

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

BOARD OF DIRECTORS

MINUTES OF THE REGULAR MONTHLY MEETING
WEDNESDAY, JULY 22, 2015

COMMITTEE MEETINGS

- **Personnel and Policy Committee**
5:30 p.m. in Valley Room
- **Technology Committee**
5:30 p.m. in Technology Group Meeting Room

DINNER

- 6 p.m. in Susquehanna B

WORK-STUDY SESSION

- 6:45 p.m. in Commonwealth Room

WELLNESS PROGRAM – CS TRUST

Charles Peterson, Jr., Chief Financial Officer

Shannon Kahl, Geisinger Senior Wellness Specialist

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

July 22, 2015 CSIU Board of Directors Meeting

CSIU Central Office • 90 Lawton Lane, Milton

I. CALL TO ORDER: 7:31 p.m.

The meeting was called to order by President Larry Augustine. Mr. Augustine checked with Mr. Bruce Rhoads, attending by telephone, to make sure he could hear and understand, and also that he was able to be heard and understood.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Director	District	Present	Absent
Victor L. Abate	Mid-West		x
Larry D. Augustine, President	Selinsgrove Area	x	
William Brecker	Mount Carmel Area.....	x	
Larry B. Breech	Millville Area		x
Brandon Hartman	Benton Area		x
James Hartman	Shikellamy.....		x
Jeffrey Kashner.....	Shamokin Area		x
Dennis Keiser	Mifflinburg Area	x	
Daniel F. McGann, Secretary	Berwick	x	
Lawrence I. Neidig, Treasurer	Line Mountain	x	
Thomas Reich.....	Southern Columbia	x	
Bruce E. Rhoads, Vice President	Central Columbia.....	x (by phone)	
Belinda Stefl.....	Milton Area.....	x	
Tera Unzicker-Fassero.....	Lewisburg Area		x
David Weader	Danville Area		x
Douglas L. Whitmoyer	Warrior Run.....	x	
Leo “Joe” Yodock.....	Bloomsburg Area	x	

Directors present – 10; Directors absent – 7

IV. CSIU STAFF AND OTHERS IN ATTENDANCE

John Brenchley—Guest
Geoff Craven—Telecommunications Manager
Lynn Cromley—Chief Administrative Officer/Center for Schools and Communities Director
James Dugan—Acting Human Resources Director
Patricia Edwards —Head Start Programs Manager
Kenneth Erb—Telepresence and Communication Technology Facilitator
Victoria Frace—Education Association Representative/Teacher
Nancy Joraskie—Executive Office Support Specialist/Alternate Board Recording Secretary
Susan Kinney—Executive Office Manager/Board Recording Secretary
Amy Morton—Chief Academic Officer
Charles Peterson, Jr.—Chief Financial Officer
Dr. Kevin Singer—Executive Director
Jennifer Spotts—Public Relations Manager
Brenda Sterner—Software Development Manager
John Wargo—Computer Services Partner Services Manager
Jennifer Williams, Director of Special Education and Early Childhood Services

V. ANNOUNCEMENTS

A reminder that the CSIU Board of Directors does not meet in August.

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

VI. APPROVAL OF MINUTES

Motion by Mr. McGann and seconded by Mr. Keiser to approve the minutes of the June 17, 2015 meeting of the CSIU Board of Directors as presented.

The motion was unanimously passed.

VI. SPOTLIGHT SEGMENT

1. Work Foundations + Graduation

Jennifer Williams, Director of Special Education and Early Childhood Services, reported that this year's Work Foundations + graduating class was one of the largest classes with 28 graduates, representing 10 school districts. The graduation held at Sunset Rink in Shamokin Dam was a great venue for the ceremony and dance party.

VII. RECOGNITION OF GUESTS

1. Staff Recognition

PASBO Status: The Pennsylvania Association of School Business Officials (PASBO) has announced the four-year renewal of professional status for Charles Peterson, Jr., chief financial officer, as a Pennsylvania Registered School Business Official (PRSBO). In order to be granted professional registration status by PASBO, a school business official must meet "rigid personal, ethical and professional standards" and

make a “professional commitment to keep management and technical skills updated.” Chuck was thanked for his service to the CSIU, and commended on the respect of his colleagues in Pennsylvania and across the country.

BOARD GOVERNANCE

I. BOARD REORGANIZATION

Act 102 of 1970 requires intermediate unit directors to elect officers annually in July. In June, the board’s nominations committee presented the following slate of candidates for 2015-16 board offices:

- President—Larry Augustine
- Vice President—Bruce Rhoads
- Secretary—Daniel McGann
- Treasurer—Lawrence Neidig

Also, at that meeting President Augustine asked the recording secretary to cast a ballot for the election of officers. Directors are asked to ratify the vote for the slate of candidates as presented.

Motion by Mr. Whitmoyer and seconded by Mr. Keiser to ratify the vote for the slate of candidates as presented.

The motion was unanimously passed.

II. PSBA VOTING DELEGATE

The CSIU is entitled to appoint a voting member to participate in the 2015 PSBA Delegate Assembly on Tuesday, October 13. The Assembly occurs prior to the regularly scheduled events of the main PASA-PSBA School Leadership Conference. Appointment and submission of the name to PSBA should occur before July 31. (William Brecker served as voting delegate for the 2014 PSBA Delegate Assembly.) (**Attachment No. 1**)

Belinda Stefl was appointed to serve as the voting member to participate in the 2015 PSBA Delegate Assembly.

