

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

- ◆ EMPLOYEE-OF-THE-MONTH
Office of Business Services / Operations
— Beth Quigg, Custodian

- ◆ RETIREES
Office of Early Childhood and Student Services
— Carolyn A. Dries, Specialized Preschool Teacher, Early Intervention

Office of Business Services / Operations
— Judith M. Harig, Transportation Bus Assistant
— Laurel A. Steigerwald, Transportation Driver

Office of Information Technology
— William F. Miller, CIO and Director

FEATURED PROGRAMS

- ◆ INSIDE BCIU
Transition Programs
— Carl Blessing, Assistant to the Executive Director / CFO

II. 2017-2018 FINANCIAL AUDIT – HERBEIN + COMPANY, INC.

- A. Berks County Intermediate Unit Financial and Compliance Report for year ended June 30, 2017.
- B. Berks County Intermediate Unit Indirect Cost Allocation Plan Report for year ended June 30, 2018.
- C. Management Letter for year ended June 30, 2017.
- D. PSERS 10-Year Trend

III. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
 - 1. Newslink
 - 2. Legislative Update
 - 3. Other Items

- B. Agenda Review

IV. 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 seat Daniel Steinhauer as the BCIU representative from Tulpehocken Area School District to fill the unexpired term of Arlan Werst, ending June 30, 2019.

02. APPROVAL OF MINUTES

- A. Meeting of January 18, 2018

03. APPROVAL/RATIFICATION OF BCIU GENERAL FUND BILLS

(Detailed list of bills are available.)

SOURCE		PAGE	AMOUNT
January	2018 Ratifications	1-56	\$4,204,742.94
February	2018 Ratifications	1-16	\$683,040.36
February	2018 Approvals	1-12	\$724,302.27
TOTAL			\$5,612,085.57

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

Amount Outstanding
February 9, 2018
\$1,800,000

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF FEBRUARY 9, 2018:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$978,643.56	\$491,249.91	\$390,135.87	\$193,351.84	\$117,157.00
Commonwealth of PA	\$4,561,679.79	\$2,565,748.64	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$175,897.16	\$109,636.04	\$2,619.21	\$190.00	\$25,365.85
TOTALS	\$5,716,220.51	\$3,166,634.59	\$392,755.08	\$193,541.84	\$142,522.85
GRAND TOTAL	\$9,611,674.87				

06. APPROVAL/RATIFICATION OF HEAD START:

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

**07. COMBINED FINANCIAL REPORT
 JANUARY 2018**

CASH

BEGINNING BALANCE -January 1, 2018		\$4,699,257.83
RECEIPTS		
REVENUE RECEIPTS	\$11,300,810.47	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$11,300,810.47</u>
		\$16,000,068.30
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$784,187.71	
BOARD APPROVALS	\$1,690,250.44	
POST BOARD RATIFICATIONS	<u>\$4,204,742.94</u>	
TOTAL CHECKS WRITTEN	\$6,679,181.09	
CHECKS VOIDED	(\$18,527.36)	
PAYROLL DISTRIBUTIONS	<u>\$4,385,167.20</u>	<u>\$11,045,820.93</u>
ENDING BALANCE - January 31, 2018		\$4,954,247.37

INVESTMENTS

CERTIFICATES

	<u>OF DEPOSIT</u>	<u>TOTAL</u>
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-January 31, 2018 \$4,954,247.37

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

January 2018

Tompkins VIST: \$ 3,559.08

PNC: \$ 252.15

09. COMMUNICATIONS

Elizabeth S. Huhn, *Secretary*

A. To acknowledge receipt of the 2017-2018 Berks County Intermediate Unit Financial Reports prepared by Herbein + Company, Inc.

10. OLD BUSINESS

No Items to Consider

11. REPORT OF NEGOTIATIONS COMMITTEE

Gary McEwen, *Chair*

12. BUDGETS

A. New and Proposed Budgets

1. Career Readiness - Program 273

Office of Professional Development and Curriculum

1/16/18 – 6/30/18

\$150,777

BCIU will provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with the, *Every Student Succeeds Act*, the Future Ready PA Index, and proposed Pennsylvania graduation requirements (new).

