

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
APRIL 19, 2018  
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, April 19, 2018, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order 7:22 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Bill Carl; Dr. David Hemberger; Elizabeth Huhn; Jean Kelleher; Dr. Amy Kennedy; Linda R. Lash; Randall R. Madara; David Rathgeb; Ralph C. Richard; Brian Specht; Daniel Steinhauer; James Ulrich; Carl Ziegler; and Timothy M. Heffner.

Absent: Jill A. Dennin; Gary McEwen; Terrie Taylor, LSW; and Dr. Michelle Worrall.

Intermediate Unit: Dr. Jill M. Hackman; Carl Blessing, Michelle Reichard-Huff; Rob Rosenberry; Cherie Zimmerman; and Jan Krotee

Solicitor: John M. Stott, Esquire

Guest/s: James Mancuso, Esq.

Press: Robert Defibaugh, Reading Eagle

Following the pledge of allegiance and roll call, President Heffner noted there was an executive session to discuss personnel matters, specifically a termination, and real estate.

**Announcements  
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be  
Heard**

A motion was made by Carl, seconded by Richard, to acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:

**Receipt of Bids  
—Item 01. C.**

- 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.

**Motion carried.**

**Voice Vote**

A motion was made by Ulrich, seconded by Carl, to approve the minutes of the meeting of Thursday, March 15, 2018.

**Approval of Minutes  
—Item 02.**

**Motion carried.**

**Voice Vote**

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A motion was made by Huhn, seconded by Ziegler, to ratify / approve / acknowledge the following:

**IU Bills and Financial Reports—Items 03., 04., 05., 06., 07., & 08.**  
*(Detailed list of bills available for review.)*

**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. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$7,500,000:**  
*(Information Item)*

Amount Outstanding
April 13, 2018
\$1,200,000

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF APRIL 13, 2018** *(Information item):*

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>	<b>\$6,937,526.42</b>	<b>\$680,696.61</b>	<b>\$345,713.12</b>	<b>\$23,266.45</b>	<b>\$456,535.51</b>
<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	

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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**

	<b><u>CERTIFICATES</u></b>	
	<b><u>OF DEPOSIT</u></b>	<b><u>TOTAL</u></b>
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

Yeas: Carl; Hemberger; Huhn; Kelleher; Kennedy; Lash; Madara; Rathgeb; Richard; Specht; Steinhauer; Ulrich; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

**09. COMMUNICATIONS**

No Items to report.

**Communications**

**10. OLD BUSINESS**

No items to report.

**11. REPORT OF NEGOTIATIONS COMMITTEE**

Huhn reported that the next meeting with BCIUEA is scheduled for May 14 at 6:00 P.M.

**Report of Negotiations  
Committee —Item 11.**

A motion was made by Ziegler, seconded by Carl, to approve the following budget items:

**BUDGETS  
—Item 12.**

**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

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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*

Yeas:	Carl; Hemberger; Huhn; Kelleher; Kennedy; Lash; Madara; Rathgeb; Richard; Specht; Steinbauer; Ulrich; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

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**PERSONNEL MATTERS**

**13. PERSONNEL MATTERS**  
—ROB ROSENBERRY, DIRECTOR

**A. General**  
*No Items to Consider*

**General —Item 13. A.**

A motion was made by Kelleher, seconded by Huhn, to approve the following items under Personnel Matters:

**B. Employment – Ratifications**

**Ratifications – Employment  
—Items 13. B.**

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*

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- 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*

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- 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**

**Ratifications – Change of  
Status—Items 13. C.**

- 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*

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- 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*



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- 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*

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1. 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

**Ratifications – Additions to  
2017-2018 Approved  
Substitute Lists  
—Item 13. D.**

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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*

**Ratifications – Additions to /  
Removals from 2017-2018  
Out-Of-Class Substitute Lists  
—Item 13. E.**

**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

**Remove from 2017-2018  
Approved Substitute Lists  
—Item 13. F.**

**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*

**Employment Approvals  
—Item 13. G.**

**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*

**Change of Status Approvals  
—Item 13. H.**

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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 – with 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

**Leave of Absence Requests  
—Item 13. I.**

**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

**Return from Leave of  
Absence Requests  
—Item 13. J.**

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**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

**Retirements  
—Item 13. K.**

**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

**Resignations  
—Item 13. L.**

**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*

**Terminations  
—Item 13. M.**

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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*

**Other**

—Item 13. N.

Yeas: Carl; Hemberger; Huhn; Kelleher; Kennedy; Lash; Madara; Rathgeb; Richard; Specht; Steinhauer; Ulrich; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

A motion was made by Kelleher, seconded by Carl, to approve/ratify the following items under Other Matters for Consideration:

**14. OTHER MATTERS FOR CONSIDERATION**

**OTHER MATTERS  
FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, DIRECTOR

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:

**Subsidized Child Care Services  
—Item 14. A. 1.**

- 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

To ratify an agreement between Berks County Intermediate Unit 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:

**Agreement with Berks Deaf &  
Hard of Hearing Services for  
Interpreting Services  
—Item 14. A. 2.**

- 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

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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

**Agreement with Berks Deaf & Hard of Hearing Services for CART Captioning Services—Item 14. A. 3.**

To approve the BCIU Child Care Rate Schedule for Private Clients effective August 27, 2018

**Child Care Rate Schedule for Private Clients—Item 14. A. 4.**

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.

**Agreement with Lebanon County Christian Ministries / PA Education and Children and Youth Experiencing Homelessness Program—Item 14. A. 5.**

To ratify an agreement between the 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.

**Agreement with School District of Lancaster County / PA Education for Children and Youth Experiencing Homelessness Program—Item 14. A. 6.**

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

**Berks County Head Start Calendars—Item 14. A. 7.**

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

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.

**Additional Requirements / Regional Site Coordinator Job Description / Sinkus Education Services LLC—Item 14. B. 1.**

To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) 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).

**Agreement with Keystone Research Corporation (KSRC)—Item 14. B. 2.**

**OFFICIAL PROCEEDINGS OF THE  
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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).

**Amendment to Agreement with BCIU Head Start Program / Partnership Funds (PA Key)—Item 14. B. 3.**

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):

**Agreement with Chester County IU, Child Development Centers, Inc., Huntington County Child and Development Corp, Lancaster-Lebanon IU, and Lawrence County Social Services (PA Key)  
—Item 14. B. 4.**

- 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

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).

**Agreement with Children’s Hospital of Philadelphia (CHOP) (PA Key)  
—Item 14. B. 5.**

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).

**Agreement with PA Family Support Alliance (PFSA) (PA Key)—Item 14. B. 6.**

**C. INNOVATION AND TECHNOLOGY  
—ANDREAS LUDWIG, CIO AND DIRECTOR**

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.

**Legal Services Consultation Agreement with Sweet, Stevens, Katz, and Williams, LLP.  
—Item 14. C. 1.**



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**D. BUSINESS SERVICES/OPERATIONS**

—CARL BLESSING, CFO AND DIRECTOR

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).

**Financial Entities as  
Depositories —Item 14. D. 1.**

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).

**Continuation of Legal  
Services of Brumbach,  
Mancuso & Fegley P.C. /  
John M. Stott, Esq. as  
Solicitor—Item 14. D. 2.**

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.

**Continuation of Tompkins  
Insurance as Broker of  
Record for Insurance  
Services—Item 14. D. 3.**

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.

**Agreement with Right From  
the Start Daycare /  
Classroom Space in the  
Hamburg Center  
—Item 14. D. 4.**

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.

**Five-Year Lease Agreement  
with Santander / Vehicles for  
Driver Education Program  
—Item 14. D. 5.**

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:

**Eight-Year Lease Agreement  
with Santander /  
Transportation Vehicles  
—Item 14. D. 6.**

- (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

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To award contracts through the Berks County Joint Purchasing Board for the following:

- a. Medical and Nursing Supplies
- b. Fuel

**Award Contracts for  
Medical and Nursing  
Supplies and Fuel  
—Item 14. D. 7.**

**E. ADMINISTRATION**

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

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

**Appoint Carl Blessing as  
Open records Officer  
—Item 14. E. 1.**

Yeas: Carl; Hemberger; Huhn; Kelleher; Kennedy; Lash; Madara; Rathgeb; Richard; Specht; Steinhauer; Ulrich; Ziegler; Heffner. Nays: None. Motion carried.	<b>Roll Call Vote</b>
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No one desired to speak.

**Board Members Desiring to  
Be Heard—Item 15.**

A motion was made by Richard, seconded by Huhn, to adjourn the meeting at 7:28 p.m.

**Adjournment**

Motion carried.	<b>Voice Vote</b>
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Approved by

Elizabeth S. Huhn, Secretary

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**THE FOLLOWING TOOK PLACE PRIOR TO THE REGULAR BOARD MEETING,  
DURING COMMITTEE-OF-THE-WHOLE:**

Sara George, Assistant Director of ECSS, introduced Jackie Ruffer as Employee of the Month for April. Mrs. George shared that Jackie was nominated by her colleagues at the Berks Residential Center, where she serves as a specialist in the ICE program. She is a tremendous support and takes initiative to help her peers in finalizing instructional plans to make sure each team member has what they need to be successful. She takes the lead in data entry and is able to step into the teacher role as guest teacher when needed. She is also supportive of her students through her ability to make learning comprehensible for all students.

**EMPLOYEE OF THE  
MONTH – APRIL 2018  
— Jackie Ruffer, Specialist,  
Office of Early Childhood  
and Student Services  
(ECSS)**

Jackie thanked the Board and said she feels honored and humbled. She hopes to continue serving the students to help them reach their full potential.

The insideBCIU video (Year Two / Seventh Edition) featured the Berks Online Learning Program.

**INSIDE BCIU**

**COMMITTEE-OF-THE-WHOLE CONCLUDED AND THE OFFICIAL MEETING BEGAN.**