COMMITTEE REPORTS

I. BUDGET AND FINANCE COMMITTEE REPORT – Daniel McGann, Chair

Larry Neidig, Belinda Stefl and Doug Whitmoyer, Committee Members

CONSIDERATION OF ACTION ITEMS – FISCAL

1. Program Balance Sheet

The report of the fiscal year 2014-15 financial activity from June 1-30 is presented for acceptance. The revenue and expenditure reports by program are included in directors’ agenda packets (**Attachment No. 2**); the monthly financial statements follow.

General Fund — June

Balance 6/1/15		\$2,783,199.23
June Deposits		6,753,623.68
<i>June Disbursements</i>		
June Payroll Transfers	(\$2,712,383.45)	
June WF+ Transfers	(4,271.22)	
June PSERS ACH	(1,318,897.71)	
June LPN Transfer	(2,173.00)	
June Bank Card ACH	(35,015.39)	
June Bank Charges	(865.45)	
Monthly Checks	(2,060,941.26)	
Void Checks dated before 6/1/2015	10,429.77	
Total June Disbursements	(\$6,124,117.71)	(6,124,117.71)
Balance 6/30/2015		\$3,412,705.20

Voided Checks Current Month

Check #	Vendor	Amount	Reason	Check Date
197477	Kid's Korner Learning Ctr.	\$518.50	Incorrect Amount	5/5/15
197508	Fogle's	218.87	Incorrect Vendor/Amount	5/6/15
197787	Holiday Inn	271.32	Incorrect Vendor	5/27/15
	Total	\$518.50		

Voided Checks Dated Before 6/1/15

Check #	Vendor	Amount	Reason	Check Date
188098	Steven Thompson	\$ 98.00	Stale Dated	5/20/14
191023	Jamie Stahl	16.77	Stale Dated	8/29/14
191065	Rosemarie Witt	47.04	Stale Dated	8/29/14
191631	Mary Mahoney	47.04	Stale Dated	9/30/14
191699	Katrina Poplaski	7.34	Stale Dated	9/30/14
191759	Sarah Smith	11.20	Stale Dated	9/30/14
191838	Brooke Summer	9.00	Stale Dated	9/30/14
192112	Cathleen Hine	90.30	Stale Dated	10/21/14
192725	Lisa Dennen	2.00	Stale Dated	10/31/14
192967	Morgan Colpetzer	157.60	Stale Dated	11/18/14
193026	JKM Training	275.00	Stale Dated	11/19/14
193414	Penn State University	271.85	Stale Dated	11/26/14

193515	Nancy J. Troutman	21.28	Stale Dated	11/26/14
193637	United Lutheran Church	150.00	Stale Dated	12/8/14
193807	2014 NAHO Conference	150.00	Stale Dated	12/17/14
193841	Dominga Aguilar	150.00	Stale Dated	12/17/14
193919	Bette Arnold	9.52	Stale Dated	12/31/14
193950	Ricardo Calderon	120.96	Stale Dated	12/31/14
193967	Charlene Cove	71.68	Stale Dated	12/31/14
194247	Belinda S. Stefl	10.75	Stale Dated	12/31/14
194446	JKM Training	275.00	Stale Dated	1/14/15
194575	Allysia Ketchum	3.00	Stale Dated	1/21/15
194668	Carol Barbarich	130.32	Stale Dated	1/30/15
194903	Christy Powlus	14.00	Stale Dated	1/30/15
195272	PSCA-PA School Counselors	695.00	Stale Dated	2/18/15
195430	Megan Hoppes	2.00	Stale Dated	2/25/15
195663	Pamela Miller	183.08	Stale Dated	2/27/15
195737	Saucon Valley S.D.	500.00	Stale Dated	2/27/15
196005	Morgan Colpetzer	207.00	Stale Dated	3/17/15
196126	Amy Dietz	2.00	Stale Dated	3/18/15
196143	Tom Nunan	128.95	Stale Dated	3/24/15
196212	Jacob Jones	1,000.00	Stale Dated	3/25/15
196221	Central PA Institute	50.00	Stale Dated	3/30/15
196443	Lehigh Valley Academy	300.00	Stale Dated	3/31/15
196498	Robert J. Nace	33.00	Stale Dated	3/31/15
196569	Amy R. Smith	264.10	Stale Dated	3/31/15
196582	K Stark Education	937.50	Stale Dated	3/31/15
196627	Rosemarie Witt	27.89	Stale Dated	3/31/15
196722	Tom Nunan	155.60	Stale Dated	4/7/15
197522	PA Dept. of Human Services	22.00	Incorrect Vendor	5/6/15
196350	Redfm Software	3,684.00	Incorrect Vendor	3/31/15
196912	PA College of Technology	98.00	Fee Cancelled	4/21/15
	Total	<u>\$10,429.77</u>		

Other Accounts

	Payroll	LPN Career Center	Work Foundations +	Rental Security
Balance 6/1/15	\$ 302,006.82	\$ 0.00	\$ 2,754.26	\$ 32,571.05
June Transfers	2,712,383.45	0.00	4,271.22	0.00
June Deposits	988.75	87,523.00	0.00	0.00
June Interest	53.82	0.00	0.00	3.25
June Withdrawals	(2,747,206.76)	(87,523.00)	(4,271.22)	0.00
Voided Checks/Returned Direct Deposit	0.00	0.00	0.00	0.00
Balance 6/30/2015	\$ 268,226.08	\$ 0.00	\$ 2,754.26	\$ 32,574.30

Investment Accounts

	PA School Districts Liquid Asset Fund (PSDLAF)	PA Local Gov't Investment Trust (PLGIT)	PLGIT Mortgage Escrow	PLGIT/Class
Balance 6/1/15	\$124,334.63	\$6,241,688.36	\$218,219.72	\$5,140,731.05
June Deposits	0.00	2,816,152.66	1,071.49	0.00
June Interest	2.85	55.92	2.61	689.91
June Withdrawals	0.00	(4,501,071.49)	0.00	0.00
Balance 6/30/15	\$124,337.48	\$4,556,825.45	\$219,293.82	\$5,141,420.96

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.

Accounts Payable – June

	Amount
Work Foundations + 6/04/15	\$ 2,745.32
Work Foundations + 6/18/15	\$ 1,525.90
General Fund 6/30/15	\$ 2,060,941.26

Per Diem and Hourly Employees

Pay Period Ending 6/04/15	\$ 38,904.09
Pay Period Ending 6/18/15	\$ 30,274.45

Total	\$ 2,134,391.02
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3. OPEB Trust Fund Contribution for 2014-15

Directors are asked to authorize the 2014-15 OPEB (Other Post-Employment Benefits) contribution to the PA OPEB Trust in the amount of \$43,031. **(Attachment No. 4)**

CONSIDERATION OF ACTION ITEMS – COOPERATIVE BUSINESS SERVICES AND OPERATIONS

1. Cooperative Purchasing Customer Appreciation Program

CSIU Directors are asked to approve the proposed *3rd Annual Customer Appreciation Program* which is designed to reward CSIU school districts and career and technical centers for participating in the CSIU's cooperative purchasing programs. An increase is proposed in the rebate percentage from 30 percent to 35 percent. (**Attachment No. 5**)

2. CSIU Auction

CSIU Directors are asked to authorize a contract with Marquette's Auction Marketing of Hughesville to conduct an auction at the CSIU annex on September 12, 2015. (**Attachment No. 6**)

CONSIDERATION OF ACTION ITEMS – COMPUTER SERVICES

1. Agreement for Services - MindShine Technologies, LLC

Directors are asked to approve an agreement with **MindShine Technologies, LLC** of Alpharetta, Ga., for the design, analysis and development of seven human resource modules. The term of this agreement shall be for the fiscal year 2015-16 for a maximum of \$846,000. Funds for this expenditure are available in the computer services budget. (**Attachment No. 7**)

Motion by Mr. McGann and seconded by Mr. Keiser:

- *to accept the monthly financial reports for June;*
- *to pay the obligations listed for June on the documents presented;*
- *to authorize the 2014-15 OPEB contribution to the PA OPEB as listed;*
- *to approve the proposed 3rd Annual Customer Appreciation Program as presented;*
- *to authorize a contract with Marquette's Auction Marketing of Hughesville to conduct an auction as presented; and*
- *to approve an agreement with MindShine Technologies, LLC as presented.*

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mrs. Stefl, Mr. Whitmoyer, Mr. Yodock*

Result: ***Motion passed: Voting yes-10; Voting no-0***

The meeting was recessed at 7:48 p.m. for an executive session regarding personnel matters. The meeting was reconvened at 8:05 p.m.

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

CONSIDERATION OF ACTION ITEMS

1. New Employees

Non-Instructional Staff

Joni L. Campbell, Northumberland, graduated from Shikellamy School District. She has been employed as administrative sales assistant by Shrawder Financial Services/Molyneaux Insurance, Sunbury, and more recently as telecommunications technical specialist (part-time) by CSIU. Ms. Campbell is recommended as **client support assistant**, effective July 23, 2015. Funds for this replacement position are available in the computer services budget.

Instructional Staff

Katrina Demianovich, Danville, received a master's degree from Marywood University. She has been employed as a school counselor by Bill Hefner Elementary, Fayetteville, N.C., and more recently as a school counselor by Gallberry Farm Elementary, Hope Mills, N.C. Ms. Demianovich is recommended as **corrections education-guidance counselor**, effective July 20, 2015. Funds for this replacement position are available in the corrections education budget.

Kathleen A. Ditty, Mifflinburg, graduated from Central Susquehanna LPN Career Center. She has been employed as LPN/CNA by Emmanuel Center, Danville, and more recently as LPN by Family Practice Center, Williamsport. Ms. Ditty is recommended as **classroom LPN**, effective Aug. 11, 2015. Funds for this replacement position are available in the special education budget.

2. Position Transfers

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

Name	From	To	Reason	Effective
Brenda J. Edwards	child accounting and technical support assistant	data management/child accounting assistant	increased responsibilities	July 23, 2015
Carol A. Fisher	data control assistant	data management assistant	increased responsibilities	July 23, 2015
Laurie J. Jones	assistive technology consultant assistant	one-on-one aide	filling a vacancy	Aug. 11, 2015

3. Position Transfer

Our executive director recommends a position transfer for **Amiann O. Bower** from deaf/hard of hearing teacher to interpreter specialist due to filling a vacancy, effective Aug. 11, 2015. Ms. Bower is moving from a bargaining unit to non-bargaining unit position and will retain recall rights.

4. Title Changes

Our executive director recommends title changes for the following staff members:

Name	From	To	Effective
Kathryn M. Antico	Early Intervention instructional assistant	one-on-one classroom assistant	Aug. 11, 2015
S. Katherine Boyles	Early Intervention instructional support program assistant	instructional support program assistant	Aug. 11, 2015
Jennifer A. Day	Early Intervention instructional support program assistant	one-on-one instructional support program assistant	Aug. 11, 2015
Thomas C. Paternostro	corrections education-social studies teacher	alternative education teacher	Aug. 11, 2015
Amy L. Pfleegor	Educational Initiatives/ Outreach and Corrections Education management assistant	Curriculum, Assessment and Regional Education Services management assistant	July 23, 2015
Melinda L. Temple	Early Intervention teacher	special education teacher	Aug. 11, 2015
Jamie E. Wagner	classroom assistant	one-on-one classroom assistant	Aug. 11, 2015
Danielle M. Zeigler	corrections education-transition and academic enrichment specialist	Early Intervention teacher	Aug. 11, 2015

5. Resignations

The following staff members have submitted resignations from CSIU employment:

Name	Position	Effective
Timothy L. Davis	second shift custodian	July 1, 2015
Michael P. Mollo	corrections education teacher	Aug. 1, 2015

6. Senior Leader Salary Adjustments 2015-16

Directors are asked to approve a two-percent salary increase for senior leaders for 2015-16 based on satisfactory evaluations. (**Attachment No. 8**)

7. Furloughs

Our executive director recommends furloughs for the following staff members, effective July 31, 2015:

Name	Title	Reason
Jennifer L. Gillis-Rosencrans	one-on-one classroom/ bus LPN	loss of contract
Wendy M. Romig	Early Intervention instructional assistant	reduction in student enrollment
Trina L. Shinskie	Early Intervention instructional assistant	reduction in student enrollment

Motion and second out of committee:

- *to elect the persons named to the positions recommended;*
- *to approve the position transfers as listed;*
- *to approve the title changes as listed;*
- *to approve the resignations as listed;*
- *to approve the Senior Leader salary adjustments for 2015-16 as presented; and*
- *to approve the furloughs as presented.*

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mrs. Stefl, Mr. Whitmoyer, Mr. Yodock*

Result: ***Motion passed: Voting yes-10; Voting no-0***

8. New Employee

Non-Instructional Staff

John E. Brenchley, Canton, received Bachelor's degree in finance from The Pennsylvania State University, and Master's degree from Loyola College of Maryland, Md. He has been employed as business manager at Canton Area School District, and more recently as Director of Management Services at Blast IU 17. He is recommended as **Chief Innovation Officer**, effective August 31, 2015. Funds for this new position are available in the cooperative services and technology and computer services budget.

Motion by Mr. Keiser and seconded by Mr. McGann to approve Mr. Brenchley to the position recommended.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mrs. Stefl, Mr. Whitmoyer, Mr. Yodock*

Result: ***Motion passed: Voting yes-10; Voting no-0***

Dr. Singer introduced and welcomed Mr. Brenchley as Chief Innovation Officer.

9. Confidential Separation Agreement and General Release

Motion by Mr. Keiser and seconded by Mr. Whitmoyer to approve the Confidential Separation Agreement and General Release as presented in executive session.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mrs. Stefl, Mr. Whitmoyer, Mr. Yodock*

Result: ***Motion passed: Voting yes-10; Voting no-0***

10. Memorandum of Understanding

Motion by Mr. Keiser and seconded by Mr. McGann to authorize the Executive Director and the Board President to sign the Memorandum of Understanding (MOU) addressing the demotion of Robin Cohrs from full-time (vision teacher) to part-time (vision teacher); provided the CSIU and Association agree on the terms of the MOU.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mrs. Stefl, Mr. Whitmoyer, Mr. Yodock*

Result: ***Motion passed: Voting yes-10; Voting no-0***

III. TECHNOLOGY COMMITTEE REPORT – Bruce Rhoads, Chair

Victor Abate and Jeffrey Kashner, Committee Members

Mr. Rhoads thanked the Board for approval of the MindShine Agreement which was a recommendation of the committee.

IV. NOMINATIONS COMMITTEE REPORT – Dennis Keiser, Chair

William Brecker and Tera Unzicker-Fassero, Committee Members

NEW BUSINESS

I. POLICY AND PROGRAM MATTERS

1. Proposed Educational Program for North Central Secure Treatment Unit for 2015-16

The North Central Secure Treatment Unit's educational program is provided by the CSIU in coordination with the residential program provided by the PA Department of Human Services. The proposal for the educational program is subject to the CSIU Board's approval and is then signed by the executive director and submitted to the PA Department of Education and the PA Department of Human Services.

(Attachment No. 9)

2. Northumberland Area Head Start and Early Head Start–Self-Assessment Summary Report for 2014-15

Directors are asked to approve the annual self-assessment report in compliance with shared governance responsibilities as outlined in the Head Start Act.

(Attachment No. 10)

3. Northumberland Area Head Start and Early Head Start–Strategic Plan 2015-16

Directors are asked to approve the annual strategic plan, which includes program long- and short-term goals, in compliance with shared governance responsibilities as outlined in the Head Start Act. (**Attachment No. 11**)

4. Northumberland Area Head Start and Early Head Start–Draft Application for Continued Refunding

Directors are asked to approve submission of the Draft Application for Five Year Funding of the Northumberland Area Head Start and Early Head Start program for the period of Dec. 1, 2015–Nov. 30, 2020. (**Attachment No. 17**)

Motion by Mr. Whitmoyer and seconded by Mr. Keiser:

- *to approve the Proposed Educational Program for North Central Secure Treatment Unit for 2015-16;*
- *to approve the Head Start/Early Head Start Annual Self-Assessment Report for 2014-15;*
- *to approve the Head Start/Early Head Start Strategic Plan for 2015-16; and*
- *to approve submission of the Head Start/Early Head Start Draft Application for Five Year Funding.*

The motion was unanimously passed.

II. ADMINISTRATIVE MATTERS

1. Legal Services

Included in directors' agenda packets is an addition to the listing of CSIU's current legal advisors which was approved in May 2015. Directors are asked to approve continuation of an agreement with the additional legal advisors for 2015-16. (**Attachment No. 12**)

Motion by Mr. Whitmoyer and seconded by Mr. Keiser to approve continuation of an agreement with additional legal advisors for 2015-16.

Roll Call Vote: *Voting yes: Mr. Augustine, Mr. Brecker, Mr. Keiser, Mr. McGann, Mr. Neidig, Mr. Reich, Mr. Rhoads, Mrs. Stefl, Mr. Whitmoyer, Mr. Yodock*

Result: ***Motion passed: Voting yes-10; Voting no-0***

III. ADMINISTRATIVE REPORTS

- 1. Executive Office (pg. 12)**
Kevin Singer, Executive Director
- 2. Administrative Offices (pg. 12)**
Lynn Cromley, Chief Administrative Officer
- 3. Center for Schools and Communities (pg. 13)**
Lynn Cromley, Director
- 4. Curriculum, Assessment and Regional Education Services (pg. 14)**
Amy Morton, Chief Academic Officer
- 5. Finance Operations and Cooperative Business Services (pg. 15)**
Charles Peterson, Jr., Chief Financial Officer
- 6. Human Resources (pg. 16)**
James Dugan, Acting Director and Juli Corrigan, Acting Manager
- 7. Special Education and Early Childhood (pg. 17)**
Jennifer Williams, Director
- 8. Technology Group (pg. 18)**
John Wargo, Computer Services Manager
- 9. Other**

IV. ADJOURNMENT

Mr. Augustine declared the meeting adjourned at 8:30 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Susan Kinney
Recording Secretary**

CSIU Monthly Activity Report

Executive Director's and Administrative Offices

June 2015

Executive Summary: Kevin Singer Lynn Cromley

Interviews for the Chief Innovation Officer were conducted on July 7. Seven individuals from Pennsylvania and out-of-state were interviewed. The board president and vice president represented the Board on the interview team. Joining them were the president/CEO of the Greater Susquehanna Valley Chamber of Commerce and the CSIU human resources manager, chief administrative officer and executive director. There were some outstanding candidates and the interview team is looking forward to making a recommendation to the Board at the July 22 Board meeting.

The executive director, chief administrative officer and chief financial officer met recently with the CSIU negotiations attorney, John Audi, and expert witness, Dr. William Hartman, to outline final preparations for the fact-finding session that was held on July 14 with the CSIU teachers union. Mr. Audi requested that the executive director update documents that he previously prepared to begin the negotiations process. Mr. Audi also requested that the executive director provide a position statement.

The executive director has been working with the board president of one of the CSIU's member districts this past month as their district has been dealing with a delicate personnel issue. To date, the board has been very appreciative of the support and guidance as they traverse uncharted territory for their district.

The executive director used vacation days to attend the Educational Research and Development Institute (ERDI) session July 13-15. He enjoyed attending sessions with AVID (Advancement Via Individual Determination), the Center for Transformative Teacher Training, Educate Online, and Pearson Research and Innovation. The Pearson panel was especially fun because he was able to reconnect with two long-time colleagues: Rudy Castruita and Chip Kimball. Dr. Castruita is the former superintendent of the San Diego School District, San Diego, Calif., and is now the chair of the Education Administration department at the University of Southern California. Dr. Kimball is the superintendent of the Singapore American School in Singapore having formerly served in Lake Washington, Wash. Both are outstanding educators.

The executive director didn't think anyone could be as excited about how the telepresence robots from Double Robotics are helping hospitalized children, but he had not yet met Dr. Neelkamal Soares from Geisinger. Dr. Soares is conducting a scientific study to help measure the impact the robots are having on Geisinger patients. Currently Dr. Soares wants to expand the study and the number of robots through connections the CSIU created when Dr. Alexa Posny was at the CSIU speaking with our superintendents in May. This project continues to have great success and even greater potential.

