

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MAY 17, 2018
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, May 17, 2018, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order 8:02 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Jill A. Dennin; Elizabeth Huhn; Jean Kelleher; Dr. Amy Kennedy; Linda R. Lash; Randall R. Madara; Gary McEwen; David Rathgeb; Ralph C. Richard; Daniel Steinhauer; Terrie Taylor, LSW; James Ulrich; Dr. Michelle Worrall; and Timothy M. Heffner.

Absent: Bill Carl; Dr. David Hemberger; Brian Specht; and Carl Ziegler.

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: Scott Major

Press: Keith Smoker, Reading Eagle

Following the pledge of allegiance and roll call, President Heffner noted there was an executive session to discuss personnel matters, specifically terminations, Act 93, and contract negotiations.

**Announcements
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be
Heard**

A motion was made by Ulrich, seconded by McEwen, to approve the following:

To acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:

**Receipt of Bids
—Item 01. C.**

1. Custodial Supplies, on Tuesday, March 27, 2018, at 11:00 A.M.
2. Classroom and Office Supplies, on Tuesday, April 3, 2018, at 11:00 A.M.
3. Digital Media Equipment and Technology Supplies, on Tuesday, April 17, 2018, at 11:00 A.M.

To acknowledge that the following slate of BCIU representatives was approved at the 48th Annual Convention of Berks County School Directors on Tuesday, April 24, 2018, at the Reading Muhlenberg Career and Technology Center, via a motion made by Otto W. Voit, Jr., Muhlenberg School District, and seconded by Dr. Michelle Worrall, Antietam School District, and to seat these duly-elected representatives for terms as noted, effective July 1, 2018:

**Slate of BCIU
Representatives
Approved at Convention
—Item 01. D.**

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THREE-YEAR TERM ENDING JUNE 30, 2021:

Elizabeth S. Huhn Brandywine Heights Area School District
James D. Ulrich Governor Mifflin School District
Brian R. Specht Hamburg Area School District
Carl H. Ziegler Kutztown Area School District
Gary R. McEwen Twin Valley School District
Dr. Amy Kennedy Wilson School District

TWO-YEAR TERM ENDING JUNE 30, 2020:

Dr. David Hemberger Exeter Township School District
Terrie Taylor, LSW Wyomissing Area School District

ONE-YEAR TERM ENDING JUNE 30, 2019:

William Carl Conrad Weiser Area School District
Randall R. Madara Muhlenberg School District
Daniel Steinhauer Tulpehocken Area School District

Motion carried.	Voice Vote
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President Heffner appointed Brian Specht as Chair of the Nominating Committee, and announced that elections for BCIU Board officers would be held at the June meeting. Board members were asked to contact Mr. Specht with their input for the election of Board officers.

**Appointment of Brian Specht as Nominating Committee Chair
—Item 01. E.**

A motion was made by Lash, seconded by Dennin, to approve the minutes of the meeting of Thursday, April 19, 2018.

**Approval of Minutes
—Item 02.**

Motion carried.	Voice Vote
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A motion was made by Huhn, seconded by Taylor, 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	
April	2018 Ratifications	1-59	\$3,098,948.27
May	2018 Ratifications	1-22	\$1,994,313.37
May	2018 Approvals	1-20	\$434,580.76
TOTAL			\$5,527,842.40

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

Amount Outstanding
May 11, 2018
\$1,200,000

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05. ACCOUNTS RECEIVABLE AGING REPORT AS OF MAY 11, 2018 (Information item):

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,361,287.84	\$460,998.20	\$566,801.17	\$348,912.34	\$444,508.80
Commonwealth of PA	\$6,394,920.79	\$4,531.13	\$19,874.12	\$0.00	\$0.00
Other Revenue Sources	\$218,781.78	\$127,249.33	\$15,522.73	\$400.00	\$25,375.16
TOTALS	\$7,974,990.41	\$592,778.66	\$602,198.02	\$349,312.34	\$469,883.96
GRAND TOTAL	\$9,989,163.39				

06. APPROVAL/RATIFICATION OF HEAD START:

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

**07. COMBINED FINANCIAL REPORT
APRIL 2018**

CASH

BEGINNING BALANCE -April 1, 2018 \$697,001.90

RECEIPTS

REVENUE RECEIPTS	\$6,904,621.19	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$6,904,621.19</u>
		\$7,601,623.09

DISBURSEMENTS

PRE BOARD RATIFICATIONS	\$375,323.31	
BOARD APPROVALS	\$646,884.58	
POST BOARD RATIFICATIONS	<u>\$3,098,948.27</u>	
TOTAL CHECKS WRITTEN	\$4,121,156.16	
CHECKS VOIDED	(\$10,932.82)	
PAYROLL DISTRIBUTIONS	<u>\$1,654,266.72</u>	<u>\$5,764,490.06</u>
ENDING BALANCE - April 30, 2018		\$1,837,133.03

