

**COMMITTEE-OF-THE-WHOLE MEETING**

**I. BCIU HONORS**

- ◆ EMPLOYEE-OF-THE-MONTH
  - Jacqueline S. (Jackie) Ruffer, Specialist, Alternative Education  
 Office of Early Childhood and Student Services

**FEATURED PROGRAMS**

- ◆ INSIDE BCIU
  - Berks Online Learning (BOL)
    - Carl Blessing, Assistant to the Executive Director / CFO

**II. EXECUTIVE DIRECTOR’S REPORT**

- A. Executive Director Update
  - 1. Newslink
  - 2. Legislative Update
  - 3. PSBA 2018 State of Education Report
  - 4. 48<sup>th</sup> Annual Convention of Berks County School Directors
  - 5. Other Items
- B. Agenda Review

**III. EXECUTIVE SESSION**

**REGULAR MEETING**

**01. CALL TO ORDER**

- A. Pledge to the Flag and Roll Call
- B. Announcements
  - 1. Executive session
  - 2. Agenda update
  - 3. Persons desiring to be heard
- C. To acknowledgement receipt of bids through the Berks County Joint Purchasing Board for the following:
  - a. Medical and Nursing Supplies on Tuesday, March 13, 2018, at 11:00 A.M.
  - b. Fuel on Thursday, April 12, 2018, at 10:00 A.M.

**02. APPROVAL OF MINUTES**

- A. Meeting of March 15, 2018

**03. APPROVAL/RATIFICATION OF BCIU GENERAL FUND BILLS**

*(Detailed list of bills are available)*

SOURCE		PAGE	AMOUNT
March	2018 Ratifications	1-77	\$2,925,315.49
April	2018 Ratifications	1-17	\$375,323.31
April	2018 Approvals	1-15	\$646,884.58
<b>TOTAL</b>			<b>\$3,947,523.38</b>

**04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$7,500,000:**

<b>Amount Outstanding</b>
April 13, 2018
\$1,200,000

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF APRIL 13, 2018:**

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,486,564.01	\$636,437.09	\$345,313.12	\$23,069.34	\$431,357.46
Commonwealth of PA	\$5,068,642.30	\$24,720.87	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$382,320.11	\$19,538.65	\$400.00	\$197.11	\$25,178.05
<b>TOTALS</b>	\$6,937,526.42	\$680,696.61	\$345,713.12	\$23,266.45	\$456,535.51
<b>GRAND TOTAL</b>	<b>\$8,443,738.11</b>				

**06. APPROVAL/RATIFICATION OF HEAD START:**

- Financial Statements (March 2018)
- Credit Card Purchases (March 2018)
- Non-Federal Share Report (March 2018)
- Policy Council Minutes/Resolutions (March 2018)
- Program Information/Updates/Attachments

**07. COMBINED FINANCIAL REPORT  
 MARCH 2018**

**CASH**

BEGINNING BALANCE -March 1,  
 2018 \$3,481,636.31

RECEIPTS

REVENUE RECEIPTS	\$10,277,006.54	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,277,006.54</u>
		\$13,758,642.85

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$641,200.16	
BOARD APPROVALS	\$1,352,065.06	
POST BOARD RATIFICATIONS	<u>\$2,925,315.49</u>	
TOTAL CHECKS WRITTEN	\$4,918,580.71	
CHECKS VOIDED	(\$29,760.09)	
PAYROLL DISTRIBUTIONS	<u>\$8,172,820.33</u>	<u>\$13,061,640.95</u>
ENDING BALANCE - March 31, 2018		\$697,001.90

**INVESTMENTS**

CERTIFICATES

OF DEPOSIT

TOTAL

BEGINNING BALANCE	\$0.00	\$0.00
PURCHASES	\$0.00	\$0.00
REDEMPTIONS	<u>\$0.00</u>	<u>\$0.00</u>
ENDING BALANCE	\$0.00	\$0.00

CASH AVAILABLE-March 31, 2018 \$697,001.90

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**March 2018**

Tompkins VIST: \$2,851.51

PNC: \$244.72

**09. COMMUNICATIONS**

Elizabeth S. Huhn, *Secretary*

**10. OLD BUSINESS**

*No Items to Consider*

**11. REPORT OF NEGOTIATIONS COMMITTEE**

Gary McEwen, *Chair*

**12. BUDGETS**

**A. New and Proposed Budgets**

*No Items to Consider*

**B. Initial Budgets**

**1. Early Head Start Child Care Partnership - Program 18-168**

Office of Early Childhood and Student Services

8/1/18 – 7/31/19

\$456,464

The Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL) has contracted with the BCIU to partner with two local Child Care Centers to provide Early Head Start services. The Early Head Start Child Care Partnership (EHS-CCP) will provide full day, full year services designed to promote the development of young children birth to three. Early Head Start promotes the school readiness of low-income children (since 2015).

**2. Non-Public School Advisory Committee - Program 17-206**

Office of Professional Development and Curriculum

7/1/17 – 9/30/18

\$90,000

Federal Title I funds are used to support activities of the Nonpublic School Advisory Committee, in consultation with PDE and nonpublic schools throughout Pennsylvania. Advisory Committee members meet with the representatives of nonpublic schools to provide staff development and inservice on Title I consultation, standards, assessment procedures, and accountability for students participating in Title I. The Advisory Committee will also maintain a communications network with nonpublic schools and LEAs to assist them in their mission of serving Title I eligible students (since 2006).

**3. Network and Computer Services - Program 670**

Office of Innovation and Technology

7/1/18 – 6/30/19

\$670,062

Comprised of two sub-budgets including the Berks County Wide Area Network (WAN) project, this program combines networking, PAIUNET, and other technology related services for external customers (since 1989).

**4. Information Technology Software Services - Program 671**

Office of Innovation and Technology

7/1/18 – 6/30/19

\$1,804,664

Comprised of two sub-budgets, this proprietary fund accounts for expenditures and revenue related to supplemental services internal and external to the Berks County Intermediate Unit. These services include software as a service hosting, application development, software support and training, documentation, and technology consultation (since 1994).

**C. Changes to Initial Budgets**

**1. BCIU Pre-K Counts - Program 230**

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

(\$10,151)

**Total Proposed Revised Budget: \$1,258,475**

Funded by the state and administered by the PA Department of Education, Pre-K Counts provides high quality preschool services to 103 at risk children whose families earn less than 300 percent of the federal poverty level, those who are English Language learners, or children who have special needs. Children are served in eight classrooms housed in the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul's, Twin Valley Elementary, and Owatin Creek Elementary (since 2007). This change is necessary due to a reduction in funding and year end projections.

**D. Budgetary Transfers**

*No Items to Consider*

**13. PERSONNEL MATTERS**

—ROB ROSENBERY, DIRECTOR

**A. General**

*No Items to Consider*

**B. Employment – Ratifications**

**1. Business Services/Operations Office**

- a. Ezequiel Cosme-Nieves – Part-time Driver w/o Bus License, Assistant and Misc. Transportation

Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58

Effective Date – April 9, 2018

*Replacement*

- b. Ernst J. Dasney – Part-time Bus Driver Trainee

Recommended Hourly Rate – \$11.40

Effective Date – March 12, 2018

*Replacement*

- c. Gene A. East – Part-time Driver w/o Bus License, Assistant and Misc. Transportation

Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58

Effective Date – March 12, 2018

*Replacement*

- d. Kathy A. Eidle – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – March 19, 2018  
*Replacement*
- e. Vikkiana L. Fernandez – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – March 12, 2018  
*Replacement*
- f. Sherry A. Fidler – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – March 12, 2018  
*Replacement*
- g. Tammy L. Gerber – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – March 19, 2018  
*Replacement*
- h. James E. Mahoney – Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58  
Effective Date – March 12, 2018  
*Replacement*
- i. David M. Mallo – Vehicle Maintenance Technician, Transportation  
Recommended Hourly Rate – \$16.76  
Effective Date – March 26, 2018  
*Replacement*
- j. Rosanna Ortiz – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.35 and \$10.58  
Effective Date – April 9, 2018  
*Replacement*
- k. Selina Ortiz – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.35 and \$10.58  
Effective Date – April 9, 2018  
*Replacement*
- l. Bryan Perez – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – March 19, 2018  
*Replacement*
- m. Wanda I. Santini – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – March 12, 2018  
*Replacement*

- n. Heather M. Stichter – Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58  
Effective Date – March 26, 2018  
*Replacement*
- o. Elba M. Torres – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – March 12, 2018  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Katherine A. DeTurk – Speech Therapist, Early Intervention  
Recommended Annual Salary – Col. 4, Step 1, \$56,611 (to be prorated)  
Effective Date – April 9, 2018  
*New Position*
  - b. Christine Graber – Speech Therapist, Early Intervention  
Recommended Hourly Rate – Col. 4, Step 8, \$48.42  
Effective Date – March 12, 2018  
*Replacement*
  - c. Janet L. Guidotto – Specialized Preschool Teacher – Classroom, Early Intervention  
Recommended Annual Salary – Col. 4, Step 7, \$61,805 (to be prorated)  
Effective Date – April 3, 2018  
*Replacement*
  - d. Sabrina E. Hilsinger-Quinn – Paraeducator, Child Care  
Recommended Hourly Rate – \$10.05  
Effective Date – April 9, 2018  
*Replacement*
  - e. Barbra K. Livezey – Driver Education Certified Instructor, Driver Education  
Recommended Hourly Rate – \$26.00  
Effective Date – April 3, 2018  
*Replacement*
  - f. Ronald D. Livezey – Driver Education Certified Instructor, Driver Education  
Recommended Hourly Rate – \$26.00  
Effective Date – March 26, 2018  
*Replacement*
  - g. Rickiesha R. Logan – Teacher, Head Start  
Recommended Hourly Rate – Level V, Probationary, \$19.79  
Effective Date – March 12, 2018  
*Replacement*

**C. Change of Status – Ratifications**

1. Business Services/Operations Office

a. Joao Caicedo Dippe

Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation

No Change in Hourly Rates

Effective Date – April 9, 2018

*Replacement*

b. Susan Laney

Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation

No Change in Hourly Rates

Effective Date – March 12, 2018

*Voluntary Reassignment*

c. Lydia Mendez – Fueler, Transportation

Recommended Hourly Rate – \$16.40

Effective Date – March 5, 2018

*Additional Assignment*

d. Hellen Ortiz Nunez

Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation

No Change in Hourly Rates

Effective Date – March 19, 2018

*Voluntary Reassignment*

e. Yajaira Rivera

Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation

No Change in Hourly Rates

Effective Date – March 19, 2018

*Voluntary Reassignment*

f. Michael Romich

Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Bus/Van Assistant and Misc. Transportation

Change Recommended Hourly Rates from \$16.10, \$13.45, \$11.35, and \$10.58 to \$11.35 and \$10.58

Effective Date – March 27, 2018

*Removal of Assignments*

g. Luies Sheetz

Change from Part-time Bus Driver Trainee to Part-time Bus/Van Assistant and Misc. Transportation

Change Recommended Hourly Rate from \$11.40 to \$11.35 and \$10.58

Effective Date – February 26, 2018

*Replacement*

- h. Heather Stichter  
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Hourly Rates  
Effective Date – March 28, 2018  
*Voluntary Reassignment*
- i. Carol Wehr – Part-time Driver w/ Bus License, Transportation  
Recommended Hourly Rate - \$16.10  
Effective Date – March 23, 2018  
*Obtained CDL*
- 2. Early Childhood & Student Services Office
  - a. Jesse Bishop – Alternative Education Teacher, Alternative Education  
Recommended Stipend - \$150.00  
Effective Date – April 6, 2018  
*Additional Responsibilities*
  - b. Jill Brossman  
Change from Paraeducator, Head Start to Teacher, Head Start  
Change Recommended Hourly Rate from Level III, Entry, \$13.48 to Level I, Probationary, \$17.17  
Effective Date – March 12, 2018  
*Replacement*
  - c. Nancy Echevarria  
Change from Substitute Paraeducator, Early Intervention to Paraeducator, Early Intervention  
Change Recommended Hourly Rate from \$9.00 to \$10.05  
Effective Date – April 9, 2018  
*Replacement*
  - d. Tyzenha Fernandez  
Change from Substitute Paraeducator, Head Start to Paraeducator, Head Start  
Change Recommended Hourly Rate from \$8.95 to Level I, Probationary, \$11.36  
Effective Date – March 12, 2018  
*Replacement*
  - e. Kemmy Francis – Family Engagement Worker, Head Start  
Change Recommended Hourly Rate from Level III, Probationary, \$13.31 to Level III, Entry, \$13.83  
Effective Date – March 12, 2018  
*Completed Probationary Period*
  - f. Katie Kehm – Alternative Education Teacher, Alternative Education  
Recommended Stipend – \$150.00  
Effective Date – April 6, 2018  
*Additional Responsibilities*



- g. Vicki Ravert – Child Care Information Services Supervisor, Child Care Information Services  
Recommended Monthly Stipend – \$300  
Effective Date – April 2, 2018 – July 31, 2018  
*Temporary Additional Responsibilities*
- h. Stephanie Sarge – Teacher, Head Start  
Change Recommended Hourly Rate from Level III, Probationary, \$18.74 to  
Level III, Entry, \$19.26  
Effective Date – March 12, 2018  
*Completed Probationary Period*
- i. Jasmine Sheetz  
Change from Substitute Bus/Van Assistant and Misc. Transportation to  
Paraeducator, Child Care  
Change Recommended Hourly Rates from \$11.35 and \$10.58 to \$10.05  
Effective Date – April 3, 2018  
*Replacement*
- j. Kimberly Sivak  
Change from Paraeducator, Child Care to Substitute Paraeducator, Child Care  
Change Recommended Hourly Rate from \$10.05 to \$8.95  
Effective Date – April 2, 2018  
*Voluntary Reassignment*
- k. Barbara Starkey – Program Administrator, Child Care Information Services  
Recommended Monthly Stipend – \$300  
Effective Date – April 2, 2018 – July 31, 2018  
*Temporary Additional Responsibilities*
- l. Tammy Youse  
Change from Paraeducator, Child Care to Substitute Paraeducator, Child Care  
Change Recommended Hourly Rate from \$10.25 to \$8.95  
Effective Date – March 29, 2018  
*Voluntary Reassignment*
- 3. Information Technology Office
  - a. Cheryl Zimmerman – Assistant Director  
Recommended Monthly Stipend – \$1,000  
Effective Date – April 2, 2018  
*Temporary Additional Responsibilities*
- 4. Professional Development and Curriculum Office
  - a. Rebecca Chadwick – Educational Consultant, Training and Consultation  
Change Recommended Annual Salary from Col. 5, Step 16, \$85,030 to  
Col. 6, Step 16, \$85,730  
Effective Date – September 1, 2017  
*Salary Adjustment per BCIUEA Agreement*

**D. Additions to 2017-2018 Approved Substitute Lists – Ratifications**

Alternative Education

Cindy Bigg, Teacher – Effective March 26, 2018  
Christine Spraut, Specialist – Effective March 19, 2018  
Maria Velazquez Guerrero, Specialist – Effective March 5, 2018

Child Care

Cindy Bigg, Teacher – Effective March 26, 2018  
Danielle Dierolf, Paraeducator – Effective March 13, 2018  
Maria Lopez, Paraeducator – Effective April 3, 2018  
Christine Spraut, Teacher – Effective March 19, 2018  
Maria Velazquez Guerrero, Paraeducator – Effective March 5, 2018

Early Intervention

Cindy Bigg, Teacher – Effective March 26, 2018  
Christine Spraut, Paraeducator – Effective March 19, 2018  
Tammy Youse, Paraeducator – Effective March 30, 2018

Head Start

Cindy Bigg, Teacher – Effective March 26, 2018  
Christine Spraut, Teacher – Effective March 19, 2018  
Maria Velazquez Guerrero, Paraeducator – Effective March 5, 2018  
Tammy Youse, Paraeducator – Effective March 30, 2018

Other

Nicholas Denton, First Aid and CPR Instructor – Effective March 5, 2018

Pre-K Counts

Cindy Bigg, Teacher – Effective March 26, 2018  
Amy Kauffman, Teacher – Effective March 5, 2018  
Christine Spraut, Teacher – Effective March 19, 2018  
Maria Velazquez Guerrero, Paraeducator – Effective March 5, 2018  
Tammy Youse, Paraeducator – Effective March 30, 2018

Special Education

Cindy Bigg, Teacher – Effective March 26, 2018  
Christine Spraut, Specialist – Effective March 19, 2018  
Maria Velazquez Guerrero, Specialist – Effective March 5, 2018

Transportation

Maria Cedeno, Substitute Fueler – Effective March 28, 2018  
Darigrey Del Orbe-Rosa, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation – Effective March 26, 2018  
Robert D. Scherer, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation – Effective March 19, 2018  
Lauri Serrano, Substitute Fueler – Effective March 1, 2018

**E. Additions to Approved 2017-2018 Out-Of-Class Substitute Lists – Ratifications**

*No Items to Consider*

**F. Remove from 2017-2018 Approved Substitute Lists**

Transportation

Jennifer Murcia, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – February 26, 2018

**G. Employment – Approvals**

1. Business Services/Operations Office

- a. Carol Pitts – Program Administrator – Fiscal  
Recommended Annual Salary - \$87,000 (to be prorated)  
Effective Date – June 25, 2018  
*Replacement*

2. Professional Development and Curriculum Office

- a. Stacy Dunleavy – Program Administrator, Office of Professional Development and Curriculum  
Recommended Annual Salary – \$92,000 (to be prorated)  
Effective Date – to be determined pending pre-employment process  
*Replacement*

**H. Change of Status – Approvals**

1. Early Childhood and Student Services Office

- a. Vicki Ravert – Child Care Information Services Supervisor, Child Care Information Services  
Recommended Stipend – \$1,500  
Effective Date – August 31, 2018  
*Additional Responsibilities*

- b. Barbara Starkey – Program Administrator, Child Care Information Services  
Recommended Stipend – \$1,500  
Effective Date – August 31, 2018  
*Additional Responsibilities*

2. Professional Development and Curriculum Office

- a. Dr. Christina Foehl  
Change from Program Administrator, Office of Professional Development and Curriculum to  
Assistant Director, Office of Professional Development and Curriculum  
Change Recommended Annual Salary from \$85,599 to \$98,371 (to be prorated)  
Effective Date – May 14, 2018  
*Replacement*

**I. Leave of Absence Requests**

1. Business Services/Operations Office

Personal Leave (unpaid – without benefits – not FMLA)

- a. Rodney Messer – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 21, 2018
- b. Luisally Torres-Germoso – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – April 13, 2018

2. Early Childhood and Student Services Office

Personal Leave (unpaid – with benefits – FMLA)

- a. Katherine Palm-Seiler – Paraeducator, Child Care  
Effective Date – February 19, 2018

**J. Return from Leave of Absence Requests**

1. Business Services/Operations Office
  - Personal Leave (unpaid – with benefits – FMLA)
    - a. Yvette Fritz – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 26, 2018
    - Personal Leave (unpaid – without benefits – not FMLA)
      - b. Rodney Messer – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 12, 2018
      - c. Elisabeth Oxenreider – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 14, 2018
2. Early Childhood and Student Services Office
  - Personal Leave (unpaid – with benefits – FMLA)
    - a. Jamie Kingsbury – Special Education Teacher, Special Education  
Effective Date – March 5, 2018
    - b. Katherine Palm-Seiler – Paraeducator, Child Care  
Effective Date – March 19, 2018
    - c. Terry Taylor – Educational Interpreter, Special Education  
Effective Date – March 14, 2018
3. Professional Development and Curriculum Office
  - Personal Leave (unpaid – with benefits – FMLA)
    - a. Patricia Carroll – Regional Program Quality Assessor, PA Key  
Effective Date – March 19, 2018

**K. Retirements**

1. Business Services/Operations Office
  - a. Glenn E. Gordon – Level II Custodian, Custodial  
Effective Date – June 28, 2018
  - b. Cynthia L. Haltom – Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Effective Date – March 1, 2018
  - c. Michael P. Mulligan – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – December 31, 2018
  - d. John Murry – Level II Custodian, Custodial  
Effective Date – August 17, 2018
2. Early Childhood and Student Services Office
  - a. Carol L. Butler – Teacher, Child Care  
Effective – June 17, 2018

**L. Resignations**

1. Business Services/Operations Office
  - a. Bernica Lopez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 30, 2018
  - b. Maria L. Santos – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 5, 2018
  - c. Ruth Sheetz – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – April 19, 2018
  - d. Elba M. Torres – Part-time Bus Driver Trainee  
Effective Date – March 26, 2018

2. Early Childhood and Student Services Office
  - a. Lisa D. Hornbuckle – CCIS Specialist, Child Care Information Services  
Effective – April 13, 2018
  - b. Diane Kay – Specialized Preschool Teacher – Classroom, Early Intervention  
Effective – May 27, 2018
  - c. Miosotis Perez – Paraeducator, Early Intervention  
Effective – March 2, 2018
  - d. Ann Schwartz – Paraeducator, Early Intervention  
Effective – March 16, 2018

**M. Terminations**

1. Business Services/Operations Office
  - a. Omar Rosa – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – April 20, 2018  
*Job Abandonment*
2. Early Childhood and Student Services Office
  - a. Greta J. Guigley – Nolde Aide  
Effective – March 12, 2018  
*No hours worked during past year*
  - b. Lisha L. Rowe – Nolde Aide  
Effective – March 22, 2018  
*No hours worked during past year*
  - c. Bonnie A. Zerbe – Nolde Aide  
Effective – March 12, 2018  
*No hours worked during past year*
3. Information Technology Office
  - a. Andreas J. Ludwig – Chief Information Officer / Director  
Effective Date – April 13, 2018  
*Probationary Period – termination without cause*

**N. Other**

*No Items to Consider*

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, DIRECTOR

1. To ratify agreements between the Berks County Intermediate Unit and the following child care providers and licensed child care centers to provide subsidized child care services:
  - a. Franchesca L. Rodriguez, effective February 5, 2018
  - b. Mahaliel Taylor, effective February 19, 2018
  - c. Ela Devine School Holdings, LLC, effective March 6, 2018

2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Berks Deaf & Hard of Hearing Services for Interpreting Services for the period of 12 months from July 1, 2018, through June 30, 2019, at the following rates:
  - Regular Rates (Monday through Friday, 7:00 A.M. to 3:30 P.M. – \$50/hour
  - Extra-Curricular Rates (Monday through Friday, before and after regular hours: sporting events, club meetings, etc.) – \$53/hour
  - Prime Rates (Weekends, Holidays, and Emergencies: requests made less than 48 hrs. notice) – \$67/hour
  - Video Recorded Event Rates – \$67/hour
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Berks Deaf & Hard of Hearing Services for CART Captioning Services (real-time translation services) for the period of 12 months from July 1, 2018, through June 30, 2019, at the following rates:
  - Regular Rates (Monday through Friday, 7:00 A.M. to 7:00 P.M. – \$133/hour onsite; \$128 remote
  - Prime Rates (Weekday evenings from 7:00 P.M. to 7:00 A.M., Weekends, Holidays, and Emergencies: requests made less than 24 hrs. notice) – \$143/hour onsite; \$138/hour remote
4. To approve the BCIU Child Care Rate Schedule for Private Clients effective August 27, 2018.
5. To ratify an agreement between Berks County Intermediate Unit (BCIU) and Lebanon County Christian Ministries (LCCM) for LCCM to render services for the Book Buddies Program to children and youth experiencing homelessness in connection with the BCIU's administration of Pennsylvania's Education and Children and Youth Experiencing Homelessness program during the period of April 1, 2018, to September 30, 2018, for a sum not to exceed \$2,000.
6. To ratify an agreement between Berks County Intermediate Unit (BCIU) and SDOL/School District of Lancaster County to render services to children and youth experiencing homelessness in connection with the BCIU's administration of Pennsylvania's Education for children and Youth Experiencing Homelessness program during the period of April 1, 2018, to September 30, 2018, for a sum not to exceed \$26,500.
7. To approve the following Berks County Head Start Calendars:
  - a. Revised 2017-2018 Head Start School Calendar with Snow Make Up Days
  - b. 2018-2019 Head Start School Calendar

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

1. To ratify three additional requirements added to Schedule 1 (Regional Site Coordinator Job Description) of the agreement between the Berks County Intermediate Unit (BCIU) and Sinkus Education Services LLC. These changes require Sinkus Education Services LLC to utilize course/unit evaluation data to help inform feedback provided to facilitators, monitor course participants' completion of Action Learning Projects (ALPs) and provide feedback regarding ways to enhance the fidelity of implementation, and as required by PDE, co-facilitate select unit(s) to further embed the RPL role with the PIL Program.



2. To ratify an amendment to the current agreement between the Berks County Intermediate Unit and the KeyStone Research Corporation (KSRC), for KSRC to provide assembly, warehousing, and distribution of Pennsylvania Early Learning materials to early childhood education practitioners throughout the Commonwealth. This amendment provides for a funding increase of \$43,033.60 for a revised total of \$343,033.60 for the period August 1, 2017, through July 31, 2018 (PA Key).
3. To ratify an amendment to the current memorandum of understanding between the Berks County Intermediate Unit and the BCIU Head Start Program which has received Early Head Start Child Care Partnership funds to partner with local child care centers and family child care providers to expand high quality early learning opportunities to infants and toddlers. This amendment provides for a funding increase of \$2,000 for a revised total of \$441,319 for the period August 1, 2017, through July 31, 2018 (PA Key).
4. To ratify amendments to the agreements between the Berks County Intermediate Unit and the following contractors who have received Early Head Start Child Care Partnership funds to partner with local child care centers and family child care providers to expand high quality early learning opportunities to infants and toddlers, effective August 1, 2017, through July 31, 2018 (PA Key):
  - Chester County Intermediate Unit d/b/a Chester County Head Start – increased agreement by \$41,000 for a revised total of \$2,127,767
  - Child Development Centers, Inc. – increased agreement by \$39,000 for a revised total of \$588,149
  - Huntingdon County Child and Development Corp – increased agreement by \$9,000 for a revised total of \$228,660
  - Lancaster-Lebanon IU 13 – increased agreement by \$32,325 for a revised total of \$1,240,453
  - Lawrence County Social Services, Inc d/b/a Lawrence County Community Action Partnership – increased agreement by \$21,500 for a revised total of \$570,649
5. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and the Children’s Hospital of Philadelphia (CHOP), for CHOP to provide research services to evaluate the outcomes of the Maternal Infant and Early Childhood Home Visiting Program. This amendment increases the term at an additional fee of \$500,000 to end June 30, 2019 (PA Key).
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Family Support Alliance (PFSA), for PFSA to pilot their ‘Recovering Families’ curriculum to 10-12 sites across the State, targeting areas hardest hit by the opioid epidemic, for a total of \$550,000 effective May 1, 2018, through June 30, 2019 (PA Key).

**C. INFORMATION TECHNOLOGY**

—CHERIE ZIMMERMAN, ASSISTANT DIRECTOR

1. To authorize the appropriate officers to execute a Legal Services Consultation agreement between the Berks County Intermediate Unit and Sweet, Stevens, Katz, and Williams, LLP, for Sweet, Stevens, Katz, and Williams, LLP, to provide legal services for participating school districts and career and technology centers as Technology Pool Counsel. Scheduled trainings and consultations will be provided for technology-related Board policies, phone conversations, and email advice, effective July 1, 2018, through June 30, 2019, in the amount of \$11,000. The cost of this service is invoiced and shared among all participating member school districts.

**D. BUSINESS SERVICES/OPERATIONS**

—CARL BLESSING, ASSISTANT TO THE EXECUTIVE DIRECTOR AND CFO

1. To approve the following financial entities as depositories, effective July 1, 2018, to June 30, 2019: Tompkins VIST Bank, PNC Bank, PAINVEST, PLGIT (Pennsylvania Local Government Investment Trust), and PSDLAF (Pennsylvania School District Liquid Asset Fund).
2. To approve the continuation of legal services of Brumbach, Mancuso & Fegley P.C., effective July 1, 2018, with John M. Stott, Esquire, as solicitor for the Berks County Intermediate Unit, at a fee of \$140/hour (no increase).
3. To approve the continuation of Tompkins Insurance as broker of record for insurance services to the Berks County Intermediate Unit, effective July 1, 2018, through June 30, 2019.
4. To authorize the appropriate officers to execute a two-year lease agreement between the Berks County Intermediate Unit (BCIU) and Right From the Start Daycare and Preschool Center, for the BCIU to lease to the Center 5,946 square feet of classroom space in the Hamburg Center, with common use of the lobby area, parking area, hallways, and playground area, effective May 1, 2018, through April 30, 2020, with an annual rental rate \$49,357.
5. To authorize the appropriate officers to approve a five-year finance agreement with Santander Bank for \$69,716 at 3.45% with monthly payments of \$1,267 for the purchase of (4) 2018 Ford Fusions for the Driver Education program.
6. To authorize the appropriate officers to approve an eight-year finance agreement with Santander Bank for \$2,352,656 at 3.45% with monthly payments of \$28,080 for the purchase of the following vehicles:
  - (1) 2018 Transit Cargo Van (Box Truck) – Operations & Maintenance
  - (9) 2018 9-passenger vans – Special Needs
  - (3) 2018 30-passenger mini buses – Special Needs
  - (3) 2018 30-passenger mini buses with lifts – (2) Special Needs; (1) EI
  - (1) 2015 48-passenger bus – Special Needs
  - (2) 2019 48-passenger buses with lifts – Special Needs
  - (1) 2014 48-passenger bus with lift – Tulpehocken
  - (15) 2014 72-passenger buses – Tulpehocken
  - (5) 2014 72-passenger buses – (2) Tulpehocken; (3) Reading
  - (4) 2019 72-passenger buses with AC – Reading
  - (1) 2019 72-passenger bus with lift – Special Needs
7. To award contracts through the Berks County Joint Purchasing Board for the following:
  - a. Medical and Nursing Supplies
  - b. Fuel

**E. ADMINISTRATION**

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

1. To appoint Carl Blessing as Open Records Officer in accordance with Act 3 of 2008, Pennsylvania Right-to-Know Law, effective March 28, 2018.

**15. BOARD MEMBERS DESIRING TO BE HEARD**

**16. ADJOURNMENT**