

The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, March 15, 2018, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order 7:18 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; Elizabeth Huhn; Dr. Amy Kennedy; Randall R. Madara; David Rathgeb; Ralph C. Richard; Brian Specht; Daniel Steinhauer; Terrie Taylor, LSW; James Ulrich; Michelle Worrall; and Timothy M. Heffner

Absent: Dr. David Hemberger; Jean Kelleher; Linda R. Lash; Gary McEwen; and Carl Ziegler

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

Solicitor: James Mancuso, Esquire

Guest/s: None

Press: Andrew Keuscher, Reading Eagle

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

**Announcements
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be
Heard**

A motion was made by Worrall, seconded by Carl, to approve the minutes of the meeting of Thursday, February 15, 2018.

**Approval of Minutes
—Item 02.**

Motion carried.

Voice Vote

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

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

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

SOURCE		PAGE	AMOUNT
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
TOTAL			\$5,651,945.82

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

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

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF MARCH 9, 2018 (Information item):

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
TOTALS	\$4,786,158.13	\$261,374.99	\$32,540.21	\$387,615.54	\$319,370.42
GRAND TOTAL	\$5,787,059.29				

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

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08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

February 2018

Tompkins VIST: \$ 3,064.79

PNC: \$ 214.04

Yeas:	Carl; Dennin; Huhn; Kennedy; Madara; Rathgeb; Richard; Specht; Steinhauer; Taylor; Ulrich; Worrall; Heffner.	Roll Call Vote
Nays:	None. Motion carried.	

09. COMMUNICATIONS

No Items to report.

Communications

10. OLD BUSINESS

No items to report.

11. REPORT OF NEGOTIATIONS COMMITTEE

Huhn reported that the negotiations committee met with BCIUEA on March 6. The next negotiations session is scheduled for April 5.

Report of Negotiations Committee —Item 11.

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

**BUDGETS
—Item 12.**

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

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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.

Yeas:	Carl; Dennin; Huhn; Kennedy; Madara; Rathgeb; Richard; Specht; Steinhauer; Taylor; Ulrich; Worrall; Heffner.	Roll Call Vote
Nays:	None. Motion carried.	

13. PERSONNEL MATTERS
—ROB ROSENBERRY, DIRECTOR

PERSONNEL MATTERS

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

General

To award a professional contract to Jennifer L. Dixon, Teacher, Alternative Education, who has completed three years of satisfactory service, effective March 7, 2018.

Award Professional Contract to Jennifer L. Dixon—Item 13. A. 1.

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.

Unpaid Field Observation of Kira Wise—Item 13. A. 2.

To approve the revised Berks County Head Start Salary Schedule, effective March 9, 2018

Revised Berks County Head Start Salary Schedule—Item 13. A. 3.

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.

Services Agreement with Brandywine Heights ASD for Human Resources Administration Services—Item 13. A. 4.

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.

Services Agreement with Kutztown ASD for Human Resources Administration Services—Item 13. A. 5.

Yeas:	Carl; Dennin; Huhn; Kennedy; Madara; Rathgeb; Richard; Specht; Steinhauer; Taylor; Ulrich; Worrall; Heffner.	Roll Call Vote
Nays:	None. Motion carried.	

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A motion was made by Carl, seconded by Huhn, to approve the following

**Appointment of Executive
Director—Item 13. A. 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.

Yeas: Carl; Dennin; Huhn; Kennedy; Madara; Rathgeb; Richard; Specht; Steinhauer; Taylor; Ulrich; Worrall; Heffner.	Roll Call Vote
Nays: None. Motion carried.	

President Heffner offered his congratulations and appreciation to Dr. Hackman. Dr. Hackman thanked the Board for their confidence and the opportunity to continue as the Executive Director. She also thanked the leadership team and Board for their contributions and support.

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

B. Employment – Ratifications

**Ratifications – Employment
—Items 13. B.**

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

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- f. Yvette 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

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

- 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

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- 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

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- 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

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

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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

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

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

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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

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G. Employment – Approvals

No Items to Consider

Employment Approvals

—Item 13. G.

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

Change of Status Approvals

—Item 13. H.

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

Leave of Absence Requests

—Item 13. I.

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

Return from Leave of

Absence Requests

—Item 13. J.

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- 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

**Retirements
—Item 13. K.**

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. Michaele 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

**Resignations
—Item 13. L.**

M. Terminations

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

**Terminations
—Item 13. M.**

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N. Other

**Other
—Item 13. N.**

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

Yeas: Carl; Dennin; Huhn; Kennedy; Madara; Rathgeb; Richard; Specht; Steinhauer; Taylor; Ulrich; Worrall; Heffner.	Roll Call Vote
Nays: None. Motion carried.	

President Heffner extended his congratulations to Donna DeLoretta, who was approved as Assistant Director of the Office of Business Services, effective April 30, 2018. Donna will be joining the BCIU leadership team upon the retirement of Cindy LePage Sauppe. Donna, who attended the Board meeting, thanked the Board and leadership team and shared heartfelt thoughts, saying she felt blessed to be hired at the BCIU, and was humbled and grateful for the opportunity.

**Congratulations to
Donna DeLoretta**

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

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS
FOR CONSIDERATION**

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, ACTING DIRECTOR

To ratify agreements between the Berks County Intermediate Unit and the following child care providers and licensed child care centers to provide subsidized Child care services:

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

- a. 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

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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

Agreement with New Direction Solutions dba Procure Therapy for Professional Services—Item 14. A. 2.

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.

Agreement with the Community Prevention Partnership of Berks County, Inc. RE: ELECT/Fatherhood Program—Item 14. A. 3.

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:

Agreement with TransPerfect Remote Interpreting, Inc.—Item 14. A. 4.

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

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):

Agreement with Sunbelt Staffing, LLC.—Item 14. A. 5.

- 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

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.

Agreement with the Reading School District RE: PA Education for Children and Youth Experiencing Homelessness Program—Item 14. A. 6.

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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.

**Agreement with the Lebanon School District RE: PA Education for Children and Youth Experiencing Homelessness Program
—Item 14. A. 7.**

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

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.

**Agreement with Melissa J. Varone for Professional Services RE: Career Pathways Platform Project
—Item 14. B. 1.**

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).

**Agreement with CrossRoads Studios / PA Key Website
—Item 14. B. 2.**

C. INNOVATION AND TECHNOLOGY

—ANDREAS LUDWIG, CIO AND DIRECTOR

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.

**Approve Purchase of Dell PowerEdge R730 Server
—Item 14. C. 1.**

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.

**Amendment to Service Agreement with Comcast Cable Communications RE: Internet Services (Berks County Regional Wide Area Network Consortium)
—Item 14. C. 2.**

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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.

**Amendment to Agreement with Xtel Communications, Inc. (Berks County Regional Wide Area Network Consortium)
—Item 14. C. 3.**

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.

**Agreement with Frontier Communications
—Item 14. C. 4.**

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.

**Agreement with PenTeleData for BCIU Cable Modem Services (Caron Foundation and Alley Learning Center)
—Item 14. C. 5.**

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.

**Agreement with Comcast Cable Communications Management for Upgrade of Cable Modem Services to 17 BCIU Locations
—Item 14. C. 6.**

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.

Lease Schedule with HP, Inc. for 11 Laptop Computers—Item 14. C. 7.

To approve the Office of Information Technology Products / Services Rate Schedule B, effective July 1, 2018, to June 30, 2019.

**2018-2019 IT Products / Services Rate Schedule B
—Item 14. C. 8.**

D. BUSINESS SERVICES/OPERATIONS

—CARL BLESSING, CFO AND DIRECTOR

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.

Transportation Services for Tulpehocken Area School District—Item 14. D. 1.

To approve the Special Education, Early Intervention, and Student Services Rate schedule, effective July 1, 2018, through June 30, 2019.

2018-2019 Special Education, Early Intervention, and Student Services Rate Schedule—Item 14. D. 2.

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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 Bu

**Award Contracts for Lease
Purchase of Vehicles
—Item 14. D. 3.**

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

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

**Appoint Andreas Ludwig as
Open Records Officer
—Item 14. E. 1.**

Yeas: Carl; Dennin; Huhn; Kennedy; Madara; Rathgeb; Richard; Specht; Steinhauer; Taylor; Ulrich; Worrall; Heffner. Nays: None. Motion carried.
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Roll Call Vote

No one desired to speak.

**Board Members Desiring to
Be Heard—Item 15.**

A motion was made by Carl, seconded by Taylor, to adjourn the meeting at 7:26 p.m.

Adjournment

Motion carried.

Voice Vote

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:**

Dr. Christina Foehl, Program Administrator, introduced Tanya Smith as Employee of the Month for March. Dr. Foehl shared that Tanya has served as an OPDC secretary for the past year, offering support to six administrators. Tanya always brings a positive attitude to the office and has proved a wonderful addition to the team. She is always professional and helpful to co-workers and outside visitors alike. Tanya is bilingual and has used her language skills to translate documents and speak to visitors when needed.

Tanya thanked the Board and said she loves her job. Her husband and two sons accompanied her to the Board meeting.

The insideBCIU video (Year Two / Sixth Edition) featured the BCIU Act 89/Nonpublic Remedial Reading Teachers and Programs

**EMPLOYEE OF THE
MONTH – MARCH 2018
— Tanya Bonilla-Smith,
Secretary, Office of
Professional Development
and Curriculum**

INSIDE BCIU

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