

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

- ◆ EMPLOYEE-OF-THE-MONTH
 - Lora Ott, Head Start Teacher, Office of Early Childhood and Student Services

- ◆ BCIU STUDENT ARTWORK SHOWCASE
 - Julie Bunnick, Graphic Designer, Office of the Executive Director

BCIU BOARD MEMBER RECOGNITION

- ◆ January 2018 – Board Appreciation Month

FEATURED PROGRAMS

- ◆ INSIDE BCIU
 - Education of Children and Youth Experiencing Homelessness Program (ECYEH)
 - Carl Blessing, Assistant to the Executive Director / CFO

II. EXECUTIVE DIRECTOR'S REPORT

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

- B. Head Start Board Governance

- C. Agenda Review

III. EXECUTIVE SESSION

REGULAR MEETING

01. CALL TO ORDER

- A. Pledge to the Flag and Roll Call

- B. Announcements
 - 1. Executive session
 - 2. Agenda update
 - 3. Persons desiring to be heard

- C. To seat the following BCIU representatives as follows:
 - 1. William T. Carl, Jr., Conrad Weiser Area School District, to fill the unexpired term of Tammy Starner Wert, ending June 30, 2019.
 - 2. Dr. David Hemberger, Exeter Township School District, to fill the unexpired term of Robert H. Quinter, Jr., ending June 30, 2020.
 - 3. Randall R. Madara, Muhlenberg School District, to fill the unexpired term of Otto W. Voit III., ending June 30, 2019.
 - 4. Dr. Amy Kennedy, Wilson School District, to fill the unexpired term of Carol Reid, ending June 30, 2018.
 - 5. Terrie Taylor, Wyomissing Area School District, to fill the unexpired term of Jennafer Reilly, ending June 30, 2020.

- D. Election of Vice President of the BCIU Board of Directors to fill the unexpired term of Robert H. Quinter, Jr., effective January 18, 2018, to June 30, 2018.
- E. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for copy paper on Tuesday, December 5, 2017, at 11:00 A.M.

02. APPROVAL OF MINUTES

- A. Meeting of November 16, 2017

03. APPROVAL/RATIFICATION OF BCIU GENERAL FUND BILLS

(Detailed list of bills are available.)

SOURCE		PAGE	AMOUNT
November	2017 Ratifications	1-106	\$6,382,142.95
December	2017 Ratifications	1-108	\$5,366,270.36
January	2018 Ratifications	1-23	\$784,187.71
January	2018 Approvals	1-20	\$1,690,250.44
TOTAL			\$14,222,851.46

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

Amount Outstanding
January 12, 2018
\$1,800,000

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JANUARY 12, 2018:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$885,365.69	\$1,020,913.74	\$251,804.30	\$101,672.22	\$20,760.80
Commonwealth of PA	\$8,261,213.54	\$50,259.17	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$399,773.95	\$30,358.51	\$4,035.10	\$25,473.05	\$16,661.10
TOTALS	\$9,546,353.18	\$1,101,531.42	\$255,839.40	\$127,145.27	\$37,421.90
GRAND TOTAL	\$11,068,291.17				

06. APPROVAL/RATIFICATION OF HEAD START:

- Head Start 2018 Notice of Award
- Financial Statements (November and December 2017)
- Credit Card Purchases (November and December 2017)
- Non-Federal Share Report (November and December 2017)
- Policy Council Minutes/Resolutions (November 2017)
- Program Information/Updates/Attachments

**07. COMBINED FINANCIAL REPORT
 NOVEMBER 2017**

CASH

BEGINNING BALANCE -November 1,
 2017 \$3,831,449.88

RECEIPTS

REVENUE RECEIPTS	\$12,124,972.67	
RETURNED CHECKS	(\$100.00)	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$12,124,872.67</u>
		\$15,956,322.55

DISBURSEMENTS

PRE BOARD RATIFICATIONS	\$752,256.86	
BOARD APPROVALS	\$335,983.80	
POST BOARD RATIFICATIONS	<u>\$6,382,142.95</u>	
TOTAL CHECKS WRITTEN	\$7,470,383.61	
CHECKS VOIDED	(\$17,890.21)	
PAYROLL DISTRIBUTIONS	<u>\$4,830,003.71</u>	<u>\$12,282,497.11</u>
ENDING BALANCE - November 30, 2017		\$3,673,825.44

INVESTMENTS

	<u>CERTIFICATES 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-November 30, 2017		\$3,673,825.44

DECEMBER 2017

CASH

BEGINNING BALANCE -December 1, 2017 \$3,673,825.44

RECEIPTS

REVENUE RECEIPTS	\$10,977,180.06	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,977,180.06</u>
		\$14,651,005.50

DISBURSEMENTS

PRE BOARD RATIFICATIONS	\$0.00	
BOARD APPROVALS	\$0.00	
POST BOARD RATIFICATIONS	<u>\$5,366,270.36</u>	
TOTAL CHECKS WRITTEN	\$5,366,270.36	
CHECKS VOIDED	(\$132,283.31)	
PAYROLL DISTRIBUTIONS	<u>\$4,717,760.62</u>	<u>\$9,951,747.67</u>
ENDING BALANCE - December 31, 2017		\$4,699,257.83

INVESTMENTS

	<u>CERTIFICATES 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-December 31, 2017		\$4,699,257.83

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

November 2017

Tompkins VIST: \$ 3,323.10

PNC: \$ 114.55

December 2017

Tompkins VIST: \$ 3,931.76

PNC: \$ 156.60

09. COMMUNICATIONS

Elizabeth S. Huhn, *Secretary*

1. Correspondence from Senator Patrick M. Browne, Chairman, PA Senate Appropriations Committee – Appearance before the Senate Appropriations Committee Relative to the Governor’s FY 2018-2019 Budget (Tuesday, February 20, 2018 at 4:00 P.M.)

10. OLD BUSINESS

No Items to Consider

11. REPORT OF NEGOTIATIONS COMMITTEE

Gary McEwen, *Chair*

12. BUDGETS

A. New and Proposed Budgets

1. Alternative Education Program - GED Preparation - Program 308

Office of Early Childhood and Student Services

1/1/18 – 12/31/18

\$146,265

The GED Preparation program and support classes are designed to provide an educationally conducive instructional environment for adults on behalf of the Berks County Jail System. The GED Preparation class, Adult Basic Education class and English Language Support class are designed so that inmates age 18 or older, or those age 16-17 that have officially withdrawn from secondary education, are able to continue their educational progress while incarcerated with the goal of obtaining their GED or high school diploma equivalency. There is close staff collaboration with the officials at the Berks County Jail System for supports and services. This program is funded by the Berks County Jail System (new).

B. Initial Budgets

1. Auxiliary Services to Non-Public Schools (Act 89) - Program 189

Office of Professional Development and Curriculum

7/1/18 – 6/30/19

\$2,583,452

Funded by the state, the Act 89 program provides support to approximately 5,500 students in nonpublic schools. Act 89 staff includes 10 remedial teachers who provide reading and mathematics and 3 psychologists (since 1974).

2. Berks County Intermediate Unit General Fund - Program 115

Office of Business Services

7/1/18 – 6/30/19

\$10,267,951

This budget is the general operating budget for the Berks County Intermediate Unit (BCIU). The BCIU provides mandated services for the school districts of Berks County, along with providing support services for all the programs at the Intermediate Unit.

C. Changes to Initial Budgets

1. Early Intervention - ACCESS – Program 215

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$136,689

Total Proposed Revised Budget: \$663,373

Funded by the state, this program, now referred to as School-Based Access Program (SBAP), is an avenue for the BCIU to receive additional federal funding through Medicaid dollars for medical/mental health related special education services to students in the PA Medical Assistance Program (since 1991). This change reflects an increase to our reimbursement target.

2. Early Intervention – Program 348

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$506,770

Total Proposed Revised Budget: \$14,606,375

Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983). The change is necessary due to an additional state funding allocation of \$309,036 and a \$136,689 increased Medical Access target.

D. Budgetary Transfers

No Items to Consider

13. PERSONNEL MATTERS

—ROB ROSENBERY, DIRECTOR

A. General

1. To ratify the unpaid clinical experience placements as noted below:
 - a. Travis Lawrence, Kutztown University undergraduate student majoring in Visual Impairment, under the supervision of Larry Kern, Special Education Itinerant Teacher, effective January 23, 2018, through March 16, 2018.
 - b. McKenzie Fagan, Kutztown University undergraduate student majoring in Visual Impairment, under the supervision of Amanda Kutzura, Special Education Itinerant Teacher, effective January 23, 2018, through March 16, 2018.
 - c. Taylor Lahey, Kutztown University undergraduate student majoring in Special Education with Visual Impairment and Elementary Education PreK-4, under the supervision on Byron Grosselfinger, Special Education Itinerant Teacher, effective January 23, 2018, through March 26, 2018.

2. To ratify the unpaid professional semester experience placement of Ashley Nuss, Kutztown University undergraduate student majoring in Elementary Education PreK-4, under the supervision of Amanda Potteiger, PreK Counts Teacher, at the BCIU Learning Center at Brandywine Heights Elementary effective October 23, 2017, through December 8, 2017.
3. To ratify the unpaid Level 1 field experience placements as noted below:
 - a. Abbigail Westgate, Alvernia University undergraduate student majoring in Occupational Therapy, under the supervision of Karen Schlegel, Occupational Therapist, at the BCIU Learning Center at Oley Elementary, effective February 7, 2018, through March 15, 2018.
 - b. Hayley Adams, Alvernia University undergraduate student majoring in Occupational Therapy, under the supervision of Brian Tizio, Occupational Therapist, at the BCIU Learning Center at Washington Elementary, effective February 8, 2018, through March 15, 2018.
 - c. Gina Leymeister, Alvernia University undergraduate student majoring in Occupational Therapy, under the supervision of Kristi Bassetti, Occupational Therapist, at the BCIU Education Center, effective February 8, 2018, through March 15, 2018.
 - d. Kyla Andre, Alvernia University undergraduate student majoring in Occupational Therapy, under the supervision of Leigh Messner, Occupational Therapist, at the BCIU Learning Center at Lower Alsace, effective March 22, 2018, through April 19, 2018.
4. To ratify the unpaid internship/practicum experience of Kaitlyn Mensch, Alvernia University undergraduate student majoring in Social Work, under the supervision of Ann Leinbach, Community Coordination Specialist, and Chrystal Corcoran, Mental Health Specialist, at the BCIU Learning Center at St. Paul's and Main Office, effective January 16, 2018, through May 11, 2018
5. To ratify/approve the unpaid student teacher experiences as noted below:
 - a. Marissa Famiglietti, Alvernia University undergraduate student majoring in Elementary Education PreK-4, under the supervision of Kathryn Bates, PreK Counts Teacher, at the BCIU Learning Center at Birdsboro, effective January 16, 2018, through March 8, 2018.
 - b. Alexandra Gould, Alvernia University undergraduate student majoring in Elementary Education PreK-4, under the supervision of Erica Felty, PreK Counts Teacher, at the BCIU Learning Center at St. Paul's, effective March 12, 2018, through April 27, 2018.
6. To approve the following position descriptions
 - a. Data Systems Coordinator – PA Key
 - b. GED Intake Coordination Specialist
7. To approve the revised Berks County Head Start Salary Schedule, effective December 18, 2017.

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Tanya Borrero – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35 and \$10.58
Effective Date – December 4, 2017
Replacement
 - b. Karen E. Hamm – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$17.45, \$13.45, \$11.35, and \$10.58
Effective Date – December 4, 2017
Replacement
 - c. Todd M. Jordan – Supervisor, Training and Safety, Transportation
Recommended Annual Salary - \$40,500 (to be prorated)
Effective Date – January 8, 2018
Replacement
 - d. Lauri A. Serrano – Part-time Bus Driver Trainee
Recommended Hourly Rate – \$11.40
Effective Date – December 18, 2017
Replacement
 - e. Barry L. Staudt – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – November 20, 2017
Replacement
 - f. Alyssa A. Strauss – Part-time Bus Driver Trainee
Recommended Hourly Rate – \$11.40
Effective Date – December 18, 2017
Replacement
 - g. Phyllis L. White – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – November 20, 2017
Replacement
2. Early Childhood & Student Services Office
 - a. Jill E. Brossman – Paraeducator, Head Start
Recommended Hourly Rate – Level III, Entry, \$13.48
Effective Date – November 28, 2017
New Position
 - b. Kemmy J. Francis – Family Engagement Worker, Head Start
Recommended Hourly Rate – Level III, Probationary, \$13.31
Effective Date – December 11, 2017
Replacement

- c. Debra Green – GED Specialist, Alternative Education
Recommended Annual Salary - \$39,348 (to be prorated)
Effective Date – January 8, 2018
New Position
 - d. Arlin D. Hernandez – Level V Secretary – Bilingual
Recommended Hourly Rate – \$14.43
Effective Date – November 20, 2017
Replacement
 - e. Stephanie L. Sarge – Teacher, Head Start
Recommended Hourly Rate – Level III, Probationary, \$18.74
Effective Date – December 11, 2017
Replacement
 - f. Stacy A. Shoher – Psychologist, Special Education
Recommended Annual Salary – Col. 8, Step 7, \$65,813 (to be prorated)
Effective Date – January 2, 2018
New Position
 - g. Cassidy A. Stress – Paraeducator, Early Intervention
Recommended Hourly Rate – \$10.05
Effective Date – November 28, 2017
Replacement
 - h. Sara M. West Hoffert – Occupational Therapist, Early Intervention
Recommended Hourly Rate – Col. 4, Step 3, \$43.31
Effective Date – November 20, 2017
Replacement
3. Professional Development and Curriculum Office
- a. Misty H. Stoltzfus – Remedial Teacher, Act 89
Recommended Annual Salary – Col. 4, Step 2, \$57,106 (to be prorated)
Effective Date – January 2, 2018
New Position
- C. Change of Status – Ratifications**
- 1. Business Services/Operations Office
 - a. Randy Becker
Change from Substitute Custodian to Level III Custodian, Facilities
Change in Recommended Hourly Rate from \$11.75 to \$13.57
Effective Date – January 8, 2018
Replacement
 - b. Joseph Biscanti
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 – December 22, 2017
Voluntary Reassignment

- c. Erika Carmona
Change from Part-time Bus Driver Trainee to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change in Recommended Hourly Rate from \$11.40 to \$16.10, \$13.45, \$11.35, and \$10.58
Effective Date – December 21, 2017
Obtained CDL
- d. Sindia DeJesus
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 – December 8, 2017
Voluntary Reassignment
- e. Donna DeLoretta – Assistant Program Administrator, Fiscal Services
Recommended Weekly Stipend – \$250.00
Effective Date – December 8, 2017
Remove Additional Responsibilities
- f. Connie Erickson
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 – November 28, 2017
Voluntary Reassignment
- g. Marlenys Fernandez 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 8, 2018
Voluntary Reassignment
- h. Janice Flores-Mejias
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 – December 8, 2017
Voluntary Reassignment
- i. Janice Flores-Mejias
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 – January 3, 2018
Replacement

- j. Cynthia Haltom
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rates from \$18.55, \$16.05, \$13.53, and \$12.40 to \$16.05, \$13.53, and \$12.40
Effective Date – November 30, 2017
Removal of Assignment
- k. Scott Krick
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 – October 23, 2017
Voluntary Reassignment
- l. Jennifer Lewis
Change from Part-time Bus Driver Trainee to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$11.40 to \$16.10, \$13.45, \$11.35, and \$10.58
Effective Date – December 18, 2017
Obtained CDL
- m. Paul Moll – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rates from \$12.95, \$10.85, and \$10.08 to \$13.45, \$11.35, and \$10.58
Effective Date – November 3, 2017
Completed Extended Probationary Period
- n. Yvonne Rios-Loubriel – Level III Custodian, Facilities
Effective Date – December 1, 2017
Remove Assignment
- o. Yajaira Rivera – Transportation Driver/Garage Assistant
Effective Date – November 30, 2017
Remove Assignment
- p. Omar Rosa
Change from Substitute Bus Driver Trainee to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$11.40 to \$16.10, \$13.45, \$11.35, and \$10.58
Effective Date – December 7, 2017
Obtained CDL
- q. Omar Rosa
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Hourly Rates
Effective Date – January 2, 2018
Replacement

- r. Henry Taveras Taveras
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 – December 8, 2017
Voluntary Reassignment

- s. Jose Valdez
Change from Substitute Fueler to Fueler, Transportation
No Change in Hourly Rates
Effective Date – January 3, 2018
Replacement

- 2. Early Childhood & Student Services Office
 - a. Robert Adler – Special Education Teacher, Special Education
Recommended Hourly Rate - \$54.07
Effective Date – October 12, 2017 – June 8, 2018
Additional Hours (not to exceed 8 hours per pay period)

 - b. Teresa Amoroso – Teacher, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$17.17 to Level I, Entry, \$17.70
Effective Date – November 27, 2017
Completed Probationary Period

 - c. Barbara Burgos
Change from Paraeducator, Early Intervention to Teacher, Head Start
Change Recommended Hourly Rate from \$11.40 to Level IV, Probationary, \$19.26
Effective Date – December 14, 2017
New Position

 - d. Gladys Dellon – Paraeducator, Child Care
Change Recommended Hourly Rate from \$9.55 to \$10.05
Effective Date – October 16, 2017
Salary Adjustment per SEIU Agreement

 - e. Erika DeLos Santos – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.36 to Level I, Entry, \$11.89
Effective Date – November 20, 2017
Completed Probationary Period

 - f. Melany Fiato
Change from Paraeducator, Child Care to Paraeducator, Pre-K Counts
Change Recommended Hourly Rate from \$10.05 to \$11.40
Effective Date – December 4, 2017
Replacement

- g. Melany Fiato
Change from Paraeducator, Pre-K Counts to Substitute Paraeducator, Pre-K Counts
Change Recommended Hourly Rate from \$11.40 to \$8.95
Effective Date – December 18, 2017
Voluntary Reassignment
- h. Heather Grim
Change from Supervisor, Student Services to Assistant Program Administrator, Early Intervention
Change Recommended Annual Salary from \$66,982.81 to \$73,779 (to be prorated)
Effective Date – December 12, 2017
Date Amended
- i. Rachel Johnson – Teacher, Head Start
Change Recommended Hourly Rate from Level III, Probationary, \$18.74 to Level III, Entry, \$19.26
Effective Date – December 11, 2017
Completed Probationary Period
- j. Katie Kehm – Alternative Education Teacher, Alternative Education
Change Recommended Annual Salary from Col. 5, Step 6, \$61,261 to Col. 6, Step 6, \$61,954
Effective Date – September 1, 2017
Salary Adjustment per BCIUEA Agreement
- k. Janet Leiby – Physical Therapist, Early Intervention
Change Recommended Annual Salary from Col. 7, Step 16, \$87,130 to Col. 8, Step 16, \$88,380
Effective Date – January 1, 2018
Salary Adjustment per BCIUEA Agreement
- l. Gina Mocci
Change from Teacher, Head Start to Teacher, Pre-K Counts
Change Recommended Hourly Rate from Level VI, Entry, \$20.82
to Annual Salary, Col. 2, Step 1, \$40,000 (to be prorated)
Effective Date – December 4, 2017
Replacement
- m. Maria Snyder
Change from Paraeducator, Child Care to Substitute Paraeducator, Child Care
Change Recommended Hourly Rate from \$10.25 to \$8.95
Effective Date – November 27, 2017
Voluntary Reassignment
- n. Carmen Trinidad
Change from Paraeducator, Early Intervention to Teacher, Head Start
Change Recommended Hourly Rate from \$11.40 to Level I, Probationary, \$17.17
Effective Date – January 3, 2018
Replacement

- o. Marsha Waldman
Change from Alternative Education Emotional Support Specialist, Alternative Education to
GED Intake Coordination Specialist, Alternative Education
Change Recommended Annual Salary from \$31,108 to \$37,000 (to be prorated)
Effective Date – January 2, 2018
Position Reclassified

3. Professional Development and Curriculum Office

- a. Tracy Duarte
Change from Head Start State Collaboration Manager, PA Key to
Head Start Collaboration Director, PA Key
Change Recommended Annual Salary from \$55,732 to \$70,000 (to be prorated)
Effective Date – January 1, 2018
Position Reclassified
- b. Mary Hall – Communications and Community Outreach Specialist, PA Key
Recommended Stipend - \$2,000
Effective Date – July 1, 2017 – October 31, 2017
Temporary Additional Responsibilities
- c. Amy Leis
Change from Technical Assistance Specialist, PA Key to Data Systems Coordinator, PA Key
Change Recommended Annual Salary from \$51,980 to \$54,104 (to be prorated)
Effective Date – January 8, 2018
Position Reclassified
- d. Karen Sphar – Community Innovation Zone Specialist, PA Key
Recommended Stipend - \$2,500
Effective Date – January 2, 2018 – June 30, 2018
Temporary Additional Responsibilities

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

Alternative Education

Jonathan Chadwick, Specialist – Effective October 31, 2017
Alexandra Fisher, Teacher – Effective November 20, 2017
Martha Gajon Servin, Specialist – Effective December 4, 2017
Sue Helen Gonzalez, Specialist – Effective December 4, 2017
Cassidy Stress, Specialist – Effective November 28, 2017

Child Care

Jonathan Chadwick, Aide – Effective October 31, 2017
Melany Fiato, Paraeducator – Effective December 18, 2017
Alexandra Fisher, Paraeducator – Effective November 20, 2017
Martha Gajon Servin, Aide – Effective December 4, 2017
Sue Helen Gonzalez, Paraeducator – Effective December 4, 2017
Cassidy Stress, Aide – Effective November 28, 2017

Custodial

Miles Niemczyk, Custodian – Effective December 4, 2017

Early Intervention

Alexandra Fisher, Teacher – Effective November 20, 2017
Martha Gajon Servin, Paraeducator – Effective December 4, 2017
Sue Helen Gonzalez, Paraeducator – Effective December 4, 2017

Head Start

Jonathan Chadwick, Paraeducator – Effective October 31, 2017
Alexandra Fisher, Paraeducator – Effective November 20, 2017
Martha Gajon Servin, Paraeducator – Effective December 4, 2017
Sue Helen Gonzalez, Paraeducator – Effective December 4, 2017
Cassidy Stress, Paraeducator – Effective November 28, 2017

Human Resources

Mariah Good, Substitute Specialist/Intern – Effective December 18, 2017

Pre-K Counts

Esmeralda Calderon, Paraeducator – Effective December 11, 2017
Jonathan Chadwick, Paraeducator – Effective October 31, 2017
Alexandra Fisher, Paraeducator – Effective November 20, 2017
Martha Gajon Servin, Paraeducator – Effective December 4, 2017
Sue Helen Gonzalez, Paraeducator – Effective December 4, 2017
Cassidy Stress, Paraeducator – Effective November 28, 2017

Special Education

Jonathan Chadwick, Specialist – Effective October 31, 2017
Alexandra Fisher, Teacher – Effective November 20, 2017
Martha Gajon Servin, Specialist – Effective December 4, 2017
Sue Helen Gonzalez, Specialist – Effective December 4, 2017
Cassidy Stress, Specialist – Effective November 28, 2017

Transportation

Diana Caba, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective December 18, 2017
Wendy Gingrich, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective November 20, 2017
Katelyn Hunsicker, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective December 18, 2017

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

Alternative Education

Christopher Miller – Effective November 28, 2017

Head Start

Stephanie Quier – Effective December 4, 2017

F. Remove from 2017-2018 Approved Substitute Lists

Alternative Education

Rosa Alvarez Guzman, Teacher/Specialist – December 12, 2017
Lynda Drasher, Teacher – Effective November 27, 2017

Child Care

Rosa Alvarez Guzman, Paraeducator – December 12, 2017
Lynda Drasher, Teacher – Effective November 27, 2017
Kaitlyn Keller, Paraeducator – Effective January 5, 2018

Early Intervention

Rosa Alvarez Guzman, Paraeducator – December 12, 2017
Kaitlyn Keller, Paraeducator – Effective January 5, 2018

Head Start

Rosa Alvarez Guzman, Paraeducator – December 12, 2017
Lynda Drasher, Teacher – Effective November 27, 2017
Kaitlyn Keller, Paraeducator – Effective January 5, 2018

Pre-K Counts

Rosa Alvarez Guzman, Paraeducator – December 12, 2017
Lynda Drasher, Teacher – Effective November 27, 2017

Special Education

Rosa Alvarez Guzman, Specialist – December 12, 2017
Janessa Cline, Special Education Communication Facilitator – January 10, 2018
Lynda Drasher, Teacher – Effective November 27, 2017

Transportation

Nathalie Banks, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective November 17, 2017
Sindia DeJesus, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective December 21, 2017

Remove from 2016-2017 Approved Substitute Lists

Transportation

David Brodman, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective May 5, 2017

G. Employment – Approvals

1. Information Technology Office
 - a. Andreas J. Ludwig – Chief Information Officer / Director
Recommended Annual Salary – \$125,000
Effective Date – to be determined pending pre-employment process
Replacement
2. Professional Development and Curriculum Office
 - a. Carissa M. Noel – Assistant Program Administrator
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. Melissa DeMotta
Change from Education of Children and Youth Experiencing Homelessness Site Coordinator to Specialist, PA's Education for Children and Youth Experiencing Homelessness Program
Change Recommended Annual Salary from \$39,719 to \$42,219 (to be prorated)
Effective Date – January 22, 2018
Position Reclassified

I. Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - c. Shelly Dorsey – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 15, 2017
 - d. William Haines, Jr. – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 5, 2018
 - e. Daryl McDowell – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 17, 2017
 - d. Geraldine Navarro – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 3, 2018
 - e. Cathy Rickenbach – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 18, 2017
 - f. Lori Scheider – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 4, 2018
2. Early Childhood and Student Services Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Tina Blatt – Program Administrator, Child Care
Effective Date – January 3, 2018

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Jose Crespo – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 11, 2017
 - b. Douglas George – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 28, 2017
 - c. Minerva Poblete Salas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 22, 2017
 - d. Lloyd Stroman – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 4, 2017
2. Early Childhood and Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Courtney Anoaia – Alternative Education Teacher, Alternative Education
Effective Date – December 21, 2017
 - b. Kelly Gausch – Occupational Therapist, Early Intervention
Effective Date – November 16, 2017
 - c. Katie Kehm – Alternative Education Teacher, Alternative Education
Effective Date – December 21, 2017

K. Retirements

1. Business Services/Operations Office
 - a. Tony M. Clayter – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 22, 2017
 - b. Barry R. Krick – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – February 28, 2018
 - c. Lloyd E. Stroman – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 22, 2017
 - d. Barry L. Zimmerman – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 8, 2017

2. Innovation and Technology Office
 - a. William F. Miller – Chief Information Officer / Director of Innovation and Technology
Effective Date – March 2, 2018
 - b. Mary J. Moyer – Reprographics Specialist
Effective Date – January 2, 2018
Date Amended
 - c. Frank H. Rapp – Network Support Specialist
Effective Date – June 30, 2018

3. Professional Development and Curriculum Office
 - a. Christine A. Allen – Remedial Teacher, Act 89
Effective Date – June 1, 2018
 - b. Gail R. Porrazzo – Program Administrator
Effective Date – March 2, 2018

L. Resignations

1. Business Services/Operations Office
 - a. Lady M. Cardona – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 21, 2017
 - b. Steven B. Frederick – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 13, 2017
 - c. Emmanuel Garcia – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 7, 2017
 - d. Michael R. Koch – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 17, 2017
 - e. Daryl M. McDowell – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 16, 2017

2. Early Childhood and Student Services Office
 - a. Natalie A. Avenoso – Psychologist, Special Education
Effective Date – January 5, 2018
 - b. Debra L. Basehoar – Teacher, Head Start
Effective Date – January 26, 2018
 - c. Cindy L. Masenheimer – Paraeducator, Child Care
Effective Date – December 5, 2017

3. Executive Director's Office
 - a. Carey A. Harris – Director, Business Partnerships, Early Learning Investment Commission
Effective Date – January 5, 2018
4. Professional Development and Curriculum Office
 - a. Karla H. Schlappich – Psychologist, Act 89
Effective Date – November 22, 2017

M. Terminations

1. Business Services/Operations Office
 - a. Marisel Martinez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 4, 2018
Expiration of Leave
 - b. Lisa K. O'Brassill – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 19, 2018
Violation of Policy
2. Early Childhood and Student Services Office
 - a. Patricia M. Guillermo – Paraeducator, Head Start
Effective Date – January 8, 2018
Expiration of Leave

N. Other

1. Professional Development and Curriculum Office
 - a. Kelsey O'Brien – Communications Specialist, PA Key
Effective Date – February 2, 2018
Reorganization – Date Amended

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 the Berks County Intermediate Unit (BCIU) and Maxim Healthcare Services, Inc., to provide Nursing, PCA, and Paraprofessional Services as per the contract dated July 1, 2016, automatically renewing for additional one year periods unless either party notifies the other party in writing 60 days prior to the end of the term. Hourly fees range from \$22-\$52 per hour.

3. To ratify an agreement between Berks County Intermediate Unit and Jennifer L. Wilinsky, for Jennifer L. Wilinsky to provide professional services related to Menu Review and Nutritional Inservice for staff as required by Head Start requirements, effective January 1, 2018, through December 31, 2018. This agreement may be extended from one to 12 additional months by mutual agreement of both parties or terminated with at least 30-days notice of intent to terminate the agreement.
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District, for the Reading School District to provide one full-time case worker for the ELECT/Fatherhood Program at a fee of \$71,000 effective July 1, 2017, through June 30, 2018.
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Community Action Program, Inc., for the BCIU to operate the Pre-K Counts Program for 137 eligible Pre-K children, three and four years of age, in full day programs, effective July 1, 2017, through June 30, 2018, with funding in the amount of \$1,102,850.
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and GAMUT Early Intervention Services, for GAMUT to provide Behavior Consultant/ABA Therapist/PCA services as per the contract dated December 19, 2017, automatically renewing for additional one year periods unless either party notifies the other party in writing 60 days prior to the end of the term. Hourly fees range from \$30-\$95 per hour.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Lincoln Learning Solutions, for Lincoln Learning Solutions to provide curriculum and learning management system services as part of Berks Online Learning effective January 19, 2018, through June 30, 2020, for charges as per the agreement as needed.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Ross Cooper/Erin Murphy, for Ross Cooper/Erin Murphy to provide services for the 2018 Leadership Series per the agreement effective January 19, 2018, through January 31, 2019, for a service and resource fee not to exceed \$29,000.
3. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Amy Requa, for Ms. Requa to provide professional services as a consultant for the PA Head Start Program. This amendment is increasing the total hours by 30 hours to 462 hours which revises the agreement total to \$32,340 for the period July 1, 2017, through June 30, 2018.
4. To ratify an agreement between the Berks County Intermediate Unit and CypherWorx, Inc., for CypherWorx, Inc. to provide professional services related to eLearning Instruction Design, for a fee of \$19,500 effective January 1, 2018, through February 28, 2018 (PA Key).
5. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Child Care Information Services, Inc. (CCIS, Inc.), for CCIS, Inc. to provide Unconditional Child Care services to children living in the Lehigh and Northampton counties on behalf of the Office of Child Development and Early Learning/PA Key. This amendment is extending the term of the agreement at no additional cost through January 31, 2018 (PA Key).

6. To ratify the second amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Grace Covenant Church/Hide N Seek Christian Daycare, for Grace Covenant Church/Hide N Seek Christian Daycare to provide Pre-K Counts program services. This amendment decreases the allocation for the grantee by \$8,500 for a revised total of \$461,100 effective December 21, 2017, through June 30, 2018 (PA Key).

C. INNOVATION & TECHNOLOGY

—BILL MILLER, CIO and DIRECTOR

1. To authorize the appropriate officers to execute a lease schedule with HP, Inc., for a three-year lease for 25 tablet computers at a cost not to exceed \$33,450 effective February 1, 2018.
2. To authorize the appropriate officers to execute agreements for the purchase of the Mitel Connect Unified Communications System in replacement of the legacy Nortel Option 61 system currently serving the BCIU Main Office, the BCIU Education Centre, and 22 remote sites. Total purchase price is not to exceed \$342,300 which includes a 13-month equipment warranty, Norstar Professional Implementation Services, and first year maintenance and support.

D. BUSINESS SERVICES/OPERATIONS

—CARL BLESSING, CFO

1. To authorize the appropriate officers to execute a 36-month lease agreement between the Berks County Intermediate Unit (BCIU) and Wolfington Body Company, Inc., for one used 2013 International 72-passenger school bus at a rate of \$925 per month for the Reading School District contract. The lease is for 15,000 miles per year with a renewal/purchase clause and financing will be provided by Santander Bank.
2. To award contracts for copy paper through the Berks County Joint Purchasing Board.
3. To ratify the continuation of Herbein+Company as the BCIU independent auditors, for two additional years as per the option in the original contract effective July 1, 2013, at a fee of \$45,250 for each of the fiscal years ending June 30, 2017, and 2018.
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Schuylkill Valley School District, for the BCIU to provide transportation services to Devereux - Brandywine, effective November 16, 2017, through June 30, 2018, at \$105.11 per day.
5. To approve a change in the mileage allowance rate from 53.5¢ to 54.5¢ per mile to conform with Internal Revenue Service regulations, effective January 1, 2018.

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT