

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
JANUARY 18, 2018
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, January 18, 2018, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order 8:02 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; Terrie Taylor, LSW; Carl Ziegler; and Timothy M. Heffner

Absent: Linda R. Lash; James Ulrich; Arlan Werst; and Michelle Worrall

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

Solicitor: John M. Stott, Esquire

Guest/s: Andreas Ludwig; 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 / terminations.

**Announcements
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be
Heard**

A motion was made by Ziegler, seconded by Kelleher, to seat the following BCIU representatives:

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.

**Seating of BCIU Board
Representatives
—Item 01. C.**

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President Heffner then turned the meeting over to Attorney John Stott for the 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.

**Election of Vice
President
—Item 01. D.**

Attorney Stott explained the election process and opened the floor for nominations for Vice President. Huhn nominated Gary McEwen. Being no other nominations, a motion was made by Carl, seconded by Kelleher to accept the nomination of Gary McEwen as Vice President.

Motion carried.

Voice Vote

A motion was made by Taylor, seconded by Rathgeb, for Secretary Huhn to cast a unanimous ballot for Gary McEwen as Vice President. That being done, a roll call vote was taken to elect Gary McEwen as Vice President.

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

Roll Call

Gary McEwen then verbally resigned his position as Treasurer of the Board in order to assume the position of Vice President. A motion was made by Heffner, seconded by Kelleher, to accept the resignation of Gary McEwen as Treasurer.

Motion carried.

Voice Vote

With the resignation of Gary McEwen as Treasurer of the Board, Attorney Stott opened the floor for nominations for Treasurer. McEwen nominated Ralph Richard for the position of Treasurer. Being no other nominations, a motion was made by Huhn, seconded by Keller to accept the nomination of Ralph Richard for Treasurer.

Election of Treasurer

Motion carried

Voice Vote

A motion was made by Rathgeb, seconded by Dennin for Secretary Huhn to cast a unanimous ballot for Ralph Richard to serve as Treasurer. That being done, a vote was taken to elect Ralph Richard as Treasurer.

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

Roll Call

Congratulations were offered to the newly elected officers and both expressed their appreciation to board members for their support.

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

**Receipt of Bids – Copy
Paper —Item 01. E.**

Motion carried.

Voice Vote

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A motion was made by McEwen, seconded by Carl, to approve the minutes of the meeting of Thursday, November 16, 2017.

**Approval of Minutes
—Item 02.**

Motion carried.	Voice Vote
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A motion was made by Ziegler, seconded by Rathgeb, 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
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. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$7,500,000:
(Information Item)

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

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF JANUARY 12, 2018 *(Information item):*

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

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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

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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

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

09. COMMUNICATIONS

Communications

Secretary Huhn noted that correspondence was received from Senator Patrick M. Browne Chairman, PA Senate Appropriations Committee confirming an appearance by Dr. Jill M. Hackman, as a representative for the Pennsylvania Intermediate Unit (PAIU), to offer testimony before the Senate Appropriations Committee relative to the Governor’s FY 2018-2019 Budget on Tuesday, February 20, 2018 at 4:00 P.M.

10. OLD BUSINESS

No items to report.

11. Report of NEGOTIATIONS COMMITTEE

Report of Negotiations Committee —Item 11.

President Heffer noted that Terrie Taylor, LSW, and Randall Madara were added to the negotiations committee team and thanked them for their willingness to serve in this capacity. Committee Chair McEwen shared that the first negotiations session was held on January 10, 2018, at 6:00 P.M. Proposals were exchanged and a second meeting was scheduled for Tuesday, February 6, 2018, at 5:30 P.M.

A motion was made by McEwen, seconded by Richard, to approve the following budget items:

**BUDGETS
—Item 12.**

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).

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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

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

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13. PERSONNEL MATTERS
—ROB ROSENBERRY, DIRECTOR

PERSONNEL MATTERS

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

General

To ratify the unpaid clinical experience placements as noted below:

**Unpaid Clinical Experience
Placements of Travis
Lawrence and McKenzie
Fagan—Item 13. A. 1.**

- 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.

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.

**Unpaid Professional Semester
Experience Placement of
Ashley Nuss—Item 13. A. 2.**

To ratify the unpaid Level 1 field experience placements as noted below:

**Unpaid Level 1 Field
Placements of Abbigail
Westgate, Hayley Adams,
Gina Leymeister, and
Kayla Andre
—Item 13. B. 3.**

- 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.

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.

**Unpaid Internship/Practicum
Experience of Kaitlyn
Mensch—Item 13. B. 4.**

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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.

Unpaid Student Teacher Experiences of Marissa Famiglietti and Alexandra Gould—Item 13. B. 5.

To approve the following position descriptions:

- a. Data Systems Coordinator – PA Key
- b. GED Intake Coordination Specialist

Position Descriptions for Data Systems Coordinator – PA Key and GED Intake Coordination Specialist—Item 13. B. 6.

To approve the revised Berks County Head Start Salary Schedule, effective December 18, 2017.

Revised Head Start Salary Schedule—Item 13. B. 7.

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

Ratifications – Employment—Items 13. B.

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- 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. Shober – 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

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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

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

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

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- 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

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- 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. 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)

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- 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

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- 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 Mocchi
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

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- 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

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

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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

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

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

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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

**Remove from 2016-2017
Approved Substitute Lists**

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

**Employment Approvals
—Item 13. G.**

H. Change of Status – Approvals

1. Early Childhood & Students Services

- 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

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

I. Leave of Absence Requests

1. Business Services/Operations Office

Personal Leave (unpaid – without benefits – not FMLA)

- a. Shelly Dorsey – Part-time Driver w/o Bus License, Assistant, and
Misc. Transportation

Effective Date – December 15, 2017

- b. William Haines, Jr. – Part-time Driver w & w/o Bus License,
Assistant, and Misc. Transportation

Effective Date – January 5, 2018

- c. Daryl McDowell – Part-time Driver w/o Bus License, Assistant, and
Misc. Transportation

Effective Date – March 17, 2017

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

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- 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

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

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

**Retirements
—Item 13. K.**

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- 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

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

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- 4. Professional Development and Curriculum Office
 - a. Karla H. Schlappich – Psychologist, Act 89
Effective Date – November 22, 2017

M. Terminations

**Terminations
—Item 13. M.**

- 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

**Other
—Item 13. N.**

N. Other

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

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

After the roll call was taken, President Heffner extended his congratulations to Andreas Ludwig on his appointment as CIO / Director of Information Technology.

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

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS
FOR CONSIDERATION**

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, 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:

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

- 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

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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.

**Agreement with Maxim Healthcare Services for Nursing, PCA, and Paraprofessional Services
—Item 14. A. 2.**

To ratify an agreement between Berks County Intermediate Unit (BCIU) 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.

**Agreement with Jennifer Wilinsky for Menu Review and Nutritional Services for Head Start
—Item 14. A. 3.**

To ratify an agreement between 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.

**Agreement with Reading School District / Full-Time Case Worker for ELECT/Fatherhood Program
—Item 14. A. 4.**

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.

**Agreement with Berks Community Action Program / Pre-K Counts Program
—Item 14. A. 5.**

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.

**Agreement with GAMUT Early Intervention Services for Behavior Consultant / ABA Therapist / PCA Services
—Item 14. A. 6.**

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

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.

**Agreement with Lincoln Learning Solutions
—Item 14. B. 1.**

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.

**Agreement with Ross Cooper/Erin Murphy – 2018 Leadership Series
—Item 14. B. 2.**

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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.

**Amendment to Agreement
with Amy Requa
—Item 14. B. 3.**

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).

**Agreement with CypherWorx
for eLearning Instruction
Design (PA Key)
—Item 14. B. 4.**

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).

**Amendment to Current
Agreement with CCIS
/ Unconditional Child Care
Services for Lehigh and
Northampton Counties on
Behalf of OCDEL (PA Key)
—Item 14. B. 5.**

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).

**Second Amendment to
Current Agreement with
Grace Covenant Church /
Hide N Seek Christian
Daycare (PA Key)
—Item 14. B. 6.**

C. INNOVATION AND TECHNOLOGY

—WILLIAM MILLER, CIO AND DIRECTOR

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.

**Three-Year Lease
Schedule with HP, Inc. for
24 Tablet Computers
—Item 14. C. 1.**

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.

**Agreements for Purchase
of Mitel Connect Unified
Communications System
—Item 14. C. 2.**

D. BUSINESS SERVICES/OPERATIONS

—CARL BLESSING, CFO AND DIRECTOR

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.

**36-Month Lease Agreement
with Wolfington Body
Company, Inc. for Used 2013
International 72-Passenger
Bus—Item 14. D. 1.**

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To award contracts for copy paper through the Berks County Joint Purchasing Board.

Award Contracts for Copy Paper—Item 14. D. 2.

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.

Continuation of Herbein+Company Services as BCIU Independent Auditors—Item 14. D. 3.

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.

Agreement with Schuylkill Valley School District for Transportation Services to Devereux-Brandywine—Item 14. D. 4.

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.

Change in Mileage Rate—Item 14. D. 5.

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider.

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

Dr. Hackman again expressed her appreciation to BCIU Board members for their service and support to BCIU, Berks County schools, and the community. She stated that she feels fortunate to have such exemplary leadership in order to fulfill the mission of the Berks County IU.

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 Carl, to adjourn the meeting at 8:15 p.m.

Adjournment

Motion carried.	Voice Vote
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Approved by

Elizabeth S. Huhn, Secretary

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

Mandy Gerhard, Head Start Program Administrator, introduced Lora Ott as Employee of the Month for January. Lora started with the BCIU as a paraeducator in 2006 and recently moved into a permanent teacher role. Her two children grew up in the Head Start program. Ms. Gerhard told Board members that Lora is always willing to take on new assignments, and is eager to share her experiences and expertise. She truly embodies the mission of the BCIU and the Head Start program.

**EMPLOYEE OF THE
MONTH – JANUARY
2018**
— Lora Ott, Head Start
Teacher, Office of Early
Childhood and Student
Services

Lora thanked the Board and administration for the recognition. She shared that her job is her passion and she loves that she is able to make a difference in children's lives.

Coordinated with School Board Recognition Month, the inaugural BCIU Student Artwork Showcase was presented prior to the Board meeting. Graphic Designer Julie Bunnick introduced the students who represented their school district and submitted their work. Parents, teachers, and district administrators were on hand to view this new exhibit and honor the students who shared their talents. After display for one year in the BCIU Board Room, the art piece will be returned to the student, and new artwork will be presented on an annual basis at the January BCIU Board meeting in appreciation of school board members for their leadership, commitment, and service to our students, schools, and community.

**STUDENT ARTWORK
SHOWCASE**

Board members were acknowledged for their dedication and commitment in serving and advocating for the 70,000+ children and schools in Berks County. Dr. Jill M. Hackman thanked the board for their valuable contributions, and for devoting their time and efforts to support education and serving our schools.

**SCHOOL BOARD
ROCOGNITION MONTH**

The insideBCIU video (Year Two / Fourth Edition) featured the Education of Children and Youth Experiencing Homelessness Program (ECYEH).

INSIDE BCIU

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