

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
JUNE 21, 2018
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, June 21, 2018, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order 7:35 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; Jean Kelleher; Linda R. Lash; Randall R. Madara; Gary McEwen; Ralph C. Richard; Brian Specht; Terrie Taylor, LSW; James Ulrich; Carl Ziegler; and Timothy M. Heffner.

Absent: Elizabeth Huhn; Dr. Amy Kennedy; David Rathgeb; Daniel Steinhauer; and Dr. Michelle Worrall

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

Solicitor: John M. Stott, Esquire and James Mancuso, Esq.

Guest/s: Charles Trovato

Press: Leif Greiss, Reading Eagle

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

**Announcements
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be
Heard**

A motion was made by Carl, seconded by Kelleher, to acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:

**Receipt of Bids
—Item 01. C.**

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.

Motion carried.

Voice Vote

A motion was made by Lash, seconded by Taylor, to approve the minutes of the meeting of Thursday, May 17, 2018.

**Approval of Minutes
—Item 02.**

Motion carried.

Voice Vote

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**IU Bills and Financial
Reports—Items 03., 04., 05.,
06., 07., & 08.**
*(Detailed list of bills available
for review.)*

A motion was made by Ulrich, seconded by Carl, to ratify / approve / acknowledge the following:

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. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$7,500,000:
(Information Item)

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

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF JUNE 15, 2018 *(Information item):*

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	<u>\$0.00</u>	<u>\$10,518,587.73</u>
		\$12,355,720.76

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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

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

09. COMMUNICATIONS

President Heffner appointed Terrie Taylor, LSW as the Voting Delegate to represent the BCIU at the Delegate Assembly which is scheduled for Friday, October 19, 2018, in conjunction with the PASA-PSBA School Leadership Conference. President Heffner thanked Mrs. Taylor for her willingness to serve in this role.

**COMMUNICATIONS
Appointment of Voting
Delegate for the PSBA
Delegate Assembly
—Item 09. A.**

Mr. Blessing reviewed the Head Start Notice of Award which was included as an enclosure for Board members' information. The grant action awards the balance of funds for Head Start operations and training and technical assistance based on the initial application submitted for the January 1, 2018, to December 31, 2018 budget period.

**Head Start Notice of Award
— Balance of Funds
—Item 09. B.**

Mr. Blessing shared a letter from the Office of Head Start indicating supplemental application submission requirements to acquire funds made available to assist grantees in increasing staff salaries and fringe benefits for a cost of living adjustment for Head Start employees and to help offset higher operating costs.

**Head Start 2018 COLA
Funding Letter
—Item 09. C.**

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10. OLD BUSINESS

**Report of Nomination Chair /
Officer Elections—Item 10.**

Brian Specht, Nominating Chair, read the proposed slate of officers, as follows:

President: Timothy M. Heffner
Vice-President Gary McEwen
Treasurer: Ralph Richard
Secretary: Elizabeth S. Huhn

Control of the meeting was then turned over to John M. Stott, Solicitor, who opened nominations for President from the floor.

Nominations for President

There being no further nominations, a motion was made by Ziegler, seconded by Ulrich, to close nominations for President.

Motion carried.	Voice Vote
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Mr. Stott opened nominations for Vice President from the floor.

**Nominations for Vice
President**

There being no further nominations, a motion was made by Lash, seconded by Kelleher, to close nominations for Vice-President.

Motion carried.	Voice vote
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Mr. Stott opened nominations for Treasurer from the floor.

Nominations for Treasurer

There being no further nominations, a motion was made by Ulrich, seconded by Ziegler, to close nominations for Treasurer.

Motion carried.	Voice vote
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Mr. Stott opened nominations for Secretary from the floor.

Nominations for Secretary

There being no further nominations, a motion was made by Ulrich, seconded by Ziegler, to close nominations for Treasurer.

Motion carried.	Voice vote
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A motion was made by Taylor, seconded by Ziegler, to cast a unanimous ballot for the positions of President, Vice President, Treasurer, and Secretary, as follows:

**Election of President, Vice
President, Treasurer, and
Secretary**

President: Timothy M. Heffner
Vice-President Gary McEwen
Treasurer: Ralph Richard
Secretary: Elizabeth S. Huhn

Yeas: Carl; Dennin; Hemberger; Kelleher; Lash; Madara; McEwen; Richard; Specht; Taylor; Ulrich; Ziegler; Heffner. Nays: None. Motion carried.	Roll Call Vote
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Dr. Hackman thanked the officers for their leadership and willingness to serve, and expressed appreciation to the Board for their service and support.

Control of the meeting was returned to President Heffner, who thanked Board members for their continued support.

11. REPORT OF NEGOTIATIONS COMMITTEE
No Items to Report

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

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

**BUDGETS
—Item 12.**

A. New and Proposed Budgets
No Items to Consider

1. 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).

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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.

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

13. PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

PERSONNEL MATTERS

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

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

General —Item 13. A. Professional Contract / Heather L. Shelly —Item 13. A. 1.

Approval of Position Descriptions —Item 13. A. 2.

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- 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 (BCIUEA), for the period of July 1, 2018, to June 30, 2021, subject to final review by the solicitor and the administration. **BCIUEA Collective Bargaining Unit Agreement —Item 13. A. 3.**
4. To approve the revised Berks County Head Start Salary Schedule, effective January 1, 2018. **Revised Head Start Salary Schedule —Item 13. A. 4.**
5. To approve wage rates for the following positions, effective July 1, 2018: **Approve Wage Rates / Employ Staff / Receipt of Salary Lists for 2018-2019 —Items 13. A. 5., 6., 7., 8.**
- 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

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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.

Eliminate Positions / CCIS Program Due to Termination of Contract —Item 13. A. 9.

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.

Eliminate Positions / Asian Studies Program Due to Termination of Program —Item 13. A. 10.

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.

Eliminate Positions / PA Key Program in the Community Innovation Zone Specialist Position Due to Lack of Funding —Item 13. A. 11.

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

Ratifications – Employment —Items 13. B.

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C. Change of Status – Ratifications

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

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. Emeraldalda 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

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- 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
Gabiella 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
Gabiella Meridionale, Paraeducator – Effective May 29, 2018
Jenna Reed, Aide – Effective May 29, 2018

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

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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

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

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

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

G. Employment – Approvals

No Items to Consider

**Employment Approvals
—Item 13. G.**

H. Change of Status – Approvals

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

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 Date – 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 Date – July 1, 2018
Reorganization

I. Leave of Absence Requests

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

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

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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, 2018
Personal 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, 2018
Personal 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, 2018
Personal 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, 2018
Personal 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

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

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K. Retirements

**Retirements
—Item 13. K.**

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

**Resignations
—Item 13. L.**

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

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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

Terminations—Item 13. M.

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

Other—Item 13. N.

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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 Dunleavey – Program Administrator, Office of Professional Development and Curriculum
Recommended Annual Salary - \$92,000 (to be prorated)
Effective Date – June 18, 2018
Date Amended

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- b. John E. Pozza – Community Zone Innovation Specialist,
PA Key
Effective Date – June 29, 2018
Position Eliminated

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

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

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, DIRECTOR

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

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.

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.

To ratify an agreement between the 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.

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.

**OTHER MATTERS
FOR CONSIDERATION**

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

**Agreement with Steelton
Highspire SD / PA Education
for Children and Youth
Experiencing Homelessness
—Item 14. A. 2.**

**Agreement with Factory
Ministries / PA Education for
Children and Youth
Experiencing Homelessness
—Item 14. A. 3.**

**Agreement with Alvernia
University / PA Education for
Children and Youth
Experiencing Homelessness
—Item 14. A. 4.**

**Agreement with Reading
Musical Foundation / Music in
the Schools Programs
—Item 14. A. 5.**

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To approve the 2018-2019 calendars for Pre-K Counts.

**2018-2019 Pre-K Counts
Calendars—Item 14. A. 6.**

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.

**Approval for Submission of
Application to U.S. Dept. of
Health and Human Services /
Head Start Health and Safety
—Item 14. A. 7.**

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

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.

**Agreement with PDE /
Professional Development RE:
Classroom Diagnostic Tool
—Item 14. B. 1.**

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.

**Agreement with Kathy Schick
for Career Readiness
Professional Development
Services—Item 14. B. 2.**

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.

**Agreement Capital Area IU /
PA Institute for Instructional
Coaching (PIIC) Mentoring
Support—Item 14. B. 3.**

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).

**Agreement with BCIU
Executive Office Creative
Team for Marketing Support
to OCDEL and PA Key for
ELRC and Keystone STARS
(PA Key)—Item 14. B. 4.**

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).

**Amendment to Agreement
with CrossRoads Studios /
Update of PA Key Website
(PA Key)—Item 14. B. 5.**

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).

**Amendment to Agreement
with Keystone Research
Corporation / PA Early
Learning Materials
(PA Key)—Item 14. B. 6.**

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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).

**Agreement with PACCA /
TEACH Early Childhood PA
Initiative (PA Key)
—Item 14. B. 7.**

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).

**Agreement with Fred Rogers
Center at Saint Vincent
College (PA Key)
—Item 14. B. 8.**

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).

**Agreement with Fred Rogers
Center at Saint Vincent
College (PA Key)
—Item 14. B. 9.**

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).

**Agreement with PAAAP /
Early Childhood Education
Linkage System / Healthy
Care PA Initiative (PA Key)
—Item 14. B. 10.**

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).

**Agreement with PSU / Better
Kid Care Distance Learning
Initiative (PA Key)
—Item 14. B. 11.**

C. INFORMATION TECHNOLOGY

—CHERIE ZIMMERMAN, ASSISTANT DIRECTOR

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.

**Lease Schedule with HP,
Inc. / Three Laptops and
22 Microsoft Surfaces
—Item 14. C. 1.**

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.

**Lease Schedule with HP,
Inc. / 39 Laptops
—Item 14. C. 2.**

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D. BUSINESS SERVICES/OPERATIONS

—CARL BLESSING, CFO AND DIRECTOR

To authorize the appropriate officers to execute 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)
- Year #4: (7/1/21-6/30/22) \$3,967.42 per month (3% increase)

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).

To award contracts for the following through the Berks County Joint Purchasing Board:

- a. Food Service Paper Products
- b. Copy Paper

To request permission to solicit bids for parking lot repairs at the BCIU Main Office building.

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

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.

**Lease Extension with F.A. Giorgio Real Estate / Tulpehocken Transportation
—Item 14. D. 1.**

**Continuation of Herbein + Company as BCIU Independent Auditors
—Item 14. D. 2.**

Award Contracts for Food Service Paper Products and Copy Paper—Item 14. D. 3.

**Permission to Solicit Bids for Parking Lot Repairs at BCIU Main Office Building
—Item 14. D. 4.**

**Extension of Vehicle Leases with Municipal Capital and Kansas State Bank
—Item 14. D. 5.**

Lease / Purchase Agreement with Brightbill Body Works—Item 14. D. 6.

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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.

**Agreement with Community Services for Children, Inc., / Lease of BCIU Office Space for ELRC
—Item 14. D. 7.**

To approve the Alternative Education Rate Schedule, effective July 1, 2018, through June 30, 2019.

Alternative Education Rate Schedule—Item 14. D. 8.

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

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

Re-Appoint Carl Blessing as BCIU Management Representative to Berks County School Districts Health Trust—Item 14. E. 1.

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.

Cancellation of July 19 BCIU Board Meeting and Authorization to Pay Bills and Salaries—Item 14. E. 2.

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.

Authorization of Executive Director to Offer Employment Between June and August Board Meetings—Item 14. E. 3.

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

A moment of silence was observed to honor Joseph Baker, transportation employee, who passed away suddenly on May 30.

Moment of Silence / Joseph Baker, Transportation Employee

Charles Trovato, whose change of status was approved during the official actions of the Board meeting, thanked BCIU administration and the BCIU Board for the opportunity to serve as Program Administrator in the Office of Professional Development and Curriculum. Dr. Hackman thanked Charlie for his continued leadership and dedication to the BCIU.

Board Members Desiring to Be Heard—Item 15.

A motion was made by Carl, seconded by Kelleher, to adjourn the meeting at 8:12 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:**

Kim Rolon, Supervisor at the Lower Alsace Learning Center, introduced Kathy Miller as Employee of the Month for June. Mrs. Miller has served at the BCIU for 10 years and is a childcare paraeducator at Lower Alsace. Ms. Rolon shared that Kathy is a valued and integral part of the staff, and she provides a caring and nurturing environment for the children and staff.

**EMPLOYEE OF THE
MONTH – JUNE 2018**
— Kathy A. Miller, Early
Childhood and Student
Services

Kathy thanked the Board for recognizing her as EOM. She shared that the BCIU provides a quality childcare program and that she feels very privileged to be a part of it.

Michelle Reichard-Huff, Director of the Office of Early Childhood and Student Services, introduced Alicia Bauer to the Board. She noted that Alicia's supervisor, Brian Hocking, was unable to attend the Board meeting, but had prepared a statement to be read on his behalf. Alicia retired from her position as Job Coach on June 13. She began in 2003, working out of BCTC East, and has built wonderful relationships with her PAL students. She celebrated successes with many of her students and was a large part of their graduation.

RETIREMENTS
— Alicia L. Bauer, Office of
Early Childhood and
Student Services

Alicia thanked the Board and noted that she will use her retirement on personal reflection and to work on her book (coloring book)!

Program Administrator Barb Starkey and Supervisor Vicki Ravert attended the Board meeting to honor Harriet Iezzi upon her retirement. A former child care center director, Harriet began her career at the BCIU in CCIS in July 2008 as a provider specialist. Always keeping in mind what was best for the program and what was most needed, in 2012 her responsibilities changed to focus on helping parents needing financial assistance. She built very strong relationships with her parents and was very highly regarded.

— Harriet Iezzi, Office of
Early Childhood and
Student Services

Harriet stated that it was a pleasure working for the CCIS program. She looks forward to spending more time with her grandchildren and her husband Tony. She thanked administration and the Board for a "wonderful 10 years."

Eric Clemmer, Program Administrator of Operations, welcomed Glenn Gordon to the Board meeting upon his retirement. He noted that the Board had met Glenn previously when he was honored as EOM. Glenn has been part of the BCIU family for 11 years, working as a custodian. Eric shared that Glenn has been a model employee, welcoming new employees and going the extra mile to make sure that rooms and offices were ready for guests and staff. He always provided a helping hand to his co-workers and his caring and contributions will be greatly missed.

— Glenn Gordon, Office of
Business Services /
Operations

Glenn stated that he will miss everyone. He thanked his co-workers, saying, "The IU is family." Co-workers Dale Shiffer, Marvin Blanding, and Beth Quigg accompanied Glenn as he received his honors.

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Carl Blessing, CFO and Assistant to the Executive Director, welcomed Cindy Le-Page Sauppee to the Board meeting to recognize her upon her retirement. Beginning in 1984 as a special education fiscal clerk, she has served the IU for 34 years. Mr. Blessing stated that Cindy has been his right hand and sounding board as Assistant Director of Fiscal Services for many years. Her greatest trait is her integrity and she is the epitome of what we look for in a BCIU employee.

Cindy thanked the BCIU leadership team, the Board, and especially Carl, for their collaboration and support.

The insideBCIU video (Year Two / Ninth Edition) featured the BCIU Mechanics.

RETIREMENTS
— **Cindy Le-Page Sauppee,**
Office of Business Services

INSIDE BCIU

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