

## COMMITTEE-OF-THE-WHOLE MEETING

### I. BCIU HONORS

- ◆ EMPLOYEE-OF-THE-MONTH
  - Tanya Bonilla-Smith, Secretary, Office of Professional Development and Curriculum

### FEATURED PROGRAMS

- ◆ INSIDE BCIU
  - Act 89/Nonpublic Remedial Reading Teachers
  - Carl Blessing, Assistant to the Executive Director / CFO

### II. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
  - 1. Newslink
  - 2. Legislative Update
  - 3. 48<sup>th</sup> Annual Convention of Berks County School Directors
  - 4. Other Items
- B. Agenda Review

### III. EXECUTIVE SESSION

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## 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

### 02. APPROVAL OF MINUTES

- A. Meeting of February 15, 2018

### 03. APPROVAL/RATIFICATION OF BCIU GENERAL FUND BILLS

*(Detailed list of bills are available)*

SOURCE		PAGE	AMOUNT
February	2018 Ratifications	1-68	\$3,658,680.60
March	2018 Ratifications	1-18	\$641,200.16
March	2018 Approvals	1-12	\$1,352,065.06
<b>TOTAL</b>			<b>\$5,651,945.82</b>

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

Amount Outstanding
March 9, 2018
\$1,200,000

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF MARCH 9, 2018:**

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$2,241,055.06	\$243,579.09	\$31,767.45	\$386,002.65	\$294,192.37
Commonwealth of PA	\$2,380,514.63	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$164,588.44	\$17,795.90	\$772.76	\$1,612.89	\$25,178.05
<b>TOTALS</b>	<b>\$4,786,158.13</b>	<b>\$261,374.99</b>	<b>\$32,540.21</b>	<b>\$387,615.54</b>	<b>\$319,370.42</b>
<b>GRAND TOTAL</b>	<b>\$5,787,059.29</b>				

**06. APPROVAL/RATIFICATION OF HEAD START:**

- Financial Statements (February 2018)
- Credit Card Purchases (February 2018)
- Non-Federal Share Report (February 2018)
- Policy Council Minutes/Resolutions (February 2018)
- Program Information/Updates/Attachments

**07. COMBINED FINANCIAL REPORT  
 MARCH 2018**

**CASH**

BEGINNING BALANCE-February 1, 2018 \$4,954,247.37

RECEIPTS

REVENUE RECEIPTS	\$8,335,098.01	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$8,335,098.01</u>
		\$13,289,345.38

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$683,040.36	
BOARD APPROVALS	\$724,302.27	
POST BOARD RATIFICATIONS	<u>\$3,658,680.60</u>	
TOTAL CHECKS WRITTEN	\$5,066,023.23	
CHECKS VOIDED	(\$11,466.65)	
PAYROLL DISTRIBUTIONS	<u>\$4,753,152.49</u>	<u>\$9,807,709.07</u>
ENDING BALANCE-February 28, 2018		\$3,481,636.31

**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-February 28, 2018 \$3,481,636.31

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**February 2018**

Tompkins VIST: \$3,064.79

PNC: \$214.04

**09. COMMUNICATIONS**

Elizabeth S. Huhn, *Secretary*

**10. OLD BUSINESS**

*No Items to Consider*

**11. REPORT OF NEGOTIATIONS COMMITTEE**

Gary McEwen, *Chair*

**12. BUDGETS**

**A. New and Proposed Budgets**

**1. Career Pathways Platform - Program 274**

Office of Professional Development and Curriculum

1/5/18 – 6/30/18

\$98,500

BCIU will provide technical assistance in the development of a web-based platform and toolkit including processes, procedures, platform template, and other supporting documents to enhance replication of a regional career pathways model and database (new).

**B. Initial Budgets**

*No Items to Consider*

**C. Changes to Initial Budgets**

*No Items to Consider*

**D. Budgetary Transfers**

**1. Community Innovation Zone Grant – Program 208**

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$4,900

This project is designed to provide intensive supports within the local community to reduce the achievement gap by grade three for students at-risk through aligning P-3 efforts, increasing family supports and engagement, and strengthening community networks of organizations supporting family. In partnership with the Berks County United Way, Glenside Elementary School (Reading School District), Centro Hispano, the BCIU Head Start program will coordinate and lead initiatives to enhance early literacy development and increase parent engagement activities in the Glenside community. This initiative will focus on the development of a local family engagement committee with parent volunteers, implementation of the Raising a Reader program, and implementation of the Abriendo Puertas/Opening Doors program. The grant is funded through the Race to the Top – Early Learning Challenge Fund. These transfers are necessary for year-end projections.

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**A. General**

1. To award a professional contract to Jennifer L. Dixon, Teacher, Alternative Education, who has completed three years of satisfactory service, effective March 7, 2018.
2. To ratify the unpaid field observation of Kira Wise, senior high school student at Conrad Weiser High School, under the supervision of Paula Fellin, Itinerant Audiologist in the School Age and Special Education Department, effective March 1, 2018, through June 5, 2018.
3. To approve the revised Berks County Head Start Salary Schedule, effective March 9, 2018.
4. To authorize the appropriate officers to execute the Services Agreement with the Brandywine Heights Area School District for human resources administration services for the period of March 12, 2018, to June 30, 2019, subject to final review by the solicitor and the administration.
5. To authorize the appropriate officers to execute the Services Agreement with the Kutztown Area School District for human resources administration services for the period of February 26, 2018, to June 30, 2019, subject to final review by the solicitor and the administration.
6. RESOLVED that Dr. Jill M. Hackman is appointed Executive Director of the Berks County Intermediate Unit for a four (4) year term, effective July 1, 2018.

BE IT FURTHER RESOLVED that the appropriate officers are authorized to execute the four (4) year employment agreement which agreement is incorporated herein.

**B. Employment – Ratifications**

1. Business Services/Operations Office
  - a. Evelyn Arce – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.35 and \$10.58  
Effective Date – February 26, 2018  
*Replacement*
  - b. Kenneth L. Baker – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$16.40, \$13.45, \$11.35, and \$10.58  
Effective Date – February 26, 2018  
*Replacement*
  - c. Vera B. Bilbow – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58  
Effective Date – February 12, 2018  
*Replacement*

- d. Carol L. Matlack – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.35 and \$10.58  
Effective Date – February 12, 2018  
*Replacement*
  - e. Luisa R. Rodriguez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58  
Effective Date – February 19, 2018  
*Replacement*
  - f. Yolette Thomas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58  
Effective Date – February 19, 2018  
*Replacement*
2. Early Childhood & Student Services Office
- a. Jennifer K. Barney – Site Coordinator, Education of Children and Youth Experiencing Homelessness  
Recommended Hourly Rate – \$17.00  
Effective Date – February 19, 2018  
*New Position*
  - b. Zenaida Calero-Nieves – Paraeducator, Pre-K Counts  
Recommended Hourly Rate – \$11.40  
Effective Date – February 19, 2018  
*New Position*
  - c. Amy J. Kauffman – Paraeducator, Pre-K Counts  
Recommended Hourly Rate – \$11.40  
Effective Date – February 19, 2018  
*Replacement*
  - d. Amanda L. Kerchner – Paraeducator, Pre-K Counts  
Recommended Hourly Rate – \$11.40  
Effective Date – February 26, 2018  
*Replacement*
  - e. Megan R. Pankonien – Disabilities and Transition Specialist, Head Start  
Recommended Hourly Rate – Level I, Probationary, \$21.79  
Effective Date – February 26, 2018  
*Replacement*

**C. Change of Status – Ratifications**

- 1. Business Services/Operations Office
  - a. Howard Jarrett  
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Hourly Rates  
Effective Date – February 20, 2018  
*Voluntary Reassignment*

- b. Scott Krick  
Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Hourly Rates  
Effective Date – February 5, 2018  
*Replacement*
- c. Jose Lopez  
Change from Part-time Bus/Van Assistant and Misc. Transportation to Substitute Bus/Van Assistant and Misc. Transportation  
No Change in Hourly Rates  
Effective Date – August 25, 2017  
*Voluntary Reassignment*
- d. Hellen Ortiz Nunez  
Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Hourly Rates  
Effective Date – January 29, 2018  
*Replacement*
- e. Minerva Poblete Salas  
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Hourly Rates  
Effective Date – March 5, 2018  
*Voluntary Reassignment*
- f. Lauri Serrano  
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 – February 21, 2018  
*Replacement*
- g. Erika Yamashiro  
Change from Part-time Bus Driver Trainee to Substitute Bus Driver Trainee  
No Change in Hourly Rate  
Effective Date – February 5, 2018  
*Voluntary Reassignment*
- h. Erika Yamashiro  
Change from Substitute Part-time Bus Driver Trainee to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$11.40 to \$13.45, \$11.35, and \$10.58  
Effective Date – February 26, 2018  
*Voluntary Reassignment*

2. Early Childhood & Student Services Office
  - a. Nathalie Banks – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, \$11.36 to Level I, Entry, \$11.89  
Effective Date – January 15, 2018  
*Completed Probationary Period*
  - b. Danielle Dierolf  
Change from Paraeducator, Child Care to Paraeducator, Early Intervention  
No Change in Hourly Rate  
Effective Date – March 13, 2018  
*Replacement*
  - c. Brenda Newcomer  
Change from Substitute Teacher, Head Start to Teacher, Head Start  
Change Recommended Hourly Rate from \$13.33 to Level I, Probationary, \$17.17  
Effective Date – February 19, 2018  
*Replacement*
  - d. Migdalia Ortega – Family Engagement Worker, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, \$12.79 to Level I, Entry, \$13.31  
Effective Date – November 27, 2017  
*Completed Probationary Period*
  - e. Michele Waters – Teacher, Head Start  
Change Recommended Hourly Rate from Level III, Probationary, \$18.74 to Level III, Entry, \$19.26  
Effective Date – January 22, 2018  
*Completed Probationary Period*
3. Human Resources Office
  - a. Alexis Luckhart  
Change from Benefits Specialist to Human Resources Administrator  
Change Recommended Annual Salary from \$45,325 to \$54,104 (to be prorated) with additional \$500 monthly stipend  
Effective Date – February 26, 2018  
*New Position*
4. Professional Development and Curriculum Office
  - a. Paula Ogeka – Remedial Teacher, Act 89  
Change Recommended Annual Salary from Col. 4, Step 8, \$63,042 to Col. 5, Step 8, \$63,735 (to be prorated)  
Effective Date – February 1, 2018  
*Salary Adjustment per BCIUEA Agreement*

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

Alternative Education

- Hunter Black, Specialist – Effective February 12, 2018  
Casiana Cristurean, Specialist – Effective February 26, 2018  
Tabassum Fatima, Teacher – Effective February 19, 2018  
Keya Williams, Teacher/Specialist – Effective February 12, 2018

Child Care

Hunter Black, Aide – Effective February 12, 2018  
Casiana Cristurean, Aide – Effective February 26, 2018  
Tabassum Fatima, Teacher – Effective February 19, 2018  
Keya Williams, Teacher – Effective February 12, 2018

Custodial

Yajaira Rivera, Custodian – Effective February 19, 2018

Early Intervention

Hunter Black, Paraeducator – Effective February 12, 2018  
Casiana Cristurean, Paraeducator – Effective February 26, 2018  
Karissa Iwanyszyn, Paraeducator – Effective January 29, 2018  
Maria Velazquez Guerrero, Paraeducator – Effective March 5, 2018  
Keya Williams, Teacher – Effective February 12, 2018

Head Start

Hunter Black, Paraeducator – Effective February 12, 2018  
Casiana Cristurean, Paraeducator – Effective February 26, 2018  
Tabassum Fatima, Teacher – Effective February 19, 2018  
Karissa Iwanyszyn, Paraeducator – Effective January 29, 2018  
Keya Williams, Teacher – Effective February 12, 2018

Pre-K Counts

Hunter Black, Paraeducator – Effective February 12, 2018  
Casiana Cristurean, Paraeducator – Effective February 26, 2018  
Tabassum Fatima, Teacher – Effective February 19, 2018  
Karissa Iwanyszyn, Paraeducator – Effective January 29, 2018  
Keya Williams, Teacher – Effective February 12, 2018

Special Education

Hunter Black, Specialist – Effective February 12, 2018  
Casiana Cristurean, Specialist – Effective February 26, 2018  
Tabassum Fatima, Teacher – Effective February 19, 2018  
Keya Williams, Teacher – Effective February 12, 2018

Transportation

David Kochel, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – February 12, 2018

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

Alternative Education

Alejandra Berry – Effective January 29, 2018

Head Start

Jill Brossman – Effective January 29, 2018



**F. Remove from 2017-2018 Approved Substitute Lists**

Alternative Education

Cathy Arroyo, Teacher/Specialist – Effective January 29, 2018  
Jonathan Chadwick, Specialist – Effective February 15, 2018  
Isaac Crockett, Teacher/Specialist – Effective January 29, 2018  
Ashley Laity, Specialist – Effective March 2, 2018  
Robyn McMaster, Teacher/Specialist – Effective January 29, 2018  
Sandra Rangel-Escobedo, Specialist – Effective January 29, 2018  
Lisha Rowe, Teacher – Effective March 2, 2018  
Garrett Zebrowski, Teacher/Specialist – Effective March 2, 2018

Child Care

Cathy Arroyo, Teacher – Effective January 29, 2018  
Jonathan Chadwick, Aide – Effective February 15, 2018  
Jessica Flynn, Teacher – Effective January 29, 2018  
Sarah Jablonski, Teacher – Effective March 2, 2018  
Felicia Jones, Teacher – Effective March 2, 2018  
Ashley Laity, Teacher – Effective March 2, 2018  
Yazmin Martinez, Paraeducator – Effective March 2, 2018  
Trisha Master, Teacher – Effective February 21, 2018  
Robyn McMaster, Teacher/Paraeducator – Effective January 29, 2018  
Samantha Mengel, Aide – Effective January 29, 2018  
Gladys Nieves, Paraeducator – Effective March 2, 2018  
Laura Nina, Paraeducator – Effective March 2, 2018  
Sandra Rangel-Escobedo, Aide – Effective January 29, 2018  
Michelle Sewall, Paraeducator – Effective January 29, 2018

Early Intervention

Cathy Arroyo, Teacher – Effective January 29, 2018  
Jonathan Chadwick, Paraeducator – Effective February 15, 2018  
Felicia Jones, Paraeducator – Effective March 2, 2018  
Ashley Laity, Paraeducator – Effective March 2, 2018  
Yazmin Martinez, Paraeducator – Effective March 2, 2018  
Trisha Master, Teacher – Effective February 21, 2018  
Robyn McMaster, Teacher/Paraeducator – Effective January 29, 2018  
Samantha Mengel, Paraeducator – Effective January 29, 2018  
Gladys Nieves, Paraeducator – Effective March 2, 2018  
Laura Nina, Paraeducator – Effective March 2, 2018  
Sandra Rangel-Escobedo, Paraeducator – Effective January 29, 2018  
Lisha Rowe, Teacher – Effective March 2, 2018  
Michelle Sewall, Paraeducator – Effective January 29, 2018  
Jennie Sortino, Teacher – Effective March 2, 2018  
Garrett Zebrowski, Teacher – Effective March 2, 2018

Head Start

Cathy Arroyo, Teacher – Effective January 29, 2018  
Jonathan Chadwick, Paraeducator – Effective February 15, 2018  
Sarah Jablonski, Paraeducator – Effective March 2, 2018  
Felicia Jones, Teacher – Effective March 2, 2018

Ashley Laity, Teacher – Effective March 2, 2018  
Yazmin Martinez, Paraeducator – Effective March 2, 2018  
Robyn McMaster, Teacher/Paraeducator – Effective January 29, 2018  
Samantha Mengel, Paraeducator – Effective January 29, 2018  
Gladys Nieves, Paraeducator – Effective March 2, 2018  
Laura Nina, Paraeducator – Effective March 2, 2018  
Sandra Rangel-Escobedo, Paraeducator – Effective January 29, 2018  
Michelle Sewall, Paraeducator – Effective January 29, 2018

Other

Trisha Master, Driver Ed Behind Wheel Instructor – Effective February 21, 2018

Pre-K Counts

Cathy Arroyo, Teacher – Effective January 29, 2018  
Jonathan Chadwick, Paraeducator – Effective February 15, 2018  
Sarah Jablonski, Paraeducator – Effective March 2, 2018  
Felicia Jones, Paraeducator – Effective March 2, 2018  
Ashley Laity, Teacher – Effective March 2, 2018  
Robyn McMaster, Teacher – Effective January 29, 2018  
Gladys Nieves, Paraeducator – Effective March 2, 2018

Special Education

Cathy Arroyo, Teacher – Effective January 29, 2018  
Jonathan Chadwick, Specialist – Effective February 15, 2018  
Isaac Crockett, Paraeducator – Effective January 29, 2018  
Sarah Jablonski, Paraeducator – Effective March 2, 2018  
Marguerite Leshner, Communication Facilitator – Effective January 29, 2018  
Robyn McMaster, Teacher/Paraeducator – Effective January 29, 2018  
Pamela Progansky, Educational Interpreter – Effective January 29, 2018  
Sandra Rangel-Escobedo, Specialist/Educational Interpreter – Effective January 29, 2018  
Michelle Sewall, Paraeducator – Effective January 29, 2018  
Garrett Zebrowski, Teacher – Effective March 2, 2018

**G. Employment – Approvals**

*No Items to Consider*

**H. Change of Status – Approvals**

1. Business Services/Operations Office
  - a. Donna DeLoretta  
Change from Assistant Program Administrator – Fiscal to Assistant Director,  
Office of Business Services  
Change Recommended Annual Salary from \$73,575.84 to \$98,371 (to be prorated)  
Effective Date – April 30, 2018  
*Replacement*

**I. Leave of Absence Requests**

1. Business Services/Operations Office
  - Personal Leave (unpaid – with benefits – FMLA)
    - a. Yvette Fritz – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 6, 2018
  - Personal Leave (unpaid – without benefits – not FMLA)
    - b. Joseph Baker – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – November 28, 2017
    - c. Erika Carmona – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 20, 2018
    - d. Timothy Koch – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 30, 2018
2. Early Childhood and Student Services Office
  - Personal Leave (unpaid – without benefits – not FMLA)
    - a. Katelyn Falk – Speech Therapist, Early Intervention  
Effective Date – March 2, 2018
3. Professional Development and Curriculum Office
  - Personal Leave (unpaid – with benefits – FMLA)
    - a. Patricia Carroll – Regional Program Quality Assessor, PA Key  
Effective Date – February 19, 2018
  - Personal Leave (unpaid – with benefits – Intermittent FMLA)
    - b. Teresa Schutt – Program Administrator, OPDC  
Effective Date – February 19, 2018

**J. Return from Leave of Absence Requests**

1. Business Services/Operations Office
  - Personal Leave (unpaid – without benefits – not FMLA)
    - a. Joseph Baker – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 6, 2018
    - b. William Haines, Jr. – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 25, 2018
    - c. Timothy Koch – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 19, 2018
    - d. Mariluz Montanez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 21, 2018
2. Early Childhood and Student Services Office
  - Personal Leave (unpaid – without benefits – not FMLA)
    - a. Tina Blatt – Program Administrator, Child Care  
Effective Date – February 26, 2018

**K. Retirements**

1. Business Services/Operations Office
  - a. Cynthia A. LePage Sauppee – Assistant Director  
Effective Date – June 30, 2018
2. Professional Development and Curriculum Office
  - a. Constance Y. Skipper – Assistant Director  
Effective Date – June 30, 2018

**L. Resignations**

1. Business Services/Operations Office
  - a. Leandra M. Guzman – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 6, 2018
  - b. Barbara M. Quinones – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 23, 2018
  - c. Michaëlle R. Stephenson – Part-time Bus Driver Trainee  
Effective Date – February 22, 2018
  
2. Early Childhood and Student Services Office
  - a. Kara Graeff – Teacher, Head Start  
Effective Date – March 1, 2018
  - b. Vanessa E. Lopez – Paraeducator, Child Care  
Effective Date – February 6, 2018
  - c. Ludie Louis-Juste – Paraeducator, Child Care  
Effective Date – March 9, 2018
  - d. Tressa V. Mejia – Specialized Preschool Teacher – Itinerant, Early Intervention  
Effective Date – March 26, 2018
  - e. Miosotty Nunez – Administrative Assistant, Head Start  
Effective Date – June 29, 2018

**M. Terminations**

1. Business Services/Operations Office
  - a. Leymond A. DeBooth – Part-time Bus Driver Trainee  
Effective Date – March 16, 2018  
*Job Abandonment*

**N. Other**

1. Early Childhood and Student Services Office
  - a. Elizabeth M. Angstadt – Assistant Program Administrator, Early Intervention  
Recommended Annual Salary – \$73,779 (to be prorated)  
Effective Date – March 12, 2018  
*Date Amended*
  - b. Holly Loscig  
Change from Substitute Paraeducator, Child Care to Paraeducator, Child Care  
Change Recommended Hourly Rate from \$8.95 to \$10.05  
Effective Date – February 12, 2018  
*Date Amended*
  
2. Professional Development and Curriculum Office
  - a. Carissa Noel – Assistant Program Administrator  
Recommended Annual Salary – \$73,779 (to be prorated)  
Effective Date – March 19, 2018  
*Date Amended*

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, DIRECTOR

1. To ratify agreements between the Berks County Intermediate Unit and the following child care providers and licensed child care centers to provide subsidized child care services:
  - a. Paulina Lopez, effective January 29, 2018
  - b. Maria Moreno, effective January 31, 2018
  - c. Melvin Sims, effective February 1, 2018
  - d. Jessica Zayaz, effective February 1, 2018
  - e. Gulshan Chilashvili, effective February 13, 2018
  - f. Sunshine and Stars Learning Center, effective February 2, 2018
  - g. Victoria Gradwell, effective February 5, 2018
  
2. To ratify an agreement between Berks County Intermediate Unit and New Direction Solutions dba Procure Therapy, for New Direction Solutions dba Procure Therapy to provide professional services as listed below, effective March 1, 2018, through June 30, 2018 (including automatic one-year renewal periods).
  - Occupational Therapy Services: \$71.14/hour – \$74.80/hour
  - Physical Therapy Services: \$71.14/hour – \$74.80/hour
  - Speech Language Therapy: \$68.17/hour – \$72.44/hour
  - Special Education Teachers: \$62.14/hour – \$67.43/hour
  - Education Consulting Services: \$58.00/hour
  - School Psychologist: \$76.12/hour – \$80.67/hour
  
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Community Prevention Partnership of Berks County, Inc., for the Community Prevention Partnership of Berks County, Inc. to provide two full-time case workers and one supervisor for the ELECT/Fatherhood Program at a fee of \$35.70/hour, effective July 1, 2017, through June 30, 2018.
  
4. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and TransPerfect Remote Interpreting, Inc. (TRI), for TRI to provide on-demand and over-the-phone translation and document translation services, effective April 1, 2018, to March 31, 2019, with automatic month-to-month renewals until termination of the agreement, as per the following service pricing:

Phone Interpretation (monthly minimum of \$50.00):  
Set-Up – \$50.00  
Rate per minute (all languages) – \$1.10  
Rate per minute (video) – \$3.00

Document Translation:  
\$.17 to \$.24 per word plus formatting

5. To ratify an agreement between Berks County Intermediate Unit (BCIU) and Sunbelt Staffing, LLC, for Sunbelt Staffing, LLC to provide professional services as listed below, effective March 5, 2018, through June 30, 2018 (including automatic one-year renewal periods):
  - Occupational Therapy Services: \$62.00 – \$70.00
  - Physical Therapy Services: \$62.00 – \$72.00
  - Speech Language Services: \$62.00 – \$70.00
  - Special Education Teachers: \$ 53.00 – \$63.00
  - Psychological Services: \$68.00 – \$78.00
  - Paraprofessional: \$21.00 – \$28.00
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District, for the Reading School District to provide services to children and youth experiencing homelessness in connection with the BCIU's administration of the Pennsylvania's Education for Children and Youth Experiencing Homelessness program, effective March 1, 2018, through September 30, 2018, for a contract fee not to exceed \$26,500.
7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Lebanon School District, for the Lebanon School District to provide services to children and youth experiencing homelessness in connection with the BCIU's administration of the Pennsylvania's Education for Children and Youth Experiencing Homelessness program, effective March 1, 2018, through September 30, 2018, for a contract fee not to exceed \$10,000.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Melissa J. Varone, for Ms. Varone to provide professional services related to the career pathways platform project as per the agreement, effective March 1, 2018, through June 30, 2018, in the amount of \$21,000 plus travel reimbursement.
2. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and CrossRoads Studios, for CrossRoads Studios to re-design the PA Key website. This amendment is adding an addendum to the scope of work to include the analysis of opportunities for PA Key to develop better strategies to motivate STAR 1 and 2 Providers to STAR 3 and providing support for that on the PA Key website for an additional cost of \$17,490 for an overall total not to exceed a cost of \$67,490 through June 30, 2018 (PA Key).

**C. INFORMATION TECHNOLOGY**

—ANDREAS LUDWIG, CIO and DIRECTOR

1. To approve the purchase of a Dell PowerEdge R730 Server at a cost of \$12,207.42 which includes a 5-year ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service w/Emergency Dispatch warranty and maintenance agreement. This server will replace legacy equipment at the Berks County Intermediate Unit Main Office.

2. To authorize the appropriate officers to execute an Amendment to Service Agreement No. PA-18047-021516-01 between the Berks County Intermediate Unit and Comcast Cable Communications Management, LLC, covering the purchase of commodity internet services, to be shared by and distributed to member school districts of the Berks County Regional Wide Area Network Consortium. The Amendment allows for the purchase of 14,000 Mbps of service at a cost of \$.75 Mbps, effective July 1, 2018, through June 30, 2019.
3. To authorize the appropriate officers to execute an amendment to the original agreement between the Berks County Intermediate Unit and Xtel Communications, Inc., for Xtel Communications, Inc. to provide telecommunication services for the Berks County Regional Wide Area Network Consortium. The amendment includes circuit upgrades for the following school districts: Daniel Boone Area School District, Hamburg Area School District, Muhlenberg School District, and the Reading Muhlenberg Career and Technology Center, at monthly recurring costs of \$2,450/district and a one-time installation fee of \$1,500/district. The upgraded circuit costs and service dates will be coterminous with the existing contract. WAN transport and fiber connections will be allocated to the consortium's participating members based on their individual Telecommunication Service Orders. This contract is effective October 15, 2016, through October 14, 2021.
4. To ratify an agreement with Frontier Communications for 24 Primary Rate Interface (PRI) lines at a rate of \$315/month for a three-year term beginning March 2, 2018. This agreement is a necessary component of the phone system upgrade project.
5. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and PenTeleData, for cable modem services to two BCIU locations (Caron Foundation and Alley Learning Center) at a cost of \$149.95/month/site for a one-year term, effective July 1, 2018.
6. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Comcast Cable Communications Management to upgrade cable modem services to 17 BCIU locations at a cost of \$3,260/month for a one-year term, effective July 1, 2018.
7. To authorize the appropriate officers to execute a lease schedule with HP, Inc., for a three-year lease for 11 laptop computers at a cost not to exceed \$13,891.44 effective April 1, 2018.
8. To approve the Office of Information Technology Products / Services Rate Schedule B, effective July 1, 2018, to June 30, 2019.

**D. BUSINESS SERVICES/OPERATIONS**

—CARL BLESSING, ASSISTANT TO THE EXECUTIVE DIRECTOR AND CFO

1. To authorize the appropriate officers to execute a four-year agreement between the Berks County Intermediate Unit (BCIU) and Tulpehocken Area School District, for the BCIU to continue the provision of transportation services, effective July 1, 2018, through June 30, 2022, with rate increases as follows: no change for year one; 2.5% increase for year two; and 2.75% increase for years three and four.
2. To approve the Special Education, Early Intervention, and Student Services Rates schedule, effective July 1, 2018, through June 30, 2019.

3. To award contracts for the lease purchase of the following:
  - (1) 2018 Transit Cargo Van (Box Truck)
  - (4) 2018 Ford Fusion
  - (7) 2018 9-Passenger Vans
  - (2) 2018 9-Passenger Vans
  - (3) 2018 30-Passenger Minibuses
  - (3) 2018 30-Passenger with Lift Minibuses
  - (1) 2015 48-Passenger School Bus
  - (2) 2019 48-Passenger with Lift School Buses
  - (1) 2014 48-Passenger with Lift School Bus
  - (15) 2014 72-Passenger School Buses
  - (5) 2014 72-Passenger School Buses
  - (4) 2019 72-Passenger with A/C School Buses
  - (1) 2019 72-Passenger with Lift School Bus

**E. ADMINISTRATION**

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

1. To appoint Andreas Ludwig as Open Records Officer in accordance with Act 3 of 2008, Pennsylvania Right-to-Know Law, effective March 16, 2018.

**15. BOARD MEMBERS DESIRING TO BE HEARD**

**16. ADJOURNMENT**