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

STRATEGIC PLAN UPDATE
Lynn Cromley, Assistant Executive Director
and Chief Administrative Officer
Rae Ann Crispell, Curriculum Services Coordinator

EXECUTIVE SESSION
• 7:15 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
May 17, 2017 CSIU Board of Directors Meeting
CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER

The meeting was called to order at 7:34 p.m. by President Larry Augustine.

Mr. Augustine confirmed with Ms. Love and Mr. Mael, attending by telephone, that they could hear and understand, and also that they were able to be heard and understood by the directors in attendance.

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,</td>
<td>Selinsgrove Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>William Brecker</td>
<td>Mount Carmel Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Kathleen DeYong</td>
<td>Benton Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Darlene Garcia-Johnson</td>
<td>Milton Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Scott Karpinski</td>
<td>Shikellamy</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Jeffrey Kashner</td>
<td>Shamokin Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Dennis Keiser</td>
<td>Mifflinburg Area</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Jody Love</td>
<td>Millville Area</td>
<td>x (by phone)</td>
<td></td>
</tr>
<tr>
<td>Norman Mael</td>
<td>Bloomsburg Area</td>
<td>x (by phone)</td>
<td></td>
</tr>
<tr>
<td>Daniel F. McGann,</td>
<td>Berwick Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lawrence I. Neidig,</td>
<td>Line Mountain</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thomas Reich</td>
<td>Southern Columbia Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Bruce E. Rhoads,</td>
<td>Central Columbia</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tera Unzicker-Fassero</td>
<td>Lewisburg Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>David Weader</td>
<td>Danville Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Douglas L. Whitmoyer</td>
<td>Warrior Run</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

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

John Brenchley—Chief Innovation Officer
Rae Ann Crispell—Curriculum Services Coordinator
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 Administrative Officer
Charles Peterson, Jr.—Chief Financial Officer
Dr. Kevin Singer—Executive Director
Jennifer Spotts—Public Relations Manager
Eleanore Striplin—CSIU Education Association Representative
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, June 21, 2017 at the CSIU central office.

Mr. Augustine announced that an Executive Session regarding personnel matters was held prior to the start of tonight’s meeting.

Mr. Augustine also requested that board members submit their completed annual evaluations of the executive director.

VI. APPROVAL OF MINUTES

Motion by Mr. McGann and second by Mr. Rhoads to approve the minutes of the regular meeting of the CSIU Board of Directors on April 19, 2017, which included March 2017 items.

The motion was unanimously approved.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VIII. SPOTLIGHT SEGMENT

1. Celebrate Communicate Day

Jennifer Williams, director of Special Education and Early Childhood Services, shared a video with the board about the recent Celebrate Communicate (CC) Day. Ms. Williams explained that this was the 21st year of providing a carnival-like environment for the students to use their alternative communication devices to interact with others. She reported that a record high 112 attendees representing 14 districts enjoyed a day with games, crafts, entertainment by Clyde Peeling’s Reptiland and lunch. More than 75 volunteers provided support to the students.
I. BOARD OFFICERS’ ACTION

1. **2017-18 CSIU Board of Directors Meeting Schedule Revision**

The schedule for 2017-18 meetings of the CSIU Board of Directors was approved at the April 2017 meeting. Because of PASA-PSBA’s Leadership Conference schedule, a change in date from Oct. 18 to Oct. 11 is proposed. Directors are asked to approve the revised schedule. All meetings except October will be the third Wednesday of the month.

- No July Meeting
- August 16, 2017
- September 20
- **October 11 (2nd week)**
- November 15
- December 20
- January 17, 2018
- February 21
- March 21
- April 18
- May 16
- June 20

*Motion by Mr. Rhoads and second by Mr. McGann to approve the revised 2017-18 CSIU Board of Directors Meeting Schedule.*

*The motion was unanimously approved.*
COMMITTEE REPORTS

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

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet
   The reports of fiscal year 2016-17 financial activity as of April 30, 2017 are presented for acceptance. The revenue and expenditure reports by program are included in directors’ agenda packets. (Attachment No. 1) The monthly financial statements follow:

   General Fund–April
   Balance 4/1/2017 $2,244,726.22
   Deposits $5,866,893.23
   Disbursements
   Payroll Transfers ($1,398,722.89)
   Bank Charges (405.05)
   Payroll Disbursements (721,204.71)
   PSERS ACH (156,908.95)
   Monthly Checks (2,382,877.47)
   Sales Tax 1st Qtr (112.25)
   Voided Checks 573.00
   Total Disbursements ($4,659,658.32) ($4,659,658.32)
   Balance 4/30/2017 $3,451,961.13

   Voided Checks Current Month
   Check #  Vendor                        Amount  Reason                     Check Date
   211970  PA School Study Council        $ 100.00  Workshop cancelled 4/5/17
   Total                                           $ 100.00

   Voided Checks Current Month
   Dated Before 4/1/2017
   Check #  Vendor                      Amount  Reason          Check Date
   211330  Heather C. Andrews           $ 300.00  Unused Funds 3/7/17
   149386  Bloomsburg University        100.00  Void 5/21/10
   149391  CA Juillard Inc.             73.00  Void 5/21/10
   Total                                           $ 473.00
### 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 4/1/2017</td>
<td>$1,042.89</td>
<td>$0.00</td>
<td>$3,590.29</td>
<td>32,591.44</td>
</tr>
<tr>
<td>Transfers</td>
<td>1,398,722.89</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Deposits</td>
<td>0.00</td>
<td>64,030.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Interest</td>
<td>15.60</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>(1,398,722.89)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Voided Checks/Returned Direct Deposit</td>
<td>391.95</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Balance 4/30/2017</td>
<td>$1,450.44</td>
<td>$64,030.00</td>
<td>$3,590.29</td>
<td>32,591.44</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>
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<tbody>
<tr>
<td>Balance 4/1/2017</td>
<td>$397,211.63</td>
<td>$7,265,503.63</td>
<td>$242,776.72</td>
<td>$7,183,955.79</td>
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<tr>
<td>Deposits</td>
<td>0.00</td>
<td>1,805,827.10</td>
<td>1,071.49</td>
<td>0.00</td>
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<tr>
<td>Interest</td>
<td>157.04</td>
<td>2683.41</td>
<td>107.86</td>
<td>0.00</td>
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<tr>
<td>Withdrawals</td>
<td>(32,269.37)</td>
<td>(3,501,071.49)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Balance 4/30/2017</td>
<td>$365,099.30</td>
<td>$5,572,942.65</td>
<td>$243,956.07</td>
<td>$7,183,955.79</td>
</tr>
</tbody>
</table>

### 3. 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.

#### Accounts Payable

<table>
<thead>
<tr>
<th>General Fund 4/30/17</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,382,877.47</td>
</tr>
</tbody>
</table>

#### Per Diem and Hourly Employees

<table>
<thead>
<tr>
<th>Pay Period Ending 4/06/17</th>
<th>Amount</th>
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<tbody>
<tr>
<td>$42,825.57</td>
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</table>

<table>
<thead>
<tr>
<th>Pay Period Ending 4/20/17</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$47,999.73</td>
<td></td>
</tr>
</tbody>
</table>

**Total** | $2,473,702.77

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

1. **CSIU Capital Reserve Fund**

Directors are asked to approve the recommendation of the establishment of a Capital Reserve Fund under the authority of the Pa. Municipal Code to be used only for capital improvements; replacement of, addition to and improvement to public works; deferred maintenance; and for the replacement of school buses. *(Attachment No. 3)*
2. **Facilities Use Agreement**
Directors are asked to approve the continuation of the lease with Market Street Rentals for property located at 1000 Market Street, Suite 37, Bloomsburg. Office space of 850 sq. ft. is used for the Adult Education program. The renewal is for the period of July 1, 2016–June 30, 2017. The monthly rate of $700 is unchanged. *(Attachment No. 4)*

3. **Student Transportation Contracts**
Directors are asked to approve the attached list of student transportation contracts. Following a request for proposals, five bus contractors are recommended for approval, which will provide the opportunity for the student transportation department to match the most efficient and economical contract to the required route. *(Attachment No. 5)*

4. **Keystone Purchasing Network (KPN) Fuel Oil Bid Awards**
Directors are asked to approve contracts to provide KPN members with fuel oil for the 2017-18 purchasing cycle with the following vendors:
- Mansfield Oil Co. (Gainesville, Ga.) – 1 line items
- Petroleum Traders (Fort Wayne, Ind.) – 4 line items
- Talley Petroleum (Grantville, Pa.) – 10 line items
*(Attachment No. 6)*

5. **Keystone Purchasing Network (KPN) Bid Awards**
Directors are asked to approve the list of recommended KPN bid awards for HDPE lockers and restroom partitions and bus parts. *(Attachment No. 7)*

**CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES**

1. **Cyber Security Assessment Package – ePlus Technology, Inc. Contract**
Directors are asked to approve entering into a $20,000 contract through PEPPM with ePlus Technology, Inc. of Camp Hill to provide security assessment and consulting, wireless infrastructure assessment, and LAN/WAN infrastructure services. *(Attachment No. 8)*

2. **Agreement for Services - Bar-Tek Software Services, Inc.**
Directors are asked to approve an 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 2017-18 for a maximum of $30,000 (previous contract was $40,000), and will provide programming time necessary to implement enhancements in the legacy Fox-Pro financial product. Funds for this expenditure are available in the computer services budget. *(Attachment No. 9)*

3. **Agreement for Services - Data Knowledge, Inc. (DKI)**
Directors are asked to approve an agreement with Data Knowledge, Inc. (DKI) of Northport, Fla. for continued software development services. The term of this agreement shall be for the fiscal year 2017-18 for a maximum of $100,000 (same as previous contract), and will provide programming time necessary to implement changes on various input screens and reports in the Financial Information System. Funds for this expenditure are available in the computer services budget. *(Attachment No. 10)*
4. Agreement for Services - Global Data Consultants, LLC
Directors are asked to approve an agreement with Global Data Consultants, LLC of Chambersburg for continued software development services. The term of this agreement shall be for the fiscal year 2017-18 for a maximum of $300,000 (same as previous contract), and will provide programming time necessary to implement changes on various input screens in the Financial Information System. Funds for this expenditure are available in the computer services budget. (Attachment No. 11)

5. Agreement for Services - MindShine Technologies, LLC
Directors are asked to approve an agreement with MindShine Technologies, LLC of Alpharetta, Ga. for continued software development services. The term of this agreement shall be for the fiscal year 2017-18 for a maximum of $100,000 (previous contract was $290,000), and will provide programming time necessary to implement enhancements in the Human Resource and Payroll Modules of the Financial Information System. Funds for this expenditure are available in the computer services budget. (Attachment No. 12)

Motion by Mr. McGann and second by Mr. Rhoads to:

• accept the monthly financial reports for April and pay the obligations listed on the documents presented for April;

• approve the establishment of a Capital Reserve Fund; a lease renewal; student transportation contracts; KPN fuel oil bid awards; and KPN bid awards; and

• approve five contracts for computer services.

Roll Call Vote: Voting yes: Mr. Augustine, Mr. Brecker, Mr. Kashner, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Rhoads, Mr. Whitmoyer

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

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

CONSIDERATION OF ACTION ITEMS

1. New Employees
Non-Instructional Staff

Melissa A. Amato, Coal Township, received a master’s degree from Bloomsburg University. She has been employed as a case manager II with Northumberland County Behavioral Health, Sunbury. Ms. Amato is recommended as a career counselor specialist, a non-exempt position, at an hourly rate of $17, for an estimated annual salary of $33,150, effective May 31, 2017 (contingent upon the receipt of required clearances). Funds for this replacement position are in the YES to the Future Program budget.
Holly B. Doyle, Linden, received a bachelor’s degree from Pennsylvania College of Technology, Williamsport. She has been employed as an office manager/title clerk at Williamsport Motors, Williamsport. Ms. Doyle is recommended as **Head Start administrative assistant**, a non-exempt position, at an hourly rate of $13.59, for an estimated annual salary of $26,500.50, effective May 18, 2017. Funds for this replacement position are in the Head Start budget.

Maria G. Feeser, York, received a diploma from Mazamitla High School, Mexico. She has been employed as a parent involvement coordinator/student support specialist assistant with Lincoln Intermediate Unit. Ms. Feeser is recommended as a **Migrant Education student support specialist**, a non-exempt position, at an hourly rate of $19, for an estimated annual salary of $37,050, effective June 1, 2017 (contingent upon the receipt of required clearances). Funds for this new position are in the Migrant Education budget.

Jeffrey Harvey, Picture Rocks, received a master’s degree from Adam Smith University, Hawaii. He has been employed as a staff development director with Valley View Rehab and Nursing Center, Montoursville. Mr. Harvey is recommended as a **nursing education resource specialist**, an exempt position, at an annual salary of $56,000, effective June 12, 2017. Funds for this new position are in the WATCH Project and non-traditional apprenticeship budgets.

2. **Stipend Payment**
   The executive director recommends a stipend payment in the amount of $1,000 for Barbara J. Morgan, Special Education teacher – special assignment, who served as a teacher mentor during the 2016-17 school year. This payment is per the current collective bargaining agreement.

3. **Substitute Para-educators (Aides)**
   Directors are asked to approve Michala R. Holland, Crystal L. Killmon, Polly A. Reynolds and Kristy L. Truitt-Reichner as substitute para-educators (aides) to work in CSIU classrooms and programs for the 2016-17 school year.
4. Position Transfers

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Title</th>
<th>Current Salary</th>
<th>New Title</th>
<th>New Salary</th>
<th>Reason</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie P. Colvin-Roy</td>
<td>special projects managing coordinator</td>
<td>$63,761</td>
<td>The Center for the Promotion of Social &amp; Emotional Learning (CPSEL) training and organizational development associate</td>
<td>$69,000</td>
<td>increased responsibilities in creation/management of CPSEL</td>
<td>May 18, 2017</td>
</tr>
<tr>
<td>Rae Ann Crispell</td>
<td>curriculum services coordinator</td>
<td>$82,400</td>
<td>supplemental education services program manager</td>
<td>$82,400</td>
<td>change in responsibilities</td>
<td>Aug. 1, 2017</td>
</tr>
<tr>
<td>Lyndi S. Hertzler</td>
<td>client support specialist I</td>
<td>$38,500</td>
<td>client support specialist II</td>
<td>$40,000</td>
<td>technology group career ladder</td>
<td>May 18, 2017</td>
</tr>
<tr>
<td>Christine R. Mitcheltree</td>
<td>professional development and curriculum services support specialist</td>
<td>$49,294</td>
<td>curriculum and instruction support specialist</td>
<td>$68,000</td>
<td>increased responsibilities</td>
<td>July 1, 2017</td>
</tr>
<tr>
<td>Amy F. Moritz</td>
<td>youth development coordinator</td>
<td>$56,292</td>
<td>strategic partnerships managing coordinator</td>
<td>$60,000</td>
<td>additional responsibilities in creating/coordinating the work for CPSEL</td>
<td>May 18, 2017</td>
</tr>
<tr>
<td>Amy E. Weller</td>
<td>ACCESS and Early Intervention technical assistant</td>
<td>$33,930 ($17.40/hour)</td>
<td>Early Childhood administrative assistant</td>
<td>$35,587.50 ($18.25/hour)</td>
<td>increased responsibilities</td>
<td>May 18, 2017</td>
</tr>
</tbody>
</table>

5. Title Change

6. **Resignations**

The following staff members have submitted resignations from CSIU employment:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Reason</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebekah DePinto</td>
<td>behavior intervention assistant</td>
<td>Resignation</td>
<td>June 8, 2017</td>
</tr>
<tr>
<td>Roberta K. Garlock</td>
<td>reading/resource teacher</td>
<td>Retirement</td>
<td>June 7, 2017</td>
</tr>
<tr>
<td>David L. Manney</td>
<td>cooperative purchasing services program manager</td>
<td>Retirement</td>
<td>June 30, 2017</td>
</tr>
<tr>
<td>Elise A. Moser</td>
<td>Early Head Start senior family partner/home visitor</td>
<td>Resignation</td>
<td>May 17, 2017</td>
</tr>
<tr>
<td>Christy D. Powlus</td>
<td>Pre-K Counts assistant instructor</td>
<td>Resignation</td>
<td>May 3, 2017</td>
</tr>
<tr>
<td>Sandra L. Raker</td>
<td>classroom assistant</td>
<td>Retirement</td>
<td>June 13, 2017</td>
</tr>
<tr>
<td>Candace A. Willard</td>
<td>Alternative Education teacher</td>
<td>Retirement</td>
<td>June 9, 2017</td>
</tr>
</tbody>
</table>

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

7. **Non-Bargaining Unit Staff Salary Adjustments and Position Titles for 2017-18**

With the support of the Personnel Committee, administration proposes a salary increase of three percent for non-bargaining unit staff for the 2017-18 fiscal year. Directors are asked to approve the 2017-18 salaries for non-bargaining unit staff members, effective July 1, 2017, as listed. *(Attachment No. 14)*

8. **Furlough**

Our executive director recommends the furlough of Michelle L. Johnson, community outreach coordinator with the Parent Child Home Program, effective June 30, 2017, due to loss of program funding.

*Motion by Mr. Neidig and second by Mr. Rhoads to approve new employees, stipend payment, substitute para-educators (aides), positions transfers, title change, resignations, non-bargaining unit salary adjustments and position titles for 2017-18 and a furlough as listed.*

Roll Call Vote:  
- Voting yes: Mr. Augustine, Mr. Brecker, Mr. Kashner, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Rhoads, Mr. Whitmoyer
- Result:  
  - **Motion passed:** Voting yes-9, Voting no-0

III. TECHNOLOGY COMMITTEE REPORT— BRUCE RHoads, CHAIR  
Victor Abate and Jeffrey Kashner, Committee Members
IV. POLICY COMMITTEE REPORT – Daniel McGann, Chair  
Bruce Rhoads and Scott Karpinski, Committee Members  

*Mr. McGann reported that a meeting was held on May 4, 2017.*

1. **Board Policies – Section 600 Finances**  
Directors are asked to approve at first reading the following Board Policies:

- 601 Fiscal Objectives
- 604 Budget Planning and Adoption
- 608 Bank Accounts
- 609 Investment of Funds
- 610 Purchases Subject to Bid/Quotation
- 611 Purchases Budgeted
- 612 Purchases Not Budgeted
- 613 Cooperative Purchasing
- 614 Payroll Authorization
- 615 Payroll Deductions
- 616 Payment of Bills
- 617 Petty Cash
- 619 Intermediate Unit Audit
- 620 Fund Balance
- 622 GASB Statement 34/Capital Assets
- 624 Taxable Fringe Benefits
- 625 Procurement Cards
- 626 Federal Fiscal Compliance  
  - 626 – Attachment – Allowability of Costs – Federal Programs  
  - 626 – Attachment – Cash Management – Federal Programs  
  - 626 – Attachment – Administration of Federal Funds  
  - 626 – Attachment – Procurement – Federal Programs  
  - 626 – Attachment – Grant Subrecipient Monitoring Procedures – Federal Programs  

*(Attachment No. 15)*

*Motion by Mr. McGann and second by Mr. Kashner to approve the first reading of the Section 600 board policies.*

*The motion was unanimously approved.*

V. NOMINATIONS COMMITTEE REPORT – Tera Unzicker-Fassero, Chair  
Darlene Garcia-Johnson and Jeffrey Kashner, Committee Members

The Board President appointed the following board members to the Nominations Committee: Tera Unzicker-Fassero, Chair; Darlene Garcia-Johnson and Jeffrey Kashner. The Committee met prior to tonight’s meeting. Election of officers for 2017-18 will take place at the June reorganization meeting.

*Mr. Kashner, reporting on behalf of the committee, informed the board there would be a full slate of candidates, those currently serving as officers, recommended at the June meeting. Nominations will also be accepted from the floor. Mr. Augustine thanked Mr. Kashner and the other committee members for their work.*
NEW BUSINESS

I. ADMINISTRATIVE MATTERS

1. Legal Services for 2017-18

Included in directors’ agenda packets is a listing of CSIU’s current legal advisors, and the scope of each firm’s services and fees for 2017-18. Directors are asked to approve continuation of agreements with those legal advisors for 2017-18. (Attachment No. 16)

Motion by Mr. Neidig and second by Mr. McGann to approve the listing of legal advisors for 2017-18 as presented.

The motion was unanimously approved.

II. 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. 17 a, b)

1. Head Start/Early Head Start Internal Dispute Resolution Procedures

Directors are asked to approve revisions to the Internal Dispute Resolution Procedures that reflect the new Head Start program performance standards. (Attachment No. 17a)

Motion by Mr. Brecker and second by Mr. Kashner to approve the HS/EHS Internal Dispute Resolution Procedures and the March Monthly Report as presented.

The motion was unanimously approved.

SPECIAL EDUCATION

1. Early Intervention Assurance for the Operation of Special Education Services and Programs for 2017-18 Program Year

The CSIU is required to submit documentation annually to the Pennsylvania Department of Education (PDE) assuring that all early intervention special education services and programs operated by the CSIU are in compliance with all state and federal laws, regulations and procedures. Directors are asked to authorize staff to submit the Early Intervention Assurance for the Operation of Special Education Services and Programs for the 2017-18 program year. (Attachment No. 18)

Motion by Mr. McGann and second by Mr. Rhoads to approve the Early Intervention Assurance as presented.

The motion was unanimously approved.
III. PSBA VOTING DELEGATE

The CSIU is entitled to appoint a voting member to participate in the 2017 PSBA Delegate Assembly on Friday, Oct. 20. The Assembly occurs at the conclusion of the regularly scheduled events of the main PASA-PSBA School Leadership Conference.

Motion by Mr. Rhoads and second by Mr. McGann to nominate Mr. Brecker to serve as the voting member to participate in the 2017 PSBA Delegate Assembly.

There were no other nominations.

The motion was unanimously approved.

IV. ADMINISTRATIVE REPORTS (Attachment No. 20)

1. Executive Leadership
   Kevin Singer, Executive Director

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

3. Educational Services
   John Kurelja, Chief Academic Officer

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

5. Marketplace Services
   John Brenchley, Chief Innovation Officer

6. Other

V. ADJOURNMENT

The meeting was adjourned by President Augustine at 8:01 p.m.

Respectfully submitted,

Daniel McGann
Secretary

Susan Kinney
Recording Secretary
I. BOARD GOVERNANCE

1. Director Election 2017

The following directors appear on the ballot for 2017 election to the CSIU Board of Directors to a full three-year term. Ballots have been sent to each district superintendent for directors to use in voting.

<table>
<thead>
<tr>
<th>Nominee</th>
<th>District</th>
<th>Length of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel McGann</td>
<td>Berwick Area</td>
<td>July 1, 2017 – June 30, 2020</td>
</tr>
<tr>
<td>Norman Mael</td>
<td>Bloomsburg Area</td>
<td>July 1, 2017 – June 30, 2020</td>
</tr>
<tr>
<td>Bruce Rhoads</td>
<td>Central Columbia</td>
<td>July 1, 2017 – June 30, 2020</td>
</tr>
<tr>
<td>Victor Abate</td>
<td>Midd-West</td>
<td>July 1, 2017 – June 30, 2020</td>
</tr>
<tr>
<td>C. Scott Karpinski</td>
<td>Shikellamy</td>
<td>July 1, 2017 – June 30, 2020</td>
</tr>
</tbody>
</table>

II. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Quarterly Financial Status Report – Charles Peterson, Chief Financial Officer

Mr. Peterson shared with directors the Third Quarter Forecast Update – 2016-17 regarding the CSIU’s Programs and Services Budget, comprised of restricted and unrestricted funds. Included in the report are charts representing proposed, adjusted and actual revenue and expenditures for programs across the CSIU. (Attachment No. 19)

2. Public Surplus – Online Auction

The following items will be included on the CSIU’s next online auction using the Public Surplus auction service for public and educational agencies: used office panels; used Gravely tractor with snow blower; wooden picnic tables; used radial arm saw; and used wood lathe.

3. Communications

April 4, 2017, a letter dated March 30, 2017 from Susan McCrone (Division Chief, Pennsylvania Department of Education, Division of Federal Programs) notifying CSIU of the approved Title IIB, Mathematics and Science Partnerships Grant - Project #075-16-0616. The grant amount is $368,608 for the period of June 1, 2016 through May 31, 2017.

April 4, 2017, an email from Jim Domen (Procurement Manager – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of an amendment to Purchase Order #4300518474 for services related to the Alternative Education Disruptive Youth (AEDY) Program. The amended purchase order encumbers FY17 funds of $297,136.90 and expires on June 30, 2018. The amended purchase order two-year total is now $516,617.89.
April 14, 2017, an email from Brenda Kylen (Data and Fiscal Project Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of an amended allocation for the 2016-17 Migrant Education Program (MEP) Grant Agreement. The 2016-17 allocation shall increase $232,429 (from $1,403,766 to $1,636,195). This funding increase is the result of adding the following counties to the CSIU MEP service area: Centre, Clinton, Cumberland, Dauphin, Huntingdon, Juniata, Mifflin and Perry.

III. PERSONNEL MATTERS

1. Extension of Leaves of Absence

Our executive director has approved extensions of unpaid leaves of absence for the following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective Date</th>
<th>Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gretchen A. Hoff</td>
<td>Special Education teacher</td>
<td>April 10, 2017</td>
<td>May 17, 2017</td>
</tr>
<tr>
<td>Cheryl L. MacPherson</td>
<td>classroom assistant</td>
<td>April 24, 2017</td>
<td>August 8, 2017</td>
</tr>
</tbody>
</table>

2. Health Insurance Savings Report

Since 1993, the CSIU has offered a monetary incentive program for employees who are eligible to receive health insurance coverage elsewhere. The monetary incentive provides payment to each employee in lieu of CSIU-provided health insurance coverage. The following table shows the savings to the CSIU over the past five years through the monetary incentive program.

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of Employees on Monetary Incentive</th>
<th>Avoided Health Coverage Costs</th>
<th>Total Monetary Incentive Costs</th>
<th>Total Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>142</td>
<td>$1,954,488</td>
<td>$390,898</td>
<td>$1,563,590</td>
</tr>
<tr>
<td>2014</td>
<td>145</td>
<td>$2,209,800</td>
<td>$441,960</td>
<td>$1,767,840</td>
</tr>
<tr>
<td>2015</td>
<td>131</td>
<td>$2,071,896</td>
<td>$415,000</td>
<td>$1,656,896</td>
</tr>
<tr>
<td>2016 (BU)</td>
<td>34</td>
<td>$559,368</td>
<td>$106,488</td>
<td>$452,880</td>
</tr>
<tr>
<td>2016 (NBU)</td>
<td>99</td>
<td>$1,177,308</td>
<td>$297,000</td>
<td>$880,308</td>
</tr>
<tr>
<td>2016* Total</td>
<td>133</td>
<td>$1,736,676</td>
<td>$403,488</td>
<td>$1,333,188</td>
</tr>
<tr>
<td>2017 (BU)</td>
<td>36</td>
<td>$563,846</td>
<td>$116,640</td>
<td>$447,206</td>
</tr>
<tr>
<td>2017 (NBU)</td>
<td>108</td>
<td>$1,217,203</td>
<td>$324,000</td>
<td>$893,203</td>
</tr>
<tr>
<td>2017** Total</td>
<td>144</td>
<td>$1,781,049</td>
<td>$440,640</td>
<td>$1,340,409</td>
</tr>
</tbody>
</table>

Total Five-Year Savings .................................................................................................................. $7,661,923

*Starting in 2016, bargaining unit (BU) staff continue to receive a payment equal to 20 percent of the current CSIU health insurance coverage cost for the plan per year paid semi-annually in December and June. Non-bargaining unit (NBU) staff is offered a flat $3,000 annual payment paid bi-weekly.
Beginning Jan. 1, 2017, a decision was made to make BU payments equal payments of $135 per pay over 24 pay periods. NBU staff receive $3,000 annually over 24 pay periods.

3. **Staff Travel**

Chief Financial Officer Charles Peterson will attend the 2017 Express Scripts Outcomes Symposium June 5–8, 2017 in Dallas, Texas. He will represent PA Trust as the Trust Manager. This conference teaches best practice in managing prescription programs. All costs will be paid by PA Trust.

Eugene Parke Brown, youth development coordinator, will attend the Tots and Technology–Learning in the Elementary Classroom Conference June 11–13, 2017 in Galveston, Texas. As the designated 21st Century Community Learning Centers (CCLC) team STEM specialist, this training fits the need for STEM relevant skills, which include computer coding, educational software, augmented reality, video techniques, tech tools, maker spaces and digital badging. Funds for estimated expenses of $1,672 are available in the 21st CCLC budget.

Chief Financial Officer Charles Peterson will attend the 2017 Montana Association of School Business Officials (ASBO) Annual Conference June 14–16, 2017 in Fairmont, Mont. While there, he will represent ASBO International as its Vice President and attend the educational sessions and keynote addresses. All costs will be paid by ASBO.

Karen Lehman, youth development program manager, will attend the Institute for Educational Leadership Engaging Families Conference June 22–24, 2017 in San Francisco, Calif. While there, she will attend sessions with examples of evidenced-based practice and high-impact engagement work taking place across the country. She will also attend workshops appropriate for ELECT, such as home visitation, involving multi-generations in student success, goal setting for students, reducing chronic absence, and Latino family leadership in education. Funds for estimated expenses of $2,807 are available in the 21st CCLC and ELECT budgets.

Cara Gray, youth development coordinator, and Contrell Armor, youth development program coordinator, will attend the Reaching the Wounded Student Conference June 25–28, 2017 in Orlando, Fla. While there, they will attend workshops regarding school safety, emotional literacy, counseling/therapeutic insights, creating community, learning/academic achievement and practitioner health and well-being. All workshops will assist their work with after school programming for K–12 students who have experienced poverty, abuse, violence, loss and family dysfunction. Funds for estimated expenses of $2,807 and $2,370, respectively, are available in the 21st CCLC budget.

Jared Lehman, cooperative purchasing supervising manager, and David Manney, cooperative purchasing services program manager, will attend the International Society for Technology in Education 2017 Conference and Expo June 26–28, 2017 in San Antonio, Texas. While there, they will exhibit at the conference to promote PEPPM and KPN. Estimated expenses of $2,205 each 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 Arizona Association of School Business Officials Conference July 19–21, 2017 in Tucson, Ariz. They will market KPN and PEPPM cooperative purchasing contracts to potential members. Funds for estimated expenses of $1,700 each are available in the joint purchasing budget.