CSIU Monthly Activity Report

Center for Schools and Communities

June 2015

Executive Summary: Lynn Cromley

The Center for Schools and Communities (Center) and the Pennsylvania Statewide Afterschool/Youth Development Network (PSAYDN) received a Senate resolution in support of Summer Learning Day that was introduced by the Senate Afterschool Caucus chairmen, Senator Ryan Aument and Senator John Yudichak, and supported by 11 other senators.

Center Staff working with the Green Schools–Blue Waters Initiative, a grant from the National Oceanic and Atmospheric Administration (NOAA) and the Chesapeake Bay Foundation, attended the Pennsylvania Green Ribbon Schools statewide recognition ceremony for the two national honorees, Patton Middle School and Northampton Community College, as well as one additional state nominee, the School District of Jenkintown. The ceremony took place in the Capitol Media Center with Secretary John Quigley, PA Department of Environmental Protection, Secretary Pedro Rivera, PA Department of Education and Secretary Cindy Adams Dunn, Pennsylvania Department of Conservation and Natural Resources.

The Center received notification of the renewal of eight contracts in the amount of \$2.1 million from the Pennsylvania Department of Education, Department of Human Services, Diakon Lutheran Social Ministries and Highmark Foundation.

Report Highlights

- Forty-five middle school students from across the State attended “The Power of Youth,” a week-long summer learning event sponsored by PDE’s Migrant Education Program held at West Chester University. Students learned how to set goals and develop plans to achieve those goals, assess their core beliefs and values, and identify positive and negative influences in their lives.

CSIU Monthly Activity Report

Curriculum, Assessment and Regional Education Services

June 2015

Executive Summary: Amy Morton

This month's activities reported by CARES Team program leaders reinforce the number and intensity of interactions the CSIU has with community agencies, higher education institutions and employers. From Pinnacle Place residents working for Geisinger to Bloomsburg University professors taking Eduplanet21 learning paths, CSIU is connecting the region's people and programs to benefit our clients. The WATCH Project staff met with U.S. Representative Glenn Thompson to advance the Certified Nurse Assistant apprenticeship program. The LPN Center director is recruiting at local high schools. The adult education manager coordinated with the Local Workforce Investment Board and CareerLink to transition a Sunbury location to a new American Job Center. Also, 59 families utilized CSIU's driver education program in May and June.

School districts continue to work on digital convergence through our relationship with Modern Teacher (systemic change consultants), BrightBytes (technology data collection and analysis), and Eduplanet21 (personalized professional development). The chief academic officer is meeting individually with school district administration teams at their request to help plan their efforts.

Report Highlights

- Tyson Six, Industrial Arts teacher, and Sarah Starr, school psychologist, at North Central Secure Treatment Unit (NCSTU), each received an Employee of the Term Award for the Fall of 2014 and the Spring of 2015, respectively, for their commitment to the mission of instilling hope and skills for changed lives. The CSIU schools at NCSTU serve incarcerated youth, ages 14 through 20.
- Curriculum Services hosted several workshops in June, including a two-day Text Dependent Analysis session. Bloomsburg Area, Central Columbia, Danville Area, Lewisburg Area, Mifflinburg Area, Milton Area, Shamokin Area, Shikellamy and Southern Columbia Area school districts and CSIU sent a total of 45 participants.
- The CSIU Migrant Education Program has finalized planning for summer programs during the month of July for (pre) K-12 students at Scranton High School and Penn State Hazleton. Both sites employ short-term certified teaching staff and qualified paraprofessionals with an emphasis on STEM curricula and English proficiency since most of the students are English Language Learners in their home districts.
- All nine adult education students enrolled in the Direct Care Worker training program graduated, with several already securing employment in the health care field.

CSIU Monthly Activity Report

Finance Operations and Cooperative Business Services

June 2015

Executive Summary: Charles Peterson

Staff coordinated a meeting with Conrad Siegel Actuaries to prepare for employer reporting for the Patient Protection and Affordable Care Act (PPACA). This is a new, complicated and cumbersome requirement for employers. CS Trust has hired Conrad Siegel to assist all participating school entities with this requirement and is paying for the service.

Report Highlights

- KPN welcomed 19 new members for a new total of 880. Members joined from Arizona, Louisiana, New Jersey, New York, Pennsylvania and Washington. PEPPM enrolled 56 first-time users.
- Cooperative Purchasing staff exhibited at the New York Association of School Business Officials (ASBO) Conference, the National Charter School Conference in New Orleans and the International Society for Technology in Education Conference and Expo in Philadelphia.
- Staff implemented a website login requirement for PEPPM and had 600 logins in the first fifteen days.
- Staff coordinated the annual inspection of CSIU school buses with the Pennsylvania State Police.
- Staff held a meeting of the Pennsylvania Trust. Trustees approved a new fund to be used for professional development for management of the prescription drug program.
- Staff executed a new PA Trust contract with Ceridian for COBRA and Retiree Billing services.
- Staff began using a payroll input file rather than manual entry for the year-end accrual process saving a minimum of eight hours of data entry with more accurate results.
- Staff attended the spring meeting of the Association of Pennsylvania Intermediate Units, the New York ASBO Conference, a meeting of the Pennsylvania Insurance Consortium for Schools (PICS) and a meeting of PASBO's Pennsylvania State Employees Retirement System (PSERS) Task Force.

CSIU Monthly Activity Report

Human Resources

June 2015

Executive Summary: James Dugan and Julianne Corrigan

The Human Resources team continues to provide support for the CSIU mission in areas of management, communication, labor/employee relations, benefits administration, recruitment, teacher certification, absence/substitute requests and support services/training related to CSIU policies and procedures.

Staffing for 2015-2016 remains fluid. Human Resources notified PDE regarding Board approval of a motion to reduce certificated (teacher/professional) employees due to substantial decline in student enrollment and/or program curtailment (school code). PDE was also notified of the reduction in OT/PT positions (non-certificated) as obligated under the terms of the collective bargaining agreement with the teachers unit. Staff is working with the administration to avoid furloughs of certificated and non-certificated employees whenever possible. Transfers to non-bargaining unit positions may be a possibility.

Staff continues to work with the chief financial officer, chief administrative officer and the lead negotiator to prepare for fact finding with the teacher's bargaining unit.

Staff reviewed employee contracts for the executive director, senior leaders and the Act 93 MOU, and participated in appeal process for an unsatisfactory employee rating.

Staff continue to review human resources policies and procedures.

Report Highlights

Staff:

- Processed 150 employment and/or transfer authorizations and 18 employment applications.
- Prepared eight job advertisement and posting announcements, processed paperwork for 19 part-time positions and conducted 13 interviews for part-time employment. Also forwarded 56 Act 168–Sexual Misconduct/Abuse Disclosure Release forms to current and former employers.
- Forwarded memos to all current substitutes regarding their status for the 2015-16 school year and renewal paperwork to 66 guest teachers who provided services last year.
- Participated in Professional Leadership Day meeting and a meeting with Conrad Seigel (actuaries) regarding ACA provisions, chaired the Workplace Safety Committee meeting, and conducted New Employee Orientation.
- Completed three exit packets and met with four retirees to discuss exit process.
- Processed 52 premium share notices, 10 employee portal issues, 13 retiree election form updates/enrollments and 32 FBI clearances.
- Placed 74 substitute teacher/aide assignments.

CSIU Monthly Activity Report

Special Education and Early Childhood

June 2015

Summary: Jennifer Williams

Notification was received that the CSIU's Special Education Plan for 2015-16 was approved by the PDE Bureau of Special Education.

The site review for renewal of the partial hospitalization licensing for 5 Star, Sunbury program, was a success.

The Special Education and Early Childhood director met with administrative staff at Lewisburg Area School District to discuss plans for opening a new community-based program for students with emotional/behavioral needs.

Report Highlights

- Extended School Year programming kicked off in a number of CSIU run programs in June.
- Northumberland County Head Start and Early Head Start continued recruitment efforts for the 2015-16 program year.
- Warrior Run Pre-K Counts staff held a field day for children and their families.

CSIU Monthly Activity Report

Technology Group

June 2015

Executive Summary: John Wargo

Staff confirmed software sales for Personnel and the Employee Portal to Williams Valley School District and Assets Inventory to Crawford Central School District and York Academy Regional Charter School.

Report Highlights

Staff:

- Met with the PIIC Regional Mentor Coordinator to give a different perspective on what PIIC's goals, processes, and policies are with regard to the various services and events supported by the program.
- Provided two half-day trainings regarding the hybrid station-rotation model to the two Bloomsburg Area Middle School teachers taking part in the pilot.

INFORMATION ITEMS

I. FISCAL MATTERS

FINANCE, BUDGET AND ACCOUNTING

1. Communications

June 5, 2015 via a letter from the Pennsylvania Department of Human Services, Division of Procurement, indicating the one year renewal of agreement SAP #4100056702 for services related to the Children's Trust Fund activities carried out by the Center For Schools and Communities. The agreement dates are July 1, 2015 through June 30, 2016, in the amount of \$216,696.

June 12, 2015 via email from Kathy Vradenburgh on behalf of James E. Coyle, Ed.D. (Director, PDE, BEIS) notifying CSIU of the revised Fiscal Year 2015-16 Preschool Early Intervention (EI) allocation. The allocation summary provides detailed information about IDEA 619 and 611 allocations, state funding and the required Medical Access (MA) contribution. All figures are tentative until a budget is passed by the legislature. The total state and federal allocation for 2015-16 Early Intervention services is \$4,994,940, with a planned aggregate number of children served established at 885.

June 19, 2015 via a letter from Sue Leonard (Division Chief, PDE, Bureau of Special Education) notifying CSIU of the revised project approval for the 2014-15 IDEA-B Section 611 School Age (ODR) grant – Project #062-15-0-0341. The approved amount remains unchanged (at \$2,500,000) and the project ends Sept. 30, 2015.

June 20, 2015 via email from Jim Domen (Procurement Manager, PDE, Bureau of Management Services) notifying CSIU of the amended Purchase Order #4300408347 related to iTunes University. Changes were made to several line items of the purchase order to reflect approved changes in the Statement of Work. The amount of the purchase order increased to \$394,440.98 from \$380,072.38. The purchase order is also extended until Sept. 30, 2015 (the original end date was June 30, 2015).

June 20, 2015 via email from Jim Domen (Procurement Manager, PDE, Bureau of Management Services) notifying CSIU of Purchase Order #4300461371 for 2015-16 21st Century Support and Technical Assistance. The purchase order is valid July 1, 2015 through June 30, 2016, in the amount of \$1,000,370. These services will be provided by the Center for Schools and Communities.

June 30, 2015 via email from Jim Domen (Procurement Manager, PDE, Bureau of Management Services) notifying CSIU of the amended Purchase Order #4300394534 related to AEDY Consult Services. The amendment reflects an increase in the travel line item due to an increase in monitoring activities and improved monitoring protocols. The additional amount of \$2,500 brings the amended purchase order total to \$153,599.19.

II. PERSONNEL MATTERS

1. Unpaid Leave of Absence

Our executive director has approved an unpaid leave of absence for **Debora L. Matter**, associate instructor, effective June 5, 2015 through July 23, 2015.

2. Completion of New Employment Probationary Period

The following staff members have successfully completed their six-month new employment probationary period:

Name	Title	Effective
Julie L. Bieber	Early Head Start senior instructor	July 6, 2015
Earnest J. Hamil, Jr.	21st Century Community Learning Centers site coordinator	July 6, 2015
Kristen N. Miller	Early Head Start senior instructor	July 6, 2015
Matthew F. Schwenk	corrections education program supervisor	March 23, 2015

3. Staff Travel

Chief Financial Officer **Charles Peterson** will travel to Bend, Ore., July 29-31, 2015, to attend the *Oregon Association of Business Officials 2015 Summer Conference*. While there, he will participate in professional development opportunities, and will represent PASBO and the CSIU. Costs for all expenses will be covered by PASBO.

Caroline Allen, PSAYDN coordinator, will travel to Greenville, S.C., Oct. 4-5, 2015, to attend the *White Riley Peterson (WRP) Fellowship meeting*. She has been asked by the WRP Fellowship director to act as a mentor and present information regarding her policy project to the incoming class of fellows. Funds for transportation, lodging, meals and parking are available in the PSAYDN budget.

Jared Lehman, cooperative business services and operations project manager, and, **David Manney**, cooperative purchasing services program manager will travel to Grapevine, Texas, October 24-25, 2015, to attend the *ASBO 2015 Annual Meeting and Expo*. While there, they will exhibit to market KPN and PEPPM cooperative purchasing contracts to potential members. Funds for airfare, taxi, parking, lodging and meals are available in the joint purchasing budget.

III. POLICY AND PROGRAM MATTERS

1. Northumberland Area Head Start and Early Head Start – Governing Requirements: May 2015 Report

The information contained in this monthly report meets the directive in the Head Start Act. (**Attachment No. 13**)

2. Northumberland Area Head Start and Early Head Start – Five Year Head Start Project Periods

The Office of Head Start (HS) is moving from indefinite project periods to five year project periods for all HS grantees. This informational memorandum from the U.S. Department of Health and Human Services describes changes to funding practices and provides guidance on key elements of the five year award and post-award conditions. **(Attachment No. 14)**

3. Northumberland Area Head Start and Early Head Start – Federal Oversight of Five Year Head Start Grants

This informational memorandum from the U.S. Department of Health and Human Services provides more detailed information on the system of federal oversight to assess performance, compliance, continuous improvement, and progress of grantees during the five year project period. **(Attachment No. 15)**

IV. BOARD GOVERNANCE

1. Election of Directors

Six directors from *Danville Area, Lewisburg Area, Mifflinburg Area, Milton Area, Selinsgrove Area, and Shamokin Area* school districts were nominated by their district boards to serve full three-year terms on the CSIU Board of Directors beginning July 1, 2015 and continuing through June 30, 2018.

One director from *Southern Columbia Area* was appointed by his district board to complete the balance of an unexpired term on the CSIU Board.

Another director from *Bloomsburg Area* was also more recently appointed by his district board to complete the balance of an unexpired term on the CSIU Board. His name will appear on the 2016 Ballot for Election of CSIU Directors.

Directors from the 17 districts were given the opportunity to vote for the slate of candidates for the CSIU Board of Directors. All candidates were approved.

(Attachment No. 16)

2. Terms of Office

The terms of office for the CSIU Board of Directors are as follows:

District	Director	Began CSIU	Current Term Expires
Benton Area	Brandon Hartman	September 2013	June 2016 **
Berwick Area	Daniel McGann	April 2011	June 2017
Bloomsburg Area	Leo “Joe” Yodock	May 2015	June 2017 **
Central Columbia	Bruce Rhoads	July 2011	June 2017
Danville Area	David Weader	September 2011	June 2018 *
Lewisburg Area	Tera Unzicker-Fassero	March 2013	June 2018 *
Line Mountain	Lawrence Neidig	January 2010	June 2016
Midd-West	Victor Abate	December 2011	June 2017
Mifflinburg Area	Dennis Keiser	July 2012	June 2018 *
Millville Area	Larry Breech	December 2007 (Previous term 1998-2005)	June 2016
Milton Area	Belinda Stefl	November 2013	June 2018 *
Mount Carmel Area	William Brecker	December 2013	June 2016 **
Selinsgrove Area	Larry Augustine	July 2012	June 2018 *
Shamokin Area	Jeffrey Kashner	December 2012	June 2018 *
Shikellamy	James Hartman	December 2013	June 2017
Southern Columbia Area	Thomas Reich	March 2015	June 2016 **
Warrior Run	Douglas Whitmoyer	December 2011	June 2016

* *re-appointed*

***completing balance of unexpired term*