

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

- ◆ EMPLOYEE-OF-THE-MONTH
 - Kathy A. Miller, Childcare Paraeducator, Office of Early Childhood and Student Services

- ◆ RETIREMENTS
 - OFFICE OF EARLY CHILDHOOD AND STUDENT SERVICES
 - Alicia L. Bauer, Job Coach, Special Education
 - Harriet Jezzi, Specialist, Child Care Information Services

 - OFFICE OF BUSINESS SERVICES
 - Glenn E. Gordon, Custodian, Operations
 - Cynthia LePage Sauppee, Assistant Director, Fiscal Services

FEATURED PROGRAMS

- ◆ INSIDE BCIU
 - Mechanics
 - 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. 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 acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:
 - 1. Food Service Paper Products, on Tuesday, April 10, 2018, at 11:00 A.M.
 - 2. Copy Paper, on Tuesday, May 22, 2018, at 11:00 A.M.

02. APPROVAL OF MINUTES

- A. Meeting of May 17, 2018

03. APPROVAL/RATIFICATION OF BCIU GENERAL FUND BILLS
 (Detailed list of bills are available)

SOURCE		PAGE	AMOUNT
May	2018 Ratifications	1-52	\$2,584,822.16
June	2018 Ratifications	1-36	\$1,838,827.17
June	2018 Approvals	1-15	\$890,661.89
TOTAL			\$5,314,311.22

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

Amount Outstanding
June 15, 2018
\$1,200,000

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JUNE 15, 2018:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,906,031.00	\$770,165.06	\$66,815.92	\$23,157.08	\$560,955.79
Commonwealth of PA	\$6,979,535.90	\$185,872.53	\$0.00	\$750.00	\$0.00
Other Revenue Sources	\$281,791.43	\$37,404.37	\$35,504.96	\$249.23	\$41,048.66
TOTALS	\$9,167,358.33	\$993,441.96	\$102,320.88	\$24,156.31	\$602,004.45
GRAND TOTAL	\$10,889,281.93				

06. APPROVAL/RATIFICATION OF HEAD START:

- Head Start 2018 COLA Application
- Financial Statements (May 2018)
- Credit Card Purchases (May 2018)
- Non-Federal Share Report (May 2018)
- Policy Council Minutes/Resolutions (May 2018)
- Program Information/Updates/Attachments
- Head Start Self-Assessment (2017/2018)
- Head Start Health & Safety Supplemental Application

**07. COMBINED FINANCIAL REPORT
 MAY 2018**

CASH

BEGINNING BALANCE -May 1, 2018		\$1,837,133.03	
RECEIPTS			
REVENUE RECEIPTS	\$10,518,587.73		
RETURNED CHECKS	\$0.00		
INVESTMENT REDEMPTIONS	\$0.00	\$10,518,587.73	
			\$12,355,720.76

DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$1,994,313.37	
BOARD APPROVALS	\$434,580.76	
POST BOARD RATIFICATIONS	<u>\$2,584,822.16</u>	
TOTAL CHECKS WRITTEN	\$5,013,716.29	
CHECKS VOIDED	(\$44,193.21)	
PAYROLL DISTRIBUTIONS	<u>\$3,898,671.00</u>	<u>\$8,868,194.08</u>
ENDING BALANCE - May 31, 2018		\$3,487,526.68

INVESTMENTS

CERTIFICATES		
	<u>OF DEPOSIT</u>	<u>TOTAL</u>
BEGINNING BALANCE	\$0.00	\$0.00
PURCHASES	\$0.00	\$0.00
REDEMPTIONS	<u>\$0.00</u>	<u>\$0.00</u>
ENDING BALANCE	\$0.00	\$0.00
CASH AVAILABLE-May 31, 2018		\$3,487,526.68

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

May 2018

Tompkins VIST: \$ 2,880.38
 PNC: \$ 332.24

09. COMMUNICATIONS

Elizabeth S. Huhn, *Secretary*

- A. Appointment of Voting Delegate for the PSBA Delegate Assembly Meeting.
- B. Head Start Notice of Award – Balance of Funds
- C. Head Start 2018 COLA Funding Letter

10. OLD BUSINESS

- A. Report of Nomination Chair and Officer Election
 Brian Specht, Chair

11. REPORT OF NEGOTIATIONS COMMITTEE

Gary McEwen, *Chair*

12. BUDGETS

A. New and Proposed Budgets

No Items to Consider

B. Initial Budgets

1. Berks County Head Start State Supplemental - Program 105

Office of Early Childhood and Student Services

7/1/18 – 6/30/19

\$794,902

Funded by the state through the Department of Education and the Head Start State Collaboration Office, this program supports expanded services of a comprehensive child development program for low-income preschool children and their families (since 2005).

2. Education Stability for Youth Foster Care - Program 18-149

Office of Early Childhood and Student Services

7/1/18 – 9/30/19

\$50,000

The BCIU has been allocated the above amount to manage Region 2 of the Educational Stability for Foster Care Youth program through the PA Department of Education. There are eight grantees in the Commonwealth that receive these funds to form a management team through regional offices. The goal of the regional office is to provide technical assistance, training, and support to all public school districts and county children and youth agencies with regards to the education of children in foster care. Region 2 consists of Berks, Chester, Dauphin, Lancaster, Lebanon, and Schuylkill counties. The grant is allocated through Title I, Part A funds annually (since 2017).

3. Education of Homeless Children and Youth - Program 18-150

Office of Early Childhood and Student Services

7/1/18 – 9/30/19

\$482,642

The BCIU serves as the Region II coordinator for the administration of the federally funded homeless education program. In addition to Berks County, the BCIU provides direct service to Schuylkill, Lebanon, and Lancaster counties. The BCIU flows thru funding to Chester and Dauphin counties, and Lancaster School District and is responsible for the oversight and supervision of the other county providers. The grant is for a three-year period (since 1993).

**4. Project ELECT/Fatherhood Initiative - Program 235
Education Leading to Employment and Career Training**

Office of Early Childhood and Student Services

7/1/18 – 6/30/19

\$656,173

Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993).

5. Head Start State Supplemental Assistance Program - Program 170

Office of Professional Development and Curriculum

7/1/18 – 6/30/19

\$634,847

Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993).

C. Changes to Initial Budgets

1. Head Start 2018 - Program 18-165

Office of Early Childhood and Student Services

1/1/18 – 12/31/18

\$134,872

Total Proposed Revised Budget: \$5,593,841

The Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL) has contracted with the BCIU to partner with two local Child Care Centers to provide Early Head Start services. The Early Head Start Child Care Partnership (EHS-CCP) will provide full day, full year services designed to promote the development of young children birth to three. Early Head Start promotes the school readiness of low-income children (since 2015). This change is necessary due to a cost of living adjustment (COLA).

2. Early Head Start Child Care Partnership - Program 18-168

Office of Early Childhood and Student Services

8/1/18 – 7/31/19

\$11,874

Total Proposed Revised Budget: \$468,338

The Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL) has contracted with the BCIU to partner with two local Child Care Centers to provide Early Head Start services. The Early Head Start Child Care Partnership (EHS-CCP) will provide full day, full year services designed to promote the development of young children birth to three. Early Head Start promotes the school readiness of low-income children (since 2015). This change is necessary due to a cost of living adjustment (COLA).

3. Head Start Training and Technical Assistance - Program 18-175

Office of Early Childhood and Student Services

1/1/18 – 12/31/18

\$1,944

Total Proposed Revised Budget: \$58,512

Funded by federal dollars through the Department of Health and Human Services, Administration for Children and Families, the Head Start Training and Technical Assistance Program budget supports training in effective parenting skills and other useful life skills (since 1985). This change is necessary due to a cost of living adjustment (COLA).

D. Budgetary Transfers

1. Berks County Head Start State Supplemental - Program 105

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$33,504

Funded by the state through the Department of Education and the Head Start State Collaboration Office, this program supports expanded services of a comprehensive child development program for low-income preschool children and their families (since 2005). These transfers are necessary due to year end projections.

2. BCIU Pre-K Counts Partnership - Program 231

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$54,053

Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high quality preschool services to 140 at risk children, which as defined is living in households below 300 percent of the federal poverty rate, those who are English language learners or are at risk due to community factors, academic difficulties or economic disadvantage. BCIU Pre-K Counts is operated in partnership with participating Berks County School Districts and two local Child Care Centers (since 2016). These transfers are necessary for end of year projections.

13. PERSONNEL MATTERS

—ROB ROSENBERY, DIRECTOR

A. General

1. To award a professional contract to Heather L. Shelly, Teacher, Early Intervention, who has completed three years of satisfactory service, effective July 20, 1018.
2. To approve the following position descriptions:
 - a. Creative Team / Marketing Intern
 - b. Continuing Professional Education (CPE) Instructor
 - c. CCW Help Desk Coordinator, PA Key
 - d. Director of Coaching, PA Key
 - e. Early Learning Resource Center Communication Coordinator, PA Key
 - f. Home Visiting and Family Support Specialist, PA Key
 - g. Registry Internship, Administrative Assistant, PA Key
3. To authorize the appropriate officers to execute a collective bargaining agreement with the Berks County Intermediate Unit Education Association (BCIUUEA), for the period of July 1, 2018, to June 30, 2021, subject to final review by the solicitor and the administration.
4. To approve the revised Berks County Head Start Salary Schedule, effective January 1, 2018.

5. To approve wage rates for the following positions, effective July 1, 2018:
 - a. Recording Secretary
 - b. BCIU Child Care Substitute Classification
 - c. Head Start Substitute Classification
 - d. Pre-K Counts Substitute Classification
 - e. Special Education Substitute Classifications
 - f. Student and Family Services Substitute Classifications
 - g. Driver Education Program Staff
 - h. Nolde Aides
 - i. Special Education Summer Program – Extended School Year Staff
 - j. PA’s Education for Children and Youth Experiencing Homelessness Summer Program
 - k. Title I Summer Program Staff
 - l. Business Services
 - m. Professional Development and Curriculum
 - n. Technology and Support Services

6. To employ the following staff, effective July 1, 2018
 - a. Recording Secretary
 - b. Substitutes
 - c. Driver Education Instructors/Trainers
 - d. Nolde Aides
 - e. First Aid and CPR Instructors

7. To employ the following staff, effective during the summer of 2018:
 - a. Special Education Summer Program – Extended School Year
 - b. PA’s Education for Children and Youth Experiencing Homelessness Summer Program
 - c. Title I Summer Program
 - d. Title I Summer Reading Camp

8. To acknowledge receipt of the lists containing 2018-2019 salaries for the following employee groups in accordance with the applicable collective bargaining agreement or compensation and benefits plan:
 - a. American Federation of State, County and Municipal Employees (AFSCME)
 - b. Berks County Intermediate Unit Education Association (BCIUEA) Employees
 - c. Head Start Employees
 - d. Leadership Team, Middle Management, Technology and Support Staff
 - e. Pennsylvania Key (PA Key) Employees
 - f. Service Employees International Union (SEIU) Employees
 - g. Transportation Employees

9. Resolved, for the Board of Directors to eliminate positions assigned to the Child Care Information Services (CCIS) program due to the termination of the contract with the State of Pennsylvania to provide these services effective June 30, 2018, and to authorize the Executive Director to determine the employees to be laid off as a result of the elimination of these positions.

10. Resolved, for the Board of Directors to eliminate positions assigned to the Asian Studies program effective June 30, 2018, due to the termination of the program, and to authorize the Executive Director to determine the employees to be laid off as a result of the elimination of these positions.
11. Resolved, for the Board of Directors to eliminate positions assigned to the Pennsylvania Key (PA Key) program in the Community Innovation Zone Specialist position due to the lack of funding, and to authorize the Executive Director to determine the employees to be laid off as a result of the elimination of these positions.

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Shanice S. Towles – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$11.35 and \$10.58
Effective Date – May 21, 2018
Replacement
 2. Early Childhood & Student Services Office
 - a. Alyssa D. Kulik – Specialized Preschool Teacher – Classroom, Early Intervention
Recommended Annual Salary – Col. 1, Step 4, \$46,644 (to be prorated)
Effective Date – May 21, 2018
Replacement

C. Change of Status – Ratifications

1. Business Services/Operations Office
 - a. Kathy Eidle
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 – May 31, 2018
Obtained CDL
 - b. Vikkiana Fernandez
Change from Part-time Bus Driver Trainee to Substitute Bus Driver Trainee
No Change in Hourly Rate
Effective Date – May 29, 2018
Voluntary Reassignment
 - c. Melanie Serrano – Assistant Program Administrator, Fiscal Services
Change Recommended Annual Salary from \$73,575.84 to an Hourly Rate \$40.43
Effective Date – June 18, 2018
Voluntary Reassignment
2. Early Childhood & Student Services Office
 - a. Emeraldal Calderon
Change from Paraeducator, Head Start to Enrollment Specialist, Pre-K Counts
Change Recommended Hourly Rate from Level II, Entry, \$12.40 to \$14.25
Effective Date – June 18, 2018
Replacement