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-April 30, 2018 \$1,837,133.03

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08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

April 2018

Tompkins VIST: \$ 2,394.73
PNC: \$ 332.03

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

09. COMMUNICATIONS

Secretary Huhn reported that the PSBA’s meeting of the Delegate Assembly is scheduled for Friday, October 19, 2018, in conjunction with the PASA-PSBA School Leadership Conference. Although not required, a voting delegate to represent BCIU may be appointed. PSBA must receive notification of the appointment no later than June 29, 2018. This item will be placed on the June agenda. Additional information regarding the PSBA Delegate Assembly and responsibilities will be sent via email to Board members to ascertain interest in serving in this role.

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

A motion was made by Kelleher, seconded by Huhn, to acknowledge receipt of vote tally by school districts for the 2018/2019 Berks County Intermediate Unit budget.

**Vote Tally by School
Districts for 2018/2019
BCIU Budget—Item 09. B.**

Motion carried.	Voice Vote
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Secretary Huhn shared a letter from United Way thanking the BCIU for their efforts in coordinating the first annual BCIU Apple A Day 5k to benefit the United Way. In partnership with Penn State Berks and Penn State Health St. Joseph, the BCIU was able to raise \$6,200 toward their United Way Campaign.

**Thank You Letter from
United Way / Apple A
Day 5k
—Item 09. C.**

10. OLD BUSINESS

No Items to Consider

11. REPORT OF NEGOTIATIONS COMMITTEE

Negotiations Committee Chair McEwen reported that a meeting was held with BCIUEA on May 14. Much progress was made with the goal of having an agreement in place for July 1, 2018.

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

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

**BUDGETS
—Item 12.**

A. New and Proposed Budgets

No Items to Consider

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B. Initial Budgets

1. Nolde Aides - Program 623

Office of Early Childhood and Student Services
7/1/18 – 6/30/19

\$4,652

This self-supporting enterprise program provides instructional services to teachers and students visiting the Nolde Environmental Center. Classes in group problem solving, content instruction in sciences such as ecology, seasons, wildlife, conservation, and sensory information from nature are offered (since 1975).

2. Driver Education - Program 633

Office of Early Childhood and Student Services
7/1/18 – 6/30/19

\$181,762

This proprietary program offers a PDE approved after-school and/or weekend standardized driver training course of students in Berks County area school districts. Thirty hours of in-class instruction and six hours of behind-the-wheel training is featured. Fees are paid directly by parents or the school district. Driver education theory is available online through an arrangement with Edward Savioz Driver Training School (since 1993).

3. PA Inspired Leadership Initiative - Program 152

Office of Professional Development and Curriculum
7/1/18 – 6/30/19

\$143,600

Funded by the federal government through Appalachia Intermediate Unit, this program supports the development and improvement of leadership skills through the Principals Induction Program (PIP) and the Continuing Professional Education component for all other school administrators. This consortium, which is led by the BCIU, includes Schuylkill, Colonial, and Carbon-Lehigh intermediate units (since 2005).

4. BCIU Print Service Center - Program 605

Office of Innovation and Technology
7/1/18 – 6/30/19

\$424,399

This proprietary program provides printing and duplicating and document imaging services to all BCIU programs and to school districts choosing these services (since 1971).

C. Changes to Initial Budgets

1. Early Head Start Child Care Partnership - Program 17-168

Office of Early Childhood and Student Services
8/1/17 – 7/31/19

\$2,000

Total Proposed Revised Budget: \$458,464

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 additional funding.

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2. PA Inspired Leadership Initiative - Program 152

Office of Professional Development and Curriculum

7/1/17 – 6/30/18

(\$29,807)

Total Proposed Revised Budget: \$112,368

Funded by the federal government through Appalachia Intermediate Unit, this program supports the development and improvement of leadership skills through the Principals Induction Program (PIP) and the Continuing Professional Education component for all other school administrators. This consortium, which is led by the BCIU, includes Schuylkill, Colonial, and Carbon-Lehigh intermediate units (since 2005). The allocation is being reduced by Appalachia Intermediate Unit to reflect projected expenditures through June 30, 2018.

D. Budgetary Transfers

No Items to Consider

Yeas: Dennin; Huhn; Kelleher; Kennedy; Lash; Madara; McEwen; Rathgeb; Richard; 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 Kelleher, seconded by McEwen, to approve the following items under Personnel Matters:

A. General

1. To ratify the unpaid professional semester experiences as noted below:
 - a. Caroline Cacchio, Kutztown University undergraduate student majoring in Elementary Education-Vison, under the supervision of Amanda Kutzura, Special Education Itinerant Teacher, effective April 30, 2018, through May 4, 2018.
 - b. Sydney Frankel, Kutztown University undergraduate student majoring in Elementary Education-Vision, under the supervision of Michelle Whitehouse, Special Education Itinerant Teacher, effective April 30, 2018, through May 4, 2018.
2. To ratify the unpaid field observation of Brennan Kennedy, Kutztown University undergraduate student majoring in Elementary Education-Vision, under the supervision of Sheri Hoffert, Special Education Itinerant Teacher, effective April 30, 2018, through May 4, 2018.
3. To approve the Registry Internship, Administrative Assistant, PA Key Program position description.
4. To approve the following Compensation and Benefits Plans, effective July 1, 2018, to June 30, 2020:
 - a. Leadership Team
 - b. Middle Management
 - c. Technology and Support Services

General —Item 13. A. Unpaid Professional Semester Experiences of Amanda Kutzura and Sydney Frankel —Items 13. A. 1. a. & b.

Unpaid Field Observation of Brennan Kennedy —Item 13. A. 2.

Registry Internship, Admin. Asst. Position Description—Item 13. A. 3.

Compensation and Benefit Plans —Item 13. A. 4.

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B. Employment – Ratifications

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

1. Business Services/Operations Office
 - a. Nilda M. Aponte – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$11.35 and \$10.58
Effective Date – May 7, 2018
Replacement
 - b. Sharon A. Kissinger – Part-time Bus Driver Trainee
Recommended Hourly Rate – \$11.40
Effective Date – May 7, 2018
Replacement
 - c. Chaudene M. Michalek – Assistant Program Administrator, Fiscal Services
Recommended Annual Salary – \$70,000 (to be prorated)
Effective Date – May 7, 2018
Replacement
 - d. Annette Rodriguez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – April 23, 2018
Replacement
 - e. Daniel Rosa – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – April 23, 2018
Replacement
 - f. Damaris Rosario – Part-time Bus Driver Trainee
Recommended Hourly Rate – \$11.40
Effective Date – May 7, 2018
Replacement
 - g. Luisa Tineo-Abreu – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$11.35 and \$10.58
Effective Date – April 23, 2018
Replacement
2. Early Childhood & Student Services Office
 - a. Shirley T. Fantozzi – Floating Teacher, Head Start
Recommended Hourly Rate – Level III, Probationary, \$18.74
Effective Date – April 30, 2018
Replacement
 - b. Jennifer L. Krasley – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Probationary, \$11.36
Effective Date – April 30, 2018
Replacement

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- c. Donna McGrath – Job Coach, Special Education
Recommended Hourly Rate – \$12.65
Effective Date – April 23, 2018
Replacement
- d. Janice Miller – Teacher, Head Start
Recommended Hourly Rate – Level V, Probationary, \$19.79
Effective Date – April 23, 2018
Replacement
- e. Kettiya J. Monfort – Paraeducator, Child Care
Recommended Hourly Rate – \$10.05
Effective Date – May 7, 2018
Replacement
- f. Marie A. Storms – Paraeducator, Early Intervention
Recommended Hourly Rate – \$11.40
Effective Date – April 23, 2018
Replacement
- g. Rachel M. Strain – Family Engagement Worker, Head Start
Recommended Hourly Rate – Level III, Probationary, \$13.31
Effective Date – May 7, 2018
Replacement

C. Change of Status – Ratifications

- 1. Business Services/Operations Office
 - a. Rebecca Drakely
Change from Part-time Driver w & w/o Bus License, Assistant,
Misc. Transportation to Substitute Driver w & w/o Bus License,
Assistant, and Misc. Transportation
No Change in Hourly Rates
Effective Date – May 11, 2018
Voluntary Reassignment
 - b. Kathy Eidle
Change from Substitute Bus Driver Trainee, Transportation to
Part-time Bus Driver Trainee, Transportation
No Change in Hourly Rate
Effective Date – April 9, 2018
Replacement
 - c. Robert Fair, Jr.
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 – May 14, 2018
Voluntary Reassignment

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

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- d. Jenny Garcia
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 – April 12, 2018
Voluntary Reassignment
- e. Katelyn Hunsicker
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 – April 30, 2018
Voluntary Reassignment
- f. Kimberly Keller
Change from Part-time Driver w/o Bus License, Assistant, Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Hourly Rates
Effective Date – April 20, 2018
Voluntary Reassignment
- g. Scott Krick
Change from Part-time Driver w/o Bus License, Assistant, Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Hourly Rates
Effective Date – May 1, 2018
Voluntary Reassignment
- h. Lydia Mendez
Change from Part-time Driver w & w/o Bus License, Assistant, Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Hourly Rates
Effective Date – April 16, 2018
Voluntary Reassignment
- i. Lydia Mendez – Fueler, Transportation
Effective Date – April 16, 2018
Remove Assignment
- j. Michelle Nieves
Change from Part-time Driver w/o Bus License, Assistant, Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Hourly Rates
Effective Date – May 4, 2018
Voluntary Reassignment

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- k. Luis Rosario
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 – April 10, 2018
Obtained CDL

- l. Lauri Serrano
Change from Substitute Fueler, Transportation to Fueler Transportation
No Change in Hourly Rate
Effective Date – April 16, 2018
Replacement

- m. Heather Stichter
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 – April 16, 2018
Replacement

- n. Alyssa Strauss
Change from Part-time Bus Driver Trainee to Part-time Driver w/ Bus License,
Transportation
Change Recommended Hourly Rate from \$11.40 to \$16.10
Effective Date – April 27, 2018
Obtained CDL

- o. Alyssa Strauss – Part-time w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58
Effective Date – April 30, 2018
Additional Assignments

- 2. Early Childhood & Student Services Office
 - a. Barbara Burgos – Teacher, Head Start
Change Recommended Hourly Rate from Level IV, Probationary, \$19.26 to
Level IV, Entry, \$19.79
Effective Date – March 15, 2018
Completed Probationary Period

 - b. Branden Jambeau – Mental Health Specialist, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$21.79
to Level I, Entry, \$22.31
Effective Date – April 23, 2018
Completed Probationary Period

 - c. Connie Schallau – Teacher, Head Start
Change Recommended Hourly Rate from Level V, Probationary, \$19.79
to Level V, Entry, \$20.30
Effective Date – April 16, 2018
Completed Probationary Period

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- d. M. Glynnes Smith
Change from Assistant Program Administrator, Early Intervention to
Interim Program Administrator, Special Education Program
Coordinator, Reading School District
Change Recommended Salary from \$75,623.11 to \$84,599 (to be prorated)
Effective Date – May 14, 2018 – June 13, 2018
Temporary Assignment

- e. Carmen Trinidad – Teacher, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$17.17
to Level I, Entry, \$17.70
Effective Date – April 4, 2018
Completed Probationary Period

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

Alternative Education

Sabrina Hilsinger-Quinn, Specialist – Effective April 16, 2018
Maria Lopez, Specialist – Effective April 3, 2018

Child Care

Sheila Gorman, Paraeducator – Effective April 2, 2018

Early Intervention

Sabrina Hilsinger-Quinn, Paraeducator – Effective April 16, 2018
Maria Lopez, Paraeducator – Effective April 3, 2018

Head Start

Sabrina Hilsinger-Quinn, Paraeducator – Effective April 16, 2018
Maria Lopez, Paraeducator – Effective April 3, 2018

Pre-K Counts

Sabrina Hilsinger-Quinn, Paraeducator – Effective April 16, 2018
Maria Lopez, Paraeducator – Effective April 3, 2018

Special Education

Sabrina Hilsinger-Quinn, Specialist – Effective April 16, 2018
Maria Lopez, Specialist – Effective April 3, 2018

Transportation

Brandi Mays, Substitute Driver w/ Bus License – Effective April 11, 2018

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

No Items to Consider

F. Remove from 2017-2018 Approved Substitute Lists

Transportation

Susan Laney, Substitute Driver w & w/o Bus License, Assistant, and
Misc. Transportation
Effective – April 16, 2018

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

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

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

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G. Employment – Approvals

1. Information Technology Office
 - a. Scott D. Major – Chief Information Officer / Director
Recommended Annual Salary – \$121,000 (to be prorated)
Effective Date – June 25, 2018
Replacement

**Employment Approvals
—Item 13. G.**

H. Change of Status – Approvals

No Items to Consider

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

I. Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Kariana Basabe Garay – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – February 26, 2018
 - b. Angelina Gooch – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 28, 2018
 - c. Carol Grube – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – April 6, 2018
 - d. Rodger Mountz – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 23, 2018
 - e. Quentin Veil – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 15, 2018
 - f. Rebecca Webber – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – April 20, 2018
2. Early Childhood and Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Emilee Chambers – Specialized Preschool Teacher – Itinerant, Early Intervention
Effective Date – April 17, 2018
 - b. Kamie Rothenberger – Teacher, Head Start
Effective Date – April 6, 2018Personal Leave (unpaid – with benefits – not FMLA)
 - c. Mackenzie Bolts – Speech Therapist, Early Intervention
Effective Date – April 10, 2018
 - d. Stephanie Quier – Paraeducator, Head Start
Effective Date – February 13, 2018

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

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Erika Carmona – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – April 30, 2018

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

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- b. Angelina Gooch – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – April 17, 2018
- c. Carol Grube – