

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2013**



The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, February 15, 2018, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order 7:40 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Bill Carl; Jill A. Dennin; Dr. David Hemberger; Elizabeth Huhn; Jean Kelleher; Dr. Amy Kennedy; Randall R. Madara; Gary McEwen; David Rathgeb; Ralph C. Richard; Brian Specht; Daniel Steinhauer; Terrie Taylor, LSW; Michelle Worrall; Carl Ziegler; and Timothy M. Heffner

Absent: Linda R. Lash and James Ulrich

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

Solicitor: John M. Stott, Esquire

Guest/s: James Mancuso, Esquire

Press: Keith Smoker, Reading Eagle

Following the pledge of allegiance and roll call, President Heffner noted there was an executive session to discuss personnel matters / contract renewal of the Executive Director.

**Announcements
& Agenda Update**

Mr. Heffner opened the meeting with a moment of silence for the victims of the Parkland, Florida shootings, as well as other tragic incidents that have taken place which continue to threaten the safety of those in our schools.

Moment of Silence

Dr. Hackman shared that the BCIU had been contacted by Chanel 69 News regarding school safety and preparedness in light of the tragedy in Parkland, Florida. Chanel 69 News asked for comment from the BCIU regarding what is being done in our schools to assure parents and the community that safety is being addressed. Carl Blessing participated in the video and reiterated that the issue of safety is taken very seriously and that safety protocols are in place in our 18 districts. He highlighted the collaboration of our schools and the All Hazards Plan flip book which outlines steps to take in case of an active shooter incident. The Chanel 69 video clip aired on February 15, and was shown to Board members at the Board meeting.

**Announcement
Safety and Security
Protocols**

Dr. Hackman stated that a reminder about safety and security protocols had been posted for all BCIU staff, and that the BCIU has an incident command team in place for the coordination of emergency response. She told Board members that school district safe schools coordinators meet four times and year, including a meeting that had already been scheduled on March 22 at the BCIU Main Office to review All Hazards Planning.

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2014**

No one desired to speak.

Persons Desiring to Be Heard

A motion was made by Huhn, seconded by Carl, 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.

**Seating of BCIU Board Representative Daniel Steinhauer
—Item 01. C.**

Motion carried.

Voice Vote

A motion was made by McEwen, seconded by Kelleher, to approve the minutes of the meeting of Thursday, January 18, 2018.

**Approval of Minutes
—Item 02.**

Motion carried.

Voice Vote

A motion was made by Dennin, seconded by Carl, 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
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. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$7,500,000:
(Information Item)

Amount Outstanding
Amount Outstanding
February 9, 2018

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF FEBRUARY 9, 2018 *(Information item):*

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2015**

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

Yeas: Carl; Dennin; Hemberger; Huhn; Kelleher; Kennedy; Madara; McEwen; Rathgeb; Richard; Specht; Steinhauer; Taylor; Worrall; Ziegler; Heffner.	Roll Call Vote
Nays: None. Motion carried.	

09. COMMUNICATIONS

Secretary Huhn noted that a formal presentation was given by Herbein + Company, Inc. prior to the regular meeting reviewing key points of the financial audit, drawing attention to the following documents:

- 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.

**Communications
Herbein + Company, Inc.
Financial Reports**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2016**

She commended Mr. Blessing and his staff for their successful audit, noting that no findings were found by the auditors, which is rare for an organization the size of the BCIU. Mr. Blessing stated that credit is due to the entire Business Office and leadership team who all contributed to the success of the audit.

A motion was made by Ziegler, seconded by Taylor, to acknowledge receipt of the Berks County Intermediate Unit Financial Reports prepared by Herbein + Company, Inc.

Motion carried.	Voice Vote
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10. OLD BUSINESS
No items to report.

11. Report of NEGOTIATIONS COMMITTEE
Committee Chair McEwen shared that a negotiations session was held on Tuesday, February 6, 2018, and the next meeting had been scheduled for the evening of Tuesday, March 6.

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

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

**BUDGETS
—Item 12.**

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.

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2017**

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.

Yeas:	Carl; Dennin; Hemberger; Huhn; Kelleher; Kennedy; Madara; McEwen; Rathgeb; Richard; Specht; Steinhauer; Taylor; Worrall; Ziegler; Heffner.	Roll Call Vote
Nays:	None. Motion carried.	

13. PERSONNEL MATTERS

PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

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

General

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.

Award Professional Contract to Kathleen M. Lopez—Item 13. A. 1.

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.

Unpaid Field Experience of Meg Dillon—Item 13. A. 2.

B. Employment – Ratifications

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

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2018**

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

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

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)

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2019**

- 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 I, 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 Lingenfelter
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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2020**

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

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

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

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2021**

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 & 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

**Employment Approvals
—Item 13. G.**

H. Change of Status – Approvals

1. Early Childhood & Student Services
 - 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

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2022**

I. Leave of Absence Requests

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

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, 2018
 - Personal 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, 2018
 - Personal 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

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

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2023**

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

**Retirements
—Item 13. K.**

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

**Resignations
—Item 13. L.**

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

**Terminations
—Item 13. M.**

No Items to Consider

N. Other

**Other
—Item 13. N.**

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2024**

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

Yeas: Carl; Dennin; Hemberger; Huhn; Kelleher; Kennedy; Madara; McEwen; Rathgeb; Richard; Specht; Steinhauer; Taylor; Worrall; Ziegler; Heffner.	Roll Call Vote
Nays: None. Motion carried.	

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

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, ACTING 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:

- 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

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

To approve the 2018-2019 BCIU Child Care Holiday Calendar.

**OTHER MATTERS
FOR CONSIDERATION**

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

**Agreement with Gym Jam
Therapeutics, Inc., for
Professional Services for EI
Program
—Item 14. A. 2.**

**2018-2019 BCIU Child Care
Holiday Calendar
—Item 14. A. 3.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2025**

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

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.

Intergovernmental agreement with the Commonwealth of PA for Multi-Tier System of Supports for Reading School District

—Item 14. B. 1.

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.

Intergovernmental agreement with the Commonwealth of PA / College and Career Readiness Indicators Associated with the ESSA, the Future Ready PA Index, and Proposed PA Graduation requirements

—Item 14. B. 2.

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).

Amendment to Agreement with CHOP / Maternal Infant and Early Childhood Home Visiting Program (PA Key)

—Item 14. B. 3.

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).

Amendment to Agreement with Delaware Valley Asso. for the Education of Young Children / Registered Apprenticeship in Early Childhood Ed. Program (PA Key)—Item 14. B. 4.

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).

Amendment to Current Agreement with the Health Federation of Philadelphia (PA Key)—Item 14. B. 5.

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).

Amendment to Current Agreement with CypherWorx, Inc. / Professional Services RE: eLearning Instruction Design (PA Key)

—Item 14. B. 6.

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2026**

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).

**Amendment to Current Agreement with the PA Child Care Association (PACCA) / Professional Services Related to TEACH Early Childhood PA Initiative (PA Key)
—Item 14. B. 7.**

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).

**Amendment to Current Agreement with New World Now (NWN) / Professional Development Registry and Learning Management System (PA Key)
—Item 14. B. 8.**

C. INNOVATION AND TECHNOLOGY

—WILLIAM MILLER, CIO AND DIRECTOR

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.

**One-Year Lease Agreement with PAIUnet
—Item 14. C. 1.**

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.

**Amend Purchase Price for Mitel Connect Unified Communications System
—Item 14. C. 2.**

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.

**Purchase of Meraki Network Switch and Firewall Equipment from ePLUS Technology, Inc.
—Item 14. C. 3.**

To approve the Office of Innovation and Technology Products / Services Rate Schedule A, effective July 1, 2018, to June 30, 2019.

**Approve 2018-2019 IT Products / Services Rate Schedule A
—Item 14. C. 4.**

D. BUSINESS SERVICES/OPERATIONS

—CARL BLESSING, CFO AND DIRECTOR

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

Permission to Solicit Bids for Vans, Minibuses, School Buses, Driver Ed Cars, and Box Truck—Item 14. D. 1.

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2027**

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.

Five-Year Finance Agreement with Municipal Capital Finance for Purchase of Mitel Connect Unified Communications System—Item 14. D. 2.

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider.

Yeas: Carl; Dennin; Hemberger; Huhn; Kelleher; Kennedy; Madara; McEwen; Rathgeb; Richard; Specht; Steinhauer; Taylor; Worrall; Ziegler; Heffner.	Roll Call Vote
Nays: None. Motion carried.	

Mr. Steinhauer thanked Board members for their support and said he was pleased to be joining the Board. He asked for the consideration of the Board to say a prayer at the beginning of each Board meeting. Taking comments from Solicitor John Stott and Board members into consideration, this item will be discussed with Board officers and will be reported back at the next meeting.

Board Members Desiring to Be Heard—Item 15.

Dr. Hackman then extended her congratulations to Andreas Ludwig. Mr. Ludwig told Board members and BCIU administration he was very grateful for their trust and the opportunity.

A motion was made by Richard, seconded by Huhn, to adjourn the meeting at 8:00 p.m.

Adjournment

Motion carried.	Voice Vote
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Approved by

Elizabeth S. Huhn, Secretary

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2018
PAGE 2028**

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

Eric Clemmer, Operations Program Administrator, introduced Beth Quigg as Employee of the Month for February. Beth has served as a custodian working out of the Main Office for seven years. She is part of a great custodial team, who all attended the Board meeting to support Beth as she was honored. Mr. Clemmer stated that Beth takes special care to make sure rooms are clean and set up for meetings in the Main Office. She is welcoming to our visitors and will assist with changing room arrangements and cleaning up after caterings without complaint. She also fills in when other custodians are absent and when extra help is needed.

Beth thanked the Board and administration for the recognition. She said that she is a part of a great team, and to be honored as Employee-of-the-Month was a great way to begin the new year. Beth's boyfriend Mike also accompanied her to the meeting.

Heather Grim, Assistant Program Administrator for Early Intervention, introduced Carolyn Dries, who has retired from her position as specialized preschool teacher, effective February 15. Carolyn began at the BCIU as a paraprofessional in 1991 and has served in the EI program for 26 years. Ms. Grim told the Board that Carolyn always greets children, parents, and visitors to the classroom with warmth and she will be greatly missed.

Ms. Dries expressed her appreciation to EI staff and administration for their support. She will be spending time with her grandchildren and will explore other opportunities in her retirement.

Kyle Batz, Tulpehocken Transportation Supervisor, introduced two transportation employees who retired January 31. Judith Harig served the BCIU for five years as a Bus Assistant, working in Special Needs, Tulpehocken, and Head Start.

Laurel Steigerwald served for 11 years, beginning in 2007 driving in Tulpehocken, and most recently, for the Head Start Program. Ms. Steigerwald said she will miss the children and she felt blessed working with them.

Mr. Batz thanked both these employees for their dedication and commitment to the children they served on a daily basis.

The Board recognized retiring Innovation and Technology Director and Chief Information Officer Bill Miller, who will be retiring in early March. Dr. Jill Hackman told Board members that Mr. Miller served the BCIU for 12 years, "righting the ship during a difficult time." She thanked Mr. Miller for his leadership, dedication, and efforts on behalf of the BCIU and schools in Berks County.

The insideBCIU video (Year Two / Fifth Edition) featured the BCIU Transition Programs (Transition House, Project SEARCH, and PAL).

**EMPLOYEE OF THE
MONTH – FEBRUARY
2018**

— Beth Quigg, Custodian,
Office of Business Services /
Operations

RETIREES

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

— Judith M. Harig,
Transportation Bus
Assistant, Office of Business
Services / Operations

— Laurel A. Steigerwald,
Transportation Driver,
Office of Business Services /
Operations

— Bill Miller, Director and
CIO, Office of Innovation
and Technology

INSIDE BCIU