- b. Christina DeJesus – Family Life Education Specialist, Education of Children & Youth Experiencing Homelessness
Recommended Hourly Rate - \$60.27
Effective Date – June 8, 2018 – August 20, 2018
Additional Days (not to exceed 15 days)
- c. Tiffany DeJesus
Change from Paraeducator, Head Start to Substitute Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$11.89 to \$8.95
Effective Date – June 8, 2018
Voluntary Reassignment
- d. Tracey Gardner Miller
Change from Specialist Preschool Teacher, Itinerant, Early Intervention to Special Education Teacher, Special Education
No Change in Annual Salary
Effective Date – June 21, 2018
New Position
- e. Christine Graber – Speech Therapist, Early Intervention
Recommended Hourly Rate – Col. 4, Step 8, \$47.40
Effective Date – March 12, 2018
Rate Correction
- f. Jordan Katrinak
Change from Substitute Paraeducator, Early Intervention to Paraeducator, Early Intervention
Change Recommended Hourly Rate from \$9.00 to \$11.40
Effective Date – June 4, 2018
Replacement
- g. Megan Pankonien – Disabilities and Transition Specialist
Change Recommended Hourly Rate from Level I, Probationary, \$21.79 to Level I, Entry, \$22.31
Effective Date – May 28, 2018
Completed Probationary Period
- h. Lisa Pisano – Family Life Education Specialist, Education of Children & Youth Experiencing Homelessness
Recommended Hourly Rate – \$64.77
Effective Date – June 8, 2018 – August 20, 2018
Additional Days (not to exceed 15 days)
- i. Deborah Sittler
Change from Level V Program Secretary, Child Care Information Services to Level V Program Secretary, Early Intervention
No Change in Recommended Hourly Rate
Effective Date – June 4, 2018
Replacement

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

Alternative Education

Jenna Bartman, Specialist – Effective May 14, 2018
Heidi Berger, Teacher – Effective May 21, 2018
Shirley Fantozzi, Specialist – Effective May 14, 2018
Kandra Gilbert, Teacher – Effective June 4, 2018
Gabriella Meridionale, Specialist – Effective May 29, 2018
Jenna Reed, Specialist – Effective May 29, 2018

Child Care

Jenna Bartman, Paraeducator – Effective May 14, 2018
Heidi Berger, Teacher – Effective May 21, 2018
Shirley Fantozzi, Teacher – Effective May 14, 2018
Emily Haws, Teacher – Effective May 28, 2018
Gabriella Meridionale, Paraeducator – Effective May 29, 2018
Jenna Reed, Aide – Effective May 29, 2018

Early Intervention

Heidi Berger, Teacher – Effective May 21, 2018
Shirley Fantozzi, Paraeducator – Effective May 14, 2018
Kandra Gilbert, Teacher – Effective June 4, 2018

Executive Director Office

Timothy Cronan, Substitute Specialist/Intern – Effective June 20, 2018

Head Start

Jenna Bartman, Paraeducator – Effective May 14, 2018
Heidi Berger, Teacher – Effective May 21, 2018
Esmeralda Calderson, Paraeducator – Effective June 18, 2018
Kandra Gilbert, Teacher – Effective June 4, 2018
Gabriella Meridionale, Paraeducator – Effective May 29, 2018
Jenna Reed, Paraeducator – Effective May 29, 2018

Pre-K Counts

Jenna Bartman, Paraeducator – Effective May 14, 2018
Heidi Berger, Teacher – Effective May 21, 2018
Shirley Fantozzi, Teacher – Effective May 14, 2018
Kandra Gilbert, Teacher – Effective June 4, 2018
Gabriella Meridionale, Paraeducator – Effective May 29, 2018
Jenna Reed, Paraeducator – Effective May 29, 2018

Special Education

Jenna Bartman, Specialist – Effective May 14, 2018
Heidi Berger, Teacher – Effective May 21, 2018
Shirley Fantozzi, Specialist – Effective May 14, 2018
Kandra Gilbert, Teacher – Effective June 4, 2018
Gabriella Meridionale, Specialist – Effective May 29, 2018
Jenna Reed, Specialist – Effective May 29, 2018

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

No Items to Consider

F. Remove from 2017-2018 Approved Substitute Lists

Transportation

Laura Nina, Substitute Driver w/o Bus License, Assistant, and Miscellaneous Transportation
Effective May 4, 2018

LeAnn Thomas, Substitute Driver w/o Bus License, Assistant, and Miscellaneous Transportation
Effective June 6, 2018

G. Employment – Approvals

No Items to Consider

H. Change of Status – Approvals

1. Early Childhood and Student Services Office

a. Linda Boyson

Change from Level V Program Secretary, Office of Early Childhood Student Services to
Administrative Assistant, Head Start

Change Recommended Hourly Rate from \$15.33 to Level I, Probationary, \$16.54

Effective Date – July 2, 2018

Replacement

b. Tara Leshner – Teacher, Pre-K Counts

Recommended Hourly Rate - \$31.16

Effective Date – July 2, 2018 – August 17, 2018

Additional Days (not to exceed 3 days)

c. Rachel Powers

Change from Paraeducator, Early Intervention to Level V Program Secretary, Early Intervention

Change Recommended Hourly Rate from \$13.45 to \$14.43

Effective Date – June 25, 2018

Replacement

2. Information Technology Office

a. Gregory Eckel

Change from Technical Support Services Supervisor to Program Administrator, Infrastructure
and Operations

Change Recommended Annual Salary from \$70,980 to \$74,664

Effective – July 1, 2018

Reorganization

3. Professional Development and Curriculum Office

a. Charles Trovato

Change from Assistant Program Administrator, Office of Professional Development and Curriculum
to Program Administrator, Office of Professional Development and Curriculum

Change Recommended Annual Salary from \$73,779 to \$85,614

Effective – July 1, 2018

Reorganization

I. Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Cindy Light – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 15, 2018
 - b. Kimberly Turpin – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – April 17, 2018

2. Early Childhood and Student Services Office
Personal Leave (unpaid – with benefits – Intermittent FMLA)
 - a. Debra Kohler – Level V Program Secretary, Early Intervention
Effective Date – June 1, 2018Personal Leave (unpaid – with benefits – FMLA)
 - b. Kim Bracey – Specialized Preschool Teacher – Itinerant, Early Intervention
Effective Date – June 12, 2018
 - c. Sonia Rodriguez – Level V Program Secretary, Early Intervention
Effective Date – May 31, 2018Personal Leave (unpaid – with benefits – not FMLA)
 - d. Myra Arndt – Family Engagement Worker, Head Start
Effective Date – May 16, 2018
 - e. Kimberley Bonanni – Program Administrator, Special Education Program Coordinator,
Reading School District
Effective Date – June 12, 2018Personal Leave (unpaid – without benefits – not FMLA)
 - f. Stephanie Quier – Paraeducator, Head Start
Effective Date – May 17, 2018

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Cindy Light – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 12, 2018
 - b. Rodger Mountz – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 1, 2018
 - c. Rebecca Webber – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 21, 2018
 - d. James Weitzel, Jr. – Level III Custodian, Facilities
Effective Date – March 6, 2018

2. Early Childhood and Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Kim Bracey – Specialized Preschool Teacher – Itinerant, Early Intervention
Effective Date – June 18, 2018
 - b. Kamie Rothenberger – Teacher, Head Start
Effective Date – June 11, 2018Personal Leave (unpaid – with benefits – not FMLA)
 - c. Kimberley Bonanni – Program Administrator, Special Education Program Coordinator,
Reading School District
Effective Date – June 20, 2018

Personal Leave (unpaid – without benefits – not FMLA)

- d. Katelyn Falk – Speech Therapist, Early Intervention
Effective Date – May 21, 2018
- e. Amanda Hnot – Paraeducator, Early Intervention
Effective Date – May 29, 2018

K. Retirements

- 1. Business Services/Operations Office
 - a. Carolyn O. Davies – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 8, 2018
 - b. John W. Maloney, Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 9, 2018
 - c. Debra L. Smith – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 15, 2018
 - d. Michael Yelk, Sr. – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 12, 2018
- 2. Early Childhood and Student Services Office
 - a. Carmen A. Almonte – Intake Specialist, Child Care Information Services
Effective Date – June 28, 2018
 - b. Zoraida Garcia – Intake Specialist, Child Care Information Services
Effective Date – June 28, 2018
 - c. Harriet I. Iezzi – Intake Specialist, Child Care Information Services
Effective – June 29, 2018
 - d. Deidre A. Hertzog – Paraeducator, Early Intervention
Effective – July 27, 2018
 - e. Elizabeth Koczot – Intake Specialist, Child Care Information Services
Effective Date – June 28, 2018
 - f. Linda P. Korpi – Intake Specialist, Child Care Information Services
Effective – June 28, 2018
 - g. Elvira Lozada – Intake Specialist, Child Care Information Services
Effective – June 28, 2018
 - h. Miosotty Nunez – Administrative Assistant, Head Start
Effective – June 29, 2018
 - i. Yvonne Rios Loubriel – Intake Specialist, Child Care Information Services
Effective – June 28, 2018
 - j. Evelin Vargas – Intake Specialist, Child Care Information Services
Effective – June 29, 2018

L. Resignations

- 1. Business Services/Operations Office
 - a. Carina L. Colon – Part-time Bus/Van Assistant and Miscellaneous, Transportation
Effective Date – May 17, 2018
 - b. Geniel J. Escalera-Roach – Part-time Driver w/o Bus License, Assistant and Miscellaneous,
Transportation
Effective Date – June 8, 2018
 - c. Ana R. Rivera – Part-time Driver w/o Bus License, Assistant and Miscellaneous, Transportation
Effective Date – May 18, 2018
 - d. Sheila Wanner – Level II Custodian, Facilities
Effective Date – June 15, 2018

2. Early Childhood and Student Services Office
 - a. Erica L. Behle – Paraeducator, Early Intervention
Effective June 15, 2018
 - b. Kimberley A. Bonanni – Program Administrator, Special Education Program Coordinator,
Reading School District
Effective – June 28, 2018
 - c. Zenaida Calero-Nieves – Paraeducator, Pre-K Counts
Effective – June 30, 2018
 - d. Jane Marie Clipman – Nolde Aide, Nolde
Effective – May 11, 2018
 - e. Erika DeLos Santos – Paraeducator, Head Start
Effective – April 30, 2018
 - f. Amanda M. Hnot – Paraeducator, Early Intervention
Effective – June 12, 2018
 - g. Tia M. Koch – Paraeducator, Early Intervention
Effective – July 10, 2018
 - h. Alicia D. McCracken – Level V Program Secretary, Early Intervention
Effective – June 1, 2018
 - i. Donna McGrath – Job Coach
Effective – June 8, 2018
 - j. Rachel Mercadante – Paraeducator, Head Start
Effective – July 31, 2018
 - k. Elizabeth Mercado – Intake Specialist, Child Care Information Services
Effective – June 28, 2018
 - l. Rene A. Reese – Program Administrator, Special Education Program Coordinator,
Reading School District
Effective – July 30, 2018
3. Professional Development and Curriculum Office
 - a. Michelle M. Buck – Program Administrator, Office of Professional Development and Curriculum
Effective Date – June 22, 2018

M. Terminations

No Items to Consider

N. Other

1. Business Services/Operations Office
 - a. Joseph C. Baker – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 31, 2018
Deceased
 - b. Melanie G. Serrano – Assistant Program Administrator, Fiscal Services
Effective Date – June 15, 2018
Rescinded Retirement
2. Early Childhood and Student Services Office
 - a. Kristin N. Blue – Intake Specialist, Child Care Information Services
Effective – June 28, 2018
Position Eliminated
 - b. Carmen E. Cleary – Intake Specialist, Child Care Information Services
Effective – June 28, 2018
Position Eliminated

- c. Kimberly J. Lamp – Intake Specialist, Child Care Information Services
Effective – June 28, 2018
Position Eliminated
 - d. Miosotty Nunez – Administrative Assistant, Head Start
Effective – June 29, 2018
Rescinded Resignation
 - e. Yvonne Rios Loubriel – Intake Specialist, Child Care Information Services
Effective – June 28, 2018
Position Eliminated
 - f. M. Glynnes Smith
Change from Assistant Program Administrator, Early Intervention to
Interim Program Administrator, Special Education Program Coordinator, Reading School District
Change Recommended Annual Salary from \$75,623.11 to \$84,599 (to be prorated)
Effective Date – May 14, 2018 – July 30, 2018
Date Amended
 - g. Judy A Yearian – Intake Specialist, Child Care Information Services
Effective – June 28, 2018
Position Eliminated
3. Information Technology Office
- a. Lauren Mayer – Asian/International Studies Specialist, Asian Studies
Effective Date – June 28, 2018
Position Eliminated
 - b. Cheryl Zimmerman – Assistant Director
Recommended Monthly Stipend – \$1,000
Effective Date – April 2, 2018 – June 30, 2018
Temporary Additional Responsibilities – Date Amended
4. Professional Development and Curriculum Office
- a. Stacy Dunleavy – Program Administrator, Office of Professional Development and Curriculum
Recommended Annual Salary - \$92,000 (to be prorated)
Effective Date – June 18, 2018
Date Amended
 - b. John E. Pozza – Community Zone Innovation Specialist, PA Key
Effective Date – June 29, 2018
Position Eliminated

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 / licensed child care centers to provide subsidized child care services:
 - a. Kathryn Gonzalez, effective April 9, 2018
 - b. Ana Pilar, effective April 22, 2018
 - c. Carmen Burgos, effective May 15, 2018

2. To ratify an agreement between Berks County Intermediate Unit (BCIU) and Steelton-Highspire School District (SHSD), for the SHSD to render services to children and youth experiencing homelessness in connection with the BCIU administration of the PA Education for Children and Youth Experiencing Homelessness program during the period of June 1, 2018, to September 30, 2018, for a sum not to exceed \$11,000.
3. To ratify an agreement between Berks County Intermediate Unit (BCIU) and Factory Ministries, for Factory Ministries to render services to children and youth experiencing homelessness in connection with the BCIU administration of the PA Education for Children and Youth Experiencing Homelessness program during the period of May 1, 2018, to September 30, 2018, for a sum not to exceed \$25,000.
4. To ratify an agreement between Berks County Intermediate Unit (BCIU) and Alvernia University to render services to children and youth experiencing homelessness in connection with the BCIU administration of PA Education for Children and Youth Experiencing Homelessness program during the period of June 1, 2018, to September 30, 2018, for a sum not to exceed \$3,500.
5. To approve an agreement between the Berks County Intermediate Unit (BCIU) and the Reading Musical Foundation, for the BCIU to coordinate the Foundation's elementary school Music-in-the-School programs, with funding in the amount of \$1,443.03 effective July 1, 2018, through June 30, 2019.
6. To approve the 2018-2019 calendars for Pre-K Counts.
7. To approve the submission of the supplemental application to the U.S. Department of Health and Human Services for one-time funding to support improvements in the area of Health and Safety for the Berks County Head Start program.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Education, for the BCIU to provide professional development related to the Classroom Diagnostic Tool (CDT), in the amount of \$184,064.40 effective July 1, 2018, through June 30, 2019.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Kathy Schick, for Ms. Schick to provide professional services related to career readiness professional development, effective July 1, 2018, through June 30, 2019, per the rate schedule included in the agreement.
3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Capital Area Intermediate Unit (CAIU), as part of the PA Institute for Instructional Coaching (PIIC), for BCIU to provide mentoring support to instructional coaches, school-based mentors, and administrators in Berks County school districts as described in the agreement, for a total of \$35,000 effective August 15, 2018, through June 30, 2019.

4. To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit–Executive Office Creative Team for the BCIU-Executive Office Creative Team to support OCDEL and PA Key in the creation of marketing materials and promotion of the new Early Learning Resource Centers and Keystone STARS, for a fee of \$840,000 effective May 1, 2018, through December 30, 2018 (PA Key).
5. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and CrossRoads Studios, for CrossRoads Studios to provide services related to the update of the PA Key website. This amendment is extending the term of the existing agreement through September 30, 2018, effective June 11, 2018 (PA Key).
6. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and KeyStone Research Corporation (KSRC), for KSRC to provide assembly, warehousing, and distribution of Pennsylvania Early Learning materials to early childhood education practitioners throughout the Commonwealth. This amendment provides for a budget increase of \$5,000 for additional materials, effective May 30, 2018 (PA Key).
7. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Child Care Association (PACCA), for PACCA to provide professional services related to the Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood Pennsylvania initiative. This amendment provides for a budget increase of \$8,033 for additional scholarship opportunities, effective May 30, 2018 (PA Key).
8. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Fred Rogers Center at Saint Vincent College, for the Fred Rogers Center to provide professional services related to the “Simple Interactions” approach to promoting early childhood quality, for a fee of \$55,000 effective April 1, 2018, through June 30, 2018 (PA Key).
9. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Fred Rogers Center at Saint Vincent College, for the Fred Rogers Center to provide professional services related to the “Simple Interactions” approach to promoting early childhood quality, for a fee of \$68,000 effective July 1, 2018, through December 31, 2018 (PA Key).
10. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Chapter of the American Academy of Pediatrics (PAAAP), for the PAAAP to provide professional services related to the Early Childhood Education Linkage System/Healthy Child Care PA (ECELS) initiative, for a fee of \$184,000 effective July 1, 2018, through June 30, 2019 (PA Key).
11. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU), for the PSU to provide professional services related to the Better Kid Care distance learning initiative, for a fee of \$537,562 effective July 1, 2018, through June 30, 2019 (PA Key).

C. INFORMATION TECHNOLOGY

—CHERIE ZIMMERMAN, ASSISTANT DIRECTOR

1. To authorize the appropriate officers to execute a lease schedule with HP, Inc. for a three-year lease for three laptop computers and 22 Microsoft Surfaces at a cost not to exceed \$34,685.42 effective July 1, 2018.
2. To authorize the appropriate officers to execute a lease schedule with HP, Inc. for a three-year lease for 39 laptop computers at a cost not to exceed \$27,997.51 effective upon receipt of the equipment.

D. BUSINESS SERVICES/OPERATIONS

—CARL BLESSING, ASSISTANT TO THE EXECUTIVE DIRECTOR AND CFO

1. To authorize the appropriate officers to execute a four-year lease extension between the Berks County Intermediate Unit (BCIU) and F. A. Giorgio Real Estate for the use of cement pad, office, parking, garage bay, and secured garage areas located at Four Points Road and Route 419, Rehrersburg, Pennsylvania for the Tulpehocken transportation contract. The lease extension is effective July 1, 2018, through June 30, 2022, with monthly payments as follows:
 - a. Year #1: (7/1/18-6/30/19) \$3,630.75 per month (3% increase)
 - b. Year #2: (7/1/19-6/30/20) \$3,739.67 per month (3% increase)
 - c. Year #3: (7/1/20-6/30/21) \$3,851.86 per month (3% increase)
 - d. Year #4: (7/1/21-6/30/22) \$3,967.42 per month (3% increase)
2. To authorize the appropriate officers to execute the continuation of Herbein+Company as the BCIU independent auditors, for two additional years per the option in the expiring contract for each of the fiscal years ending June 30, 2019, and June 30, 2020, at a base fee of \$45,250 (no increase over previous contract).
3. To award contracts through the Berks County Joint Purchasing Board as follows:
 - a. Food Service Paper Products
 - b. Copy Paper
4. To request permission to solicit bids for parking lot repairs at the BCIU Main Office building.
5. To authorize the appropriate officers to approve the extension of current vehicle leases with Municipal Capital and Kansas State Bank as follows:
 - a. For lease of twenty (20), 2016 Thomas 72-passenger school buses for the transportation of Muhlenberg, Reading, and Tulpehocken Area School District students at a cost of \$16,793.16/month for 62-months
 - b. For lease of six (6), 2015 GMC 9-passenger vans for Muhlenberg and Tulpehocken Area School Districts students at a cost of \$3,211.91/month for 42 months
 - c. For lease of two (2), 2014 Ford 9-passenger vans for Special Needs students at a cost of \$964.24/month for 36 months
6. To authorize the appropriate officers to execute the lease/purchase agreement between the Berks County Intermediate Unit (BCIU) and Brightbill Body Works for one (1) new 2020 Blue Bird 72-passenger with lift school bus at a cost of \$99,623 for the Special Needs contract.

7. To authorize the appropriate officers to execute an agreement between Community Services for Children, Inc. (CSC) and the Berks County Intermediate Unit (BCIU), for CSC to lease 2,000 square feet of BCIU office space for the operation of the Early Learning Resource Center (ELRC), from June 25, 2018, to September 28, 2018. CSC will be charged as follows: \$1,041.75 for the week of June 25; 2018; \$4,167 each month for July and August, and if lessee requires lease of space during the month of September, CSC will be invoiced \$1,041.75 for each week of occupancy.
8. To approve the Alternative Education Rate Schedule, effective July 1, 2018, through June 30, 2019.

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

1. To re-appoint Carl Blessing, CFO, as the BCIU Management representative to the Berks County School Districts Health Trust (BCSDHT) for a two-year term, effective July 1, 2018, through June 30, 2020.
2. To cancel the July 19 BCIU Board meeting and to authorize the officers and administration of the Berks County Intermediate Unit to take the necessary steps to pay bills and salaries during the time between the June and August meetings.
3. To authorize the Executive Director to offer employment to prospective employees between the June and August board meetings subject to receiving approval from BCIU board officers through polling of each officer. Employment shall be ratified at the August board meeting.

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT