CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

BOARD OF DIRECTORS

BUSINESS MEETING MINUTES
WEDNESDAY, JANUARY 18, 2017

JANUARY IS SCHOOL DIRECTOR RECOGNITION MONTH

COMMITTEE MEETINGS

• Personnel Committee
  5 p.m. in Valley Room

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

DINNER AND WORK STUDY SESSION

• 6 p.m. in Commonwealth Room

COMMUNICATION AUDIT FOCUS GROUP

Rich Bagin, Executive Director
National School Public Relations Association

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.
INTRODUCTION

I. CALL TO ORDER ........................................................................................................... 3
II. PLEDGE OF ALLEGIANCE ........................................................................................... 3
III. ROLL CALL .................................................................................................................. 3
IV. CSIU STAFF AND OTHERS IN ATTENDANCE ...................................................... 4
V. ANNOUNCEMENTS ....................................................................................................... 4
VI. APPROVAL OF MINUTES ............................................................................................. 4
VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT... 4
VIII. SPOTLIGHT SEGMENT
   1. School Director Recognition Month ........................................................................... 4

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT
   Consideration of Action Items – Fiscal
   1. Projected 2016-17 and Preliminary 2017-18 CSIU General Operating
      Budgets .......................................................................................................................... 5
   2. Program Balance Sheet ............................................................................................... 5
   3. Payment Requests ....................................................................................................... 7
   Consideration of Action Items – Cooperative Business Services and Operations
   1. KPN Bid Awards and Extensions ............................................................................... 7

II. PERSONNEL COMMITTEE REPORT
   Consideration of Action Items
   1. New Employee ........................................................................................................... 7
   2. Para-educator Professional Development Transfer .................................................. 8
   3. Substitute Teacher...................................................................................................... 8
   4. Resignations ............................................................................................................. 7

III. TECHNOLOGY COMMITTEE REPORT ........................................................................ 9

IV. POLICY COMMITTEE REPORT .................................................................................. 9
NEW BUSINESS

I. POLICY AND PROGRAM MATTERS
   HS/EHS Governing Requirements
   1. By-Laws of HS/EHS Policy Council .................................................... 9
   2. ERSEA Plan .......................................................................................... 9

II. ADMINISTRATIVE REPORTS .................................................................. 10

III. ADJOURNMENT .................................................................................. 10

INFORMATION ITEMS

I. FISCAL MATTERS
   Finance, Budget and Accounting
   1. Communications .................................................................................. 11

II. PERSONNEL MATTERS
   1. Completion of New Employment Probationary Period .................... 12
   2. Unpaid Leave of Absence .................................................................... 12
   3. Extended Leave of Absence ................................................................. 12
   4. Return from Leave of Absence ............................................................. 12
   5. Staff Travel .......................................................................................... 12
BUSINESS MEETING AGENDA AND MINUTES
January 18, 2017 CSIU Board of Directors Meeting
CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER
   The meeting was called to order at 7:35 p.m. by President Larry Augustine.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

<table>
<thead>
<tr>
<th>Director</th>
<th>District</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victor L. Abate</td>
<td>Midd-West</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Larry D. Augustine, President</td>
<td>Selinsgrove Area</td>
<td>x</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>x</td>
<td></td>
</tr>
<tr>
<td>C. 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>x</td>
<td></td>
</tr>
<tr>
<td>Jody Love</td>
<td>Millville Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Norman Mael</td>
<td>Bloomsburg Area</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Daniel F. McGann, Secretary</td>
<td>Berwick</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Lawrence I. Neidig, Treasurer</td>
<td>Line Mountain</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Thomas Reich</td>
<td>Southern Columbia</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Bruce E. Rhoads, Vice President</td>
<td>Central Columbia</td>
<td>x</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 – 13; Directors absent – 4
IV. CSIU STAFF AND OTHERS IN ATTENDANCE

Sharon Beagle—CSIU Education Association Representative
John Brenchley—Chief Innovation Officer
Lynn Cromley—Assistant Executive Director/Chief Administrative Officer
Kenneth Erb—Telepresence and Communication Technology Facilitator
Jessica Harry—Special Education Program Supervisor
Marcia Hoffman—Human Resources Director
Dr. John Kurelja—Chief Administrative Officer
Charles Peterson, Jr.—Chief Financial Officer
Dr. Kevin Singer—Executive Director
Jennifer Spotts—Public Relations Manager
Rob Welch—Building Trades Teacher at Work Foundations +
Jennifer Williams—Director of Special Education and Early Childhood Services
Parent of student from Work Foundations +
Two students from Work Foundations +
One member of the CSIU Education Association

V. ANNOUNCEMENTS

The next regular meeting will begin at 7:30 p.m. on Wednesday, Feb. 15, 2017 at the CSIU central office.

VI. APPROVAL OF MINUTES

Motion by Mr. Neidig and seconded by Mr. Keiser to approve the minutes of the regular meeting of the CSIU Board of Directors on Dec. 14, 2016.

The motion was unanimously passed.

VII. RECOGNITION OF GUESTS AND OPPORTUNITY FOR PUBLIC COMMENT

VII. SPOTLIGHT SEGMENT

1. School Director Recognition – Jennifer Williams, director of Special Education and Early Childhood; Jessica Harry, Special Education program supervisor; Robert Welch, Building Trades Teacher

Two students in the Work Foundations + program presented directors with samples of the work they produce in the building trades program. They shared their experiences at WF+ and how they are encouraged to seek employment using the skills they acquire while attending the program. One student has been working as an aide in an Early Intervention classroom and expressed her interest in becoming a full-time CSIU employee upon graduation. Her mother addressed the Board to thank them for their support of this program and the opportunities it created for her daughter.
COMMITTEE REPORTS

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

Mr. McGann reported that a committee meeting was held with discussion of the following: student transportation services request for proposal; CSIU going live with the financial information system on Jan. 1; and the issue of property tax reform.

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Projected 2016-17 and Preliminary 2017-18 CSIU General Operating Budgets

The preliminary 2017-18 CSIU General Operating Budget of $1,119,823 was 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.

Mr. Peterson explained that the GOB covers three areas: Guest Teacher, Incarcerated Youth and Alternative Placement Programs. Districts only pay for services they use. Talking points will be provided to each CSIU board representative and each district superintendent to show explain the CSIU GOB, what the GOB means for the IU and what the GOB means for each specific district.

Directors were also asked to approve the projection of $1,043,034 for the 2016-17 general operating budget. (Attachment No. 1)

2. Program Balance Sheet

The reports of fiscal year 2016-17 financial activity as of Dec. 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</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance 12/1/16</td>
<td>$1,900,535.33</td>
</tr>
<tr>
<td>Deposits</td>
<td>8,410,071.00</td>
</tr>
<tr>
<td>Disbursements</td>
<td></td>
</tr>
<tr>
<td>Payroll Transfers</td>
<td>($1,413,562.72)</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>(324.93)</td>
</tr>
<tr>
<td>Payroll Disbursements</td>
<td>(980,418.37)</td>
</tr>
<tr>
<td>Monthly Checks</td>
<td>(1,911,117.40)</td>
</tr>
<tr>
<td>PSERS ACH</td>
<td>(1,826,295.78)</td>
</tr>
<tr>
<td>Void Checks dated before 12/1/16</td>
<td>579.00</td>
</tr>
<tr>
<td>Total Disbursements</td>
<td>($6,131,140.20)</td>
</tr>
<tr>
<td>Balance 12/31/16</td>
<td>$4,179,466.13</td>
</tr>
</tbody>
</table>
### Voided Checks/Direct Deposits

**Dated Before 12/1/16**

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor</th>
<th>Amount</th>
<th>Reason</th>
<th>Check Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>206343</td>
<td>Kahlee Swanger</td>
<td>$300.00</td>
<td>Void -Unused Funds</td>
<td>07/08/16</td>
</tr>
<tr>
<td>209314</td>
<td>Capital Area I.U.</td>
<td>65.00</td>
<td>Incorrect Vendor</td>
<td>11/22/16</td>
</tr>
<tr>
<td>209345</td>
<td>Our Lady Of Lourdes Regional H.S.</td>
<td>214.00</td>
<td>Incorrect Vendor</td>
<td>11/22/16</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$579.00</strong></td>
<td></td>
</tr>
</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><strong>Balance 12/1/16</strong></td>
<td>$739,835.55</td>
<td>$0.00</td>
<td>$3,590.29</td>
<td>$32,589.82</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td>1,413,562.72</td>
<td>1,979.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Deposits</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>7.80</td>
<td>0.00</td>
<td>0.00</td>
<td>0.82</td>
</tr>
<tr>
<td><strong>Withdrawals</strong></td>
<td>(2,152,386.19)</td>
<td>(1,979.00)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Voided Checks/ Returned Direct Deposit</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Balance 12/31/16</strong></td>
<td>$1,019.88</td>
<td>$0.00</td>
<td>$3,590.29</td>
<td>$32,590.64</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><strong>Balance 12/1/16</strong></td>
<td>$544,927.57</td>
<td>$9,309,694.67</td>
<td>$238,154.32</td>
<td>$7,164,671.58</td>
</tr>
<tr>
<td><strong>Deposits</strong></td>
<td>0.00</td>
<td>3,324,879.19</td>
<td>1,071.49</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>149.58</td>
<td>2070.96</td>
<td>65.42</td>
<td>8422.00</td>
</tr>
<tr>
<td><strong>Withdrawals</strong></td>
<td>(50,000.00)</td>
<td>(5,501,071.49)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Balance 12/31/16</strong></td>
<td>$495,077.15</td>
<td>$7,135,573.33</td>
<td>$239,291.23</td>
<td>$7,173,093.58</td>
</tr>
</tbody>
</table>
2. **Payment Requests**

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

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund 12/31/16</td>
<td>$1,911,117.40</td>
</tr>
</tbody>
</table>

**Per Diem and Hourly Employees**

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Ending 12/01/16</td>
<td>$30,627.38</td>
</tr>
<tr>
<td>Pay Period Ending 12/15/16</td>
<td>$29,251.04</td>
</tr>
<tr>
<td>Pay Period Ending 12/29/16</td>
<td>$38,231.90</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,009,227.72</strong></td>
</tr>
</tbody>
</table>

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

1. **KPN Bid Awards and Extensions**

Directors are asked to approve the KPN bid awards and contract extensions as listed. *(Attachment No. 4)*

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

- to approve the Projected 2016-17 and Preliminary 2017-18 CSIU General Operating Budgets as presented;
- to accept the monthly financial reports for December;
- to pay the obligations listed on the documents presented for December; and
- to approve the KPN bid awards and extensions as presented.

Roll Call Vote:  
*Voting yes: Mr. Augustine, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Keiser, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Weader, Mr. Whitmoyer*  
*Result:  
*Motion passed:* Voting yes-13; Voting no-0

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

**Larry Augustine and Larry Neidig, Committee Members**

**CONSIDERATION OF ACTION ITEMS**

1. **New Employee**

**Non-Instructional Staff**

*John E. DuFour,* Clearfield, received a bachelor’s degree in computer science and a master’s degree in mathematics from Mississippi State University, Mississippi State, Miss. He has been employed as the technology support technician at Bellefonte Area School District. Mr. DuFour is recommended as a **telecommunications technology specialist**, effective Jan. 20, 2017, at an annual salary of $42,500. Funds for this replacement position are in the technology budget.
2. **Para-educator Professional Development Transfer**
   The following staff member has met the requirements of the CSIU para-educator professional development policy and is recommended for transfer.

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Title</th>
<th>Current Salary</th>
<th>New Title</th>
<th>New Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keith R. Furguson</td>
<td>one-on-one aide</td>
<td>$10,059</td>
<td>one-on-one instructional support</td>
<td>$14,887</td>
<td>Jan. 19, 2017</td>
</tr>
</tbody>
</table>

3. **Substitute Teacher**
   Directors are asked to approve Carol M. Gentilucci as substitute teacher to work in CSIU classrooms and programs for the 2016-17 school year.

4. **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>Robert E. Buch</td>
<td>facilities support senior technician</td>
<td>Retirement</td>
<td>Jan. 26, 2017</td>
</tr>
<tr>
<td>Judith A. Carl</td>
<td>ODR special education coordinator</td>
<td>Retirement</td>
<td>June 1, 2017</td>
</tr>
<tr>
<td>Darlene M. Dwyer</td>
<td>Center for Schools and Communities administrative &amp; project manager</td>
<td>Retirement</td>
<td>June 30, 2017</td>
</tr>
<tr>
<td>Kelly A. Erb</td>
<td>Early Intervention teacher</td>
<td>Resignation</td>
<td>Feb. 3, 2017</td>
</tr>
<tr>
<td>Ann L. Garges</td>
<td>Head Start services assistant</td>
<td>Retirement</td>
<td>June 29, 2017</td>
</tr>
<tr>
<td>Brandy L. Norris</td>
<td>classroom associate</td>
<td>Resignation</td>
<td>Jan. 13, 2017</td>
</tr>
</tbody>
</table>

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

Motion by Mr. Keiser and second by Mr. McGann to approve a new employee, para-educator professional development transfer, substitute teacher, and resignations.

Roll Call Vote: Voting yes: Mr. Augustine, Ms. DeYong, Ms. Garcia-Johnson, Mr. Karpinski, Mr. Keiser, Ms. Love, Mr. Mael, Mr. McGann, Mr. Neidig, Mr. Rhoads, Dr. Unzicker-Fassero, Mr. Weader, Mr. Whitmoyer

Result: **Motion passed:** Voting yes-13; Voting no-0
III. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair
Victor Abate and Jeffrey Kashner, Committee Members

Mr. Rhoads had nothing to report.

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

Mr. McGann reported that the committee may be presenting the first reading of the 200 section at the February meeting.

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. 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. 8, 2016. (Attachment No. 5)

2. 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. 8, 2016. (Attachment No. 5)

   Directors are asked to acknowledge and approve the Head Start/Early Head Start Monthly Report for November. (Attachment No. 6)

   Motion by Mr. McGann and second by Mr. Keiser to approve the policy and program matters as presented.

   The motion was unanimously approved.
III. ADMINISTRATIVE REPORTS  (Attachment No. 7)

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 - Marcia Hoffman, Director of Human Resources

IV. ADJOURNMENT

   The meeting was adjourned by President Augustine at 8:04 p.m.

   Respectfully submitted,

   Daniel McGann
   Secretary

   Susan Kinney
   Recording Secretary
INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

Dec. 1, 2016, an email from Deb Blascovich (ELECT Program Officer, PDE–Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the fully executed contract (FC #4100071396A) for the 2016-17 Education Leading to Employment and Career Training (ELECT) in the amount of $462,154 for the period of July 1, 2016 through June 30, 2017. Estimated number of eligible students to be served as part of this agreement is 115.

Dec. 6, 2016, an email from Brenda Kylen (Data and Fiscal Project Officer, PDE–Division of Student Services) notifying CSIU of the Migrant Student Information System (MSIX) and Data Quality Grant Project #017-16-0107 in the amount of $87,540 for the period of July 1, 2016 through Sept. 30, 2017. Funds will be used for Pennsylvania to collect and submit to the federal data collection system (MSIX) basic educational and health information on all students in the Migrant Education programs.

Dec. 7, 2016, an email from Brenda Kylen (Data and Fiscal Project Officer, PDE–Division of Student Services) notifying CSIU that the carryover and extension request for Federal Grant Project #017-15-0101 has been approved. The original ending date was September 30, 2016; the revised ending date is May 31, 2017. The reason for this carryover is based on shifting work time allocations due to receipt of the MSIX grant by CSIU.

Dec. 16, 2016, an email from Brenda Kylen (Data and Fiscal Project Officer, PDE–Division of Student Services) notifying CSIU that the budget revision for the Migrant State Grant (FC #4100072984) has been approved. The agreement amount remains $37,139 and there were no changes to the statement of work. This revision moves budgeted expenditures among line items to better reflect actual activity.

Dec. 19, 2016, via email from Kathy Vradenburgh, a letter from Carl R. Beck (Bureau Director, PDE–Office of Child Development and Early Learning) notifying CSIU of the fully executed grant agreement for 2016–17 State Early Intervention, Federal 619 IDEA B and Federal 611 Component I. Project #131-16-0-016A in the amount of $4,954,546 is for the period of July 1, 2016 through June 30, 2017. The funding breakdown is as follows: State Early Intervention ($4,050,121); Federal 619 IDEA B ($360,712); and Federal 611 Component I ($543,713).

Dec. 27, 2016, an email from Maribel Martinez (Management Technician, PDE–Bureau of Curriculum, Assessment and Instruction) notifying CSIU of the fully executed settlement agreement for Refugee School Impact Grant. FC #4100074596 in the amount of $9,539.17 is for services rendered during the period of Aug. 15, 2016 through Sept. 30, 2016.
Dec. 29, 2016, an email from Jesse Bowman (Workforce Development Analyst II, PA Department of Labor & Industry–Bureau of Workforce Development Administration) notifying CSIU of the approved amendment for Grant Agreement Number 427-16. The purpose of the amendment is to extend the end date until Dec. 31, 2017 to allow the Grantee to meet its deliverables under this project. All other provisions of the Grant Agreement remain in full effect.

II. PERSONNEL MATTERS

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberly A. Delbo</td>
<td>Director of the Central Susquehanna LPN Career Center</td>
<td>Jan. 2, 2017</td>
</tr>
<tr>
<td>Kerri S. Kubalak</td>
<td>WATCH Project career technician</td>
<td>Jan. 20, 2017</td>
</tr>
<tr>
<td>Kristy M. Sones</td>
<td>WATCH Project career coordinator</td>
<td>Jan. 20, 2017</td>
</tr>
</tbody>
</table>

2. Unpaid Leave of Absence
Our executive director has approved the following leaves of absence:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Return Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie L. Aurand</td>
<td>classroom associate</td>
<td>Jan. 5, 2017</td>
<td>March 30, 2017</td>
</tr>
</tbody>
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3. Extended Leave of Absence

4. Return from Leave of Absence
Brandy L. Norris, classroom associate, has returned from a leave of absence, effective Dec. 16, 2016.

5. Staff Travel
Chief Financial Officer Charles Peterson, Jr. will attend the 2017 Association of School Business Officials (ASBO) Executive Leadership Forum Feb. 16–18, 2017 in Miami, Fla. While there, he will attend the ASBO executive committee meeting, the ASBO board meeting and the leadership forum. All expenses will be covered by ASBO.

Jeffrey Kimball, director of cooperative purchasing services, and Cassie Mitcheltree, cooperative purchasing marketing specialist, will attend the North Carolina ASBO Conference Feb. 14–15, 2017 in Greensboro, N.C. While there, they will exhibit and market PEPPM and KPN cooperative purchasing contracts to members of the North Carolina ASBO. Funds for estimated expenses of $977 each are available in the joint purchasing budget.
Jeffrey Kimball, director of cooperative purchasing services, will attend the Veritiv National Sales Meeting March 2–4, 2017 in Orlando, Fla. While there, he will attend the meeting and present KPN to the sales representatives from across the country. He will also network with regional sales managers and representatives to promote the use of the KPN Veritiv contract. Funds for estimated expenses of $820 are available in the joint purchasing budget. Lodging costs will be covered by Veritiv.

Jared Lehman, cooperative purchasing supervising manager, will attend the National School Board Association Conference March 25–26, 2017 in Denver, Colo. While there, he will exhibit to promote PEPPM and KPN. Funds for estimated expenses of $1,516 are available in the joint purchasing budget.

Jeffrey Kimball, director of cooperative purchasing services, and Cassie Mitcheltree, cooperative purchasing marketing specialist, will attend the National Association of Educational Purchasing Conference and Exhibits March 26–28, 2017 in Reno, Nev. While there, they will exhibit and market PEPPM and KPN national contracts to higher education purchasing officials. Funds for estimated expenses of $1,600 each are available in the joint purchasing budget.