B. Initial Budgets

No Items to Consider

C. Changes to Initial Budgets

No Items to Consider

D. Budgetary Transfers

1. Head Start – Program 17-165

Office of Early Childhood and Student Services

1/1/17 – 12/31/17

\$151,339

Funded primarily by federal dollars through the Department of Health and Human Services, Administration for Children and Families, with additional monies from the Child and Adult Care Food Program, this program provides education services to approximately 610 children in 18 school districts (since 1965). These transfers are necessary for year-end projections.

2. Head Start Training and Technical Assistance – Program 17-175

Office of Early Childhood and Student Services

1/1/17 – 12/31/17

\$1,012

Funded by federal dollars through the Department of Health and Human Services, Administration for Children and Families, the Head Start Training and Technical Assistance Program budget supports training in effective parenting skills and other useful life skills (since 1985). These transfers are necessary for year-end projections.

13. PERSONNEL MATTERS

—ROB ROSENBERY, DIRECTOR

A. General

1. To award a professional contract to Kathleen M. Lopez, Remedial Teacher, Act 89, who has completed three years of satisfactory service, effective February 2, 2018.
2. To ratify the unpaid field experience of Meg Dillon, Salus University graduate student majoring in Orientation and Mobility, under the supervision of John Ford, Special Education Teacher, effective January 24, 2018, through April 27, 2018.

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Keith A. Heller – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – January 29, 2018
Replacement
 - b. Glenis M. Valdez – Part-time Bus Driver Trainee
Recommended Hourly Rate – \$11.40
Effective Date – January 29, 2018
Replacement
2. Early Childhood & Student Services Office
 - a. Kali E. Dzon – Paraeducator, Child Care
Recommended Hourly Rate – \$10.25
Effective Date – January 29, 2018
Replacement
 - b. Vanessa E. Lopez – Paraeducator, Child Care
Recommended Hourly Rate – \$10.25
Effective Date – January 29, 2018
Replacement
3. Information Technology Office
 - a. Patricia M. Little – Reprographics Specialist I
Recommended Annual Salary – \$34,430 (to be prorated)
Effective Date – January 29, 2018
Replacement

C. Change of Status – Ratifications

1. Business Services/Operations Office
 - a. Xiolayda Batista
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 – January 4, 2018
Voluntary Reassignment
 - b. Tanya Borrero
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 – January 23, 2018
Voluntary Reassignment
 - c. Katelyn Hunsicker
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 – December 18, 2017
Replacement

- d. Sherry Walther
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 – January 18, 2018
Voluntary Reassignment
- e. Carol Wehr – Transportation Driver / Garage Assistant
Recommended Hourly Rate - \$16.10
Effective Date – January 22, 2018
Additional Assignment - Replacement
- 2. Early Childhood & Student Services Office
 - a. Carolyn Dries – Specialized Preschool Teacher – Classroom, Early Intervention
Recommended Hourly Rate - \$52.11
Effective Date – January 29, 2018 – February 15, 2018
Additional Days (not to exceed 3 days)
 - b. Branden Jambeau
Change from Family Engagement Worker, Head Start to Mental Health Specialist, Head Start
Change Recommended Hourly Rate from Level III, Entry \$13.83 to Level 1, Probationary \$21.79
Effective Date – January 22, 2018
New Position
 - c. Tara Lescher – Teacher, Pre-K Counts
Recommended Hourly Rate - \$31.16
Effective Date – January 22, 2018 – June 29, 2018
Additional Days (not to exceed 21 days)
 - d. Fred Lingenfelser
Change from Paraeducator, Child Care to Substitute Paraeducator, Child Care
Change Recommended Hourly Rate from \$10.35 to \$8.95
Effective Date – January 16, 2018
Voluntary Reassignment
 - e. Holly Loscig
Change from Substitute Paraeducator, Child Care to Paraeducator, Child Care
Change Recommended Hourly Rate from \$8.95 to \$10.05
Effective Date – February 5, 2018
Replacement
 - f. Miosotty Nunez – Administrative Assistant, Education, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$16.54 to Level I, Entry, \$17.06
Effective Date – December 4, 2017
Completed Probationary Period
 - g. Kamie Rothenberger – Enrichment Specialist, Education of Children & Youth Experiencing Homelessness
Recommended Hourly Rate – \$15.50
Effective Date – January 15, 2018
Additional Assignment – New Position

- h. Connie Schallau
Change from Substitute Teacher, Head Start to Teacher, Head Start
Change Recommended Hourly Rate from \$13.33 to Level V, Probationary, \$19.79
Effective Date – January 15, 2018
Replacement
- i. Laura Youse
Change from Supervisor, CCIS to Education Supervisor, Head Start
Change Recommended Hourly Rate from \$25.21 to an Annual Salary \$44,708.66 (to be prorated)
Effective Date – January 22, 2018
Replacement

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

Alternative Education

Cassandra Hillegass, Teacher – Effective January 22, 2018
Fred Lingenfelter, Specialist – Effective January 16, 2018
Cameron Powell, Teacher – Effective January 22, 2018
Daniel Sauder, Teacher – Effective January 29, 2018

Child Care

Kali Dzon, Teacher – Effective January 29, 2018
Cassandra Hillegass, Teacher – Effective January 22, 2018
Cameron Powell, Teacher – Effective January 22, 2018
Daniel Sauder, Teacher – Effective January 29, 2018

Early Intervention

Kali Dzon, Paraeducator – Effective January 29, 2018
Tabassum Fatima, Teacher – Effective February 12, 2018
Cassandra Hillegass, Teacher – Effective January 22, 2018
Cameron Powell, Teacher – Effective January 22, 2018
Daniel Sauder, Teacher – Effective January 29, 2018
Carmen Trinidad, Paraeducator – Effective January 3, 2018

Head Start

Kali Dzon, Teacher – Effective January 29, 2018
Cassandra Hillegass, Teacher – Effective January 22, 2018
Cameron Powell, Teacher – Effective January 22, 2018
Daniel Sauder, Teacher – Effective January 29, 2018

Pre-K Counts

Kali Dzon, Paraeducator – Effective January 29, 2018
Cassandra Hillegass, Teacher – Effective January 22, 2018
Cameron Powell, Teacher – Effective January 22, 2018
Daniel Sauder, Teacher – Effective January 29, 2018
Taylor Williams, Paraeducator – Effective January 2, 2018

Special Education

Cassandra Hillegass, Teacher – Effective January 22, 2018
Fred Lingenfelter, Specialist – Effective January 16, 2018
Cameron Powell, Teacher – Effective January 22, 2018
Daniel Sauder, Teacher – Effective January 29, 2018

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

No Items to Consider

Remove from 2017-2018 Out-Of-Class Substitution Lists – Ratifications

Fred Lingenfelter, Child Care – Effective January 16, 2018

F. Remove from 2017-2018 Approved Substitute Lists

Alternative Education

Katherine Jablonski, Teacher/Specialist – Effective January 5, 2018

Maribel Ziegler, Teacher – Effective January 29, 2018

Child Care

Maribel Ziegler, Teacher – Effective January 29, 2018

Early Intervention

Katherine Jablonski, Teacher – Effective January 5, 2018

Fred Lingenfelter, Aide – Effective January 16, 2018

Maribel Ziegler, Teacher – Effective January 29, 2018

Head Start

Maribel Ziegler, Teacher – Effective January 29, 2018

Pre-K Counts

Maribel Ziegler, Teacher – Effective January 29, 2018

Special Education

Maribel Ziegler, Teacher – Effective January 29, 2018

Transportation

William Androwick, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation – Effective January 22, 2018

Timothy Frey, Vehicle Maintenance Summer Intern – Effective January 19, 2018

Sherry Walther, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation – Effective January 29, 2018

G. Employment – Approvals

1. Early Childhood and Student Services Office

- a. Elizabeth M. Angstadt– Assistant Program Administrator, Early Intervention

Recommended Annual Salary – \$73,779 (to be prorated)

Effective Date – to be determined pending pre-employment process

Replacement

H. Change of Status – Approvals

1. Early Childhood & Student Services Office

- a. Carol Knapp

Change from Paraeducator, Child Care to Paraeducator, Pre-K Counts

Change Recommended Hourly Rate from \$10.90 to \$11.40

Effective Date – February 19, 2018

Replacement

2. Human Resources Office
 - a. Mariah Good
Change from Substitute Specialist/Intern to Attendance and Compensation Specialist
Change Recommended Hourly Rate from \$15.00 to an Annual Salary \$39,348 (to be prorated)
Effective Date – May 29, 2018
Replacement

I. Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Yasmin Caba – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 15, 2018Personal Leave (unpaid – without benefits – not FMLA)
 - b. Mariluz Montanez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 10, 2018
 - c. Elisabeth Oxenreider – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 8, 2018
 - d. Gene Sedoti – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – February 7, 2018
 - e. Maria Vargas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 11, 2017
 - f. James Weitzel, Jr. – Level III Custodian, Facilities
Effective Date – November 30, 2017
2. Early Childhood and Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Terry Taylor – Educational Interpreter, Special Education
Effective Date – January 24, 2018
 - b. Jennifer Viverios – Education Supervisor, Head Start
Effective Date – January 3, 2018Personal Leave (unpaid – with benefits – Intermittent FMLA)
 - c. Jennifer Viverios – Education Supervisor, Head Start
Effective Date – February 5, 2018

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Yasmin Caba – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – February 5, 2018
 - b. Shelly Dorsey – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 29, 2018
 - c. Cathy Rickenbach – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 18, 2018
 - d. Lori Scheider – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 29, 2018
2. Early Childhood and Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Jennifer Viverios – Education Supervisor, Head Start
Effective Date – February 5, 2018

K. Retirements

1. Business Services/Operations Office
 - a. Judith M. Harig – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 31, 2018
 - b. Laurel A. Steigerwald – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 31, 2018

2. Early Childhood and Student Services Office
 - a. Kathleen A. Githens – Psychologist, Special Education
Effective Date – June 7, 2018
 - b. Michael R. Houck – Psychologist, Special Education
Effective Date – August 15, 2018

L. Resignations

1. Business Services/Operations Office
 - a. Sara Paz – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 11, 2018

2. Early Childhood and Student Services Office
 - a. Kim L. Andrusiak – Paraeducator, Head Start
Effective Date – January 23, 2018
 - b. Areana G. Brooks – Paraeducator, Early Intervention
Effective Date – February 2, 2018
 - c. Megan R. Phillips – Paraeducator, Early Intervention
Effective Date – January 22, 2018
 - d. Teresa Pietruszewicz – Personal Care Assistant, Special Education
Effective Date – February 1, 2018

M. Terminations

No Items to Consider

N. Other

1. Information Technology Office
 - a. Andreas J. Ludwig– Chief Information Officer / Director
Recommended Annual Salary - \$125,000 (to be prorated)
Effective Date – February 5, 2018
Date Amended

2. Professional Development and Curriculum Office
 - a. Laura A. Fridirici – Assistant Program Administrator, Career Readiness Advisor
Recommended Annual Salary – \$73,779 (to be prorated)
Effective Date – January 22, 2018
Date Amended
 - b. Kelsey O’Brien – Communications Specialist, PA Key
Rescind Reorganization

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. Desteny Martin-Oyola, effective October 2, 2017
 - b. Jesica Rosario, effective October 2, 2017
 - c. Junia Taveraz, effective October 2, 2017
 - d. Leidy Ramos-Francisco, effective October 23, 2017
 - e. Margaret Encarnacion, effective November 4, 2017
 - f. Gummy Bears Learning Center, LLC, effective October 19, 2017
 - g. Tutor Time Learning Centers, Inc., effective December 1, 2017
 - h. Cadence Education, Inc. (Flanagans Preschool), effective December 19, 2017
2. To ratify an agreement between Berks County Intermediate Unit and Gym-Jam Therapeutics, Inc. for Gym-Jam Therapeutics, Inc. to provide professional services as listed below for the BCIU Early Intervention program effective, January 10, 2018 (including automatic one-year renewal periods).
 - Occupational Therapy – \$68/hour
 - Physical Therapy – \$68/hour
 - Speech Therapy – \$68/hour
 - Paraprofessional / PCA – \$25/hour
 - Paraprofessional with ABA training – \$30/hour
3. To approve the 2018-2019 BCIU Child Care Holiday Calendar.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

1. To ratify an Intergovernmental agreement between the Berks County Intermediate Unit and the Commonwealth of Pennsylvania, for the BCIU to develop, implement, and build a transferability process to sustain a district wide comprehensive multi-tier system of supports (MTSS) that includes interventions of varying intensity that can be linked to the specific learning needs, both academic and behavioral, of every student in the Reading School District. The agreement amount is \$74,200 and runs from December 8, 2017, to June 30, 2018.
2. To ratify an Intergovernmental agreement between the Berks County Intermediate Unit and the Commonwealth of Pennsylvania, for the BCIU to provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with the Every Student Succeeds Act, the Future Ready PA Index, and the proposed Pennsylvania graduation requirements. The agreement amount is \$144,500 and runs from January 16, 2018, to June 30, 2018.
3. 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 provides a no cost extension extending the term through March 30, 2018 (PA Key).

4. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and the Delaware Valley Association for the Education of Young Children (DVAEYC), for funding to support the DVAEYC's Registered Apprenticeship in Early Childhood Education Program. This amendment provides a no cost extension to extend the term through June 30, 2018 (PA Key).
5. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and the Health Federation of Philadelphia (HFP), for HFP to provide three train the trainer and follow-up coaching on Becoming Trauma Informed (BTI) training for early childhood educators. This amendment is increasing the agreed number of participants to five for an additional \$2,000 for an overall increased agreement total of \$14,000 (PA Key).
6. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and CypherWorx, Inc., for CypherWorx, Inc. to provide professional services related to eLearning Instruction Design. This amendment is adding to the scope of work to include the merging of Individual Storyline lesson files for five courses into one Storyline file for each of the courses for a fee of \$3,000 for an overall increased agreement total of \$22,500 (PA Key).
7. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Child Care Association (PACCA), for PACCA to provide professional services related to the Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood Pennsylvania initiative. This amendment is adding an addendum to the scope of work to include additional tasks and expectations (PA Key).
8. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and New World Now (NWN), for NWN to plan, execute, implement, and provide training for a new public-facing Professional Development Registry and Learning Management System. This amendment is adding an addendum to the scope of work to include additional tasks for an additional fee of \$11,500 for an overall agreement cost of \$384,875 (PA Key).

C. INFORMATION TECHNOLOGY

—BILL MILLER, CIO and DIRECTOR

1. To authorize the appropriate officers to execute a one-year agreement between the Berks County Intermediate Unit (BCIU) and the PAIUnet for the provisioning of 8000 Mbps of commodity internet services for dedicated use by the BCIU, effective July 1, 2018, to June 30, 2019, at a cost of \$2,160/month pre-Erate discount application.
2. To amend the total purchase price for the Mitel Connect Unified Communications System from \$342,300 to \$322,179.20. This agreement was approved at January 18, 2018 board meeting.
3. To approve the purchase of Meraki network switch (23) and firewall (22) equipment from ePLUS Technology, Inc. to replace legacy equipment at 20 Berks County Intermediate Unit remote sites. Total purchase not to exceed \$78,500.
4. To approve the Office of Innovation and Technology Products / Services Rate Schedule A, effective July 1, 2018, to June 30, 2019.

D. BUSINESS SERVICES/OPERATIONS

—CARL BLESSING, CFO

1. To request permission to solicit bids for the following:
 - +/- seven 9-passenger vans
 - +/- three 30-passenger with lift minibuses
 - +/- three 30-passenger minibuses
 - +/- one 48-passenger school bus
 - +/- three 48-passenger with lift school buses
 - +/- one 72-passenger with lift school bus
 - +/- four 72-passenger with A/C school buses
 - +/- nineteen 72-passenger school buses
 - +/- twenty 72-passenger 2016 Freightliner C2 school buses
 - +/- four driver education cars
 - +/- one box truck

2. To authorize the appropriate officers to approve a five-year finance agreement at 2.95% for \$322,179.20 with Municipal Capital Finance for the purchase of the Mitel Connect Unified Communications System, effective February 2018, with monthly payments of \$5,767.80.

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT