: Victor Abate, Kathleen DeYong, Heather Hackenberg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Larry Augustine
8. ADMINISTRATIVE MATTERS
   Action: None

9. ADMINISTRATIVE REPORTS
   9.1 Executive Leadership - Dr. Kevin Singer, Executive Director
   9.2 Administrative Services - Lynn Cromley, Assistant Executive Director/Chief
      Administrative Officer
   9.3 Educational Services - Dr. John Kurelja, Chief Academic Officer
   9.4 Financial Services - Charles Peterson Jr., Chief Financial Officer
   9.5 Marketplace Services - John Brenchley, Chief Innovation Officer
   9.6 Other

10. ADJOURNMENT
    10.1 Adjourn Meeting
        The meeting was adjourned by President Augustine at 7:49 p.m.

        Respectfully submitted,

        Daniel McGann
        Secretary

        Susan Kinney
        Recording Secretary

11. INFORMATION ITEMS
    11.1 Board Governance – Nominations Committee
        The Board President appointed the following board members to the Nominations
        Committee: Jeffrey Kashner, Chair; Joseph Klebon and Kathleen DeYong. The
        Committee will meet prior to the May board meeting and present its recommendation
        for a slate of candidates for board officers at the May meeting. Election of officers for
        2018-19 will take place at the June reorganization meeting.

    11.2 Budget and Finance – Fiscal Communications
        March 2, 2018, an email from Maribel Martinez (Management Technician-
        Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of
        the fully executed contract for the Refugee School Impact Grant. FC #4100079270 is
March 7, 2018, an email from Grantsolutions.gov (Timothy Chappelle-ACF Grants Officer) notifying CSIU that the carryover request for Award #90FX0033-03-02 has been approved. The unobligated balance of $295,734 from the -02 year has been applied to the -03 year. No additional federal funds have been awarded as part of this amendment.

March 28, 2018, an email from Brooke Gessner (Finance Manager, CPWDC) notifying the CSIU of a contract modification to award additional funding for the WIOA Out-of-School Youth Program (YES to the Future). The CSIU has been awarded the contract to serve an expanded region, including Centre, Clinton, Lycoming and Mifflin Counties. An additional $164,266 has been awarded through June 30, 2018. The modified contract amount is $701,698.

11.3 Administration – Staff Travel

Judith Barnett, student applications support manager; Leslie Hartline, client support and data analyst; and Julia Muse, client support analyst; will attend the eSchool Data Annual User Conference April 25–26, 2018 in Saratoga Springs, N.Y. While there they will meet with eSchool Data partners to learn about new features to better support CSIU clients. Funds for estimated expenses of $404 each are available in the Computer Services budget.

Rae Ann Crispell, supplemental educational services program manager, and Yvette Beaumont, STEAM3S project coordinator, will attend the Best Out-of-School Time Conference May 1–4, 2018 in Palm Springs, Calif. The STEAM3S 21st CCLC grant requires participation in a national conference related to serving students in an afterschool program. This conference participation and budget has been approved by PDE. Funds for estimated expenses of $2,290 each are available in the STEAM3S budget.

Chief Financial Officer Charles Peterson will attend the British Columbia Association of School Business Officials 2018 Annual Meeting and Conference May 23–25, 2018 in Penticton, British Columbia. While there, he will represent ASBO International as its President and attend the general and educational sessions. All expenses will be paid by ASBO.

Jeffrey Kimball, cooperative purchasing services director, and Cassie Seabridge, cooperative purchasing marketing specialist, will attend the Association of Educational Purchasing Agencies (AEPA) Board Meeting April 15–17, 2018 in San Diego, Calif. While there, they will attend the board meeting to conduct business of AEPA and meet with vendors to review their products, services and marketing. Funds for estimated expenses of $1,753 each are available in the joint purchasing budget.

Office for Dispute Resolution (ODR) staff: Jeffrey DiVincenzo, information technology coordinator, and Ashley Sultzaberger, due process case manager, will attend FileMaker Developer Conference Aug. 6–9, 2018 in Dallas, Texas. While there, they will attend sessions regarding best practices for solving development challenges within the FileMaker software, and learn how to plan and develop
11.4 Human Resources – Leaves of Absence

Return from Leave of Absence

- Jeffrey J. Myers Jr., Corrections Education science teacher, effective April 3, 2018

11.5 Human Resources – Completion of New Employee Probationary Periods

The following staff have successfully completed their new employee probationary periods:

- Danese M. Bogetti, practical nursing program instructor, effective April 16, 2018
- Rebecca L. Hall, Corrections Education secretarial assistant, effective March 26, 2018

11.6 Human Resources – Completion of Para-Educator Competency Assessment Checklist

Danielle M. Hollenbach, Pre-K Counts assistant instructor, has completed the competency assessment checklist, effective April 18, 2018

11.7 Policy and Program – Regional High School Computer Fair (Attachment)

The CSIU sponsored and hosted the annual regional high school computer fairs on March 26, testing students’ computer knowledge and application skills. Thirty-two high school students from seven LEAs submitted projects in six categories: computer fair logo design; web page design; digital movie; programming; animation; and graphic design. The first-place winners advance to the state competition in May at Dickinson College, Carlisle. The CSIU has sponsored the regional computer fairs since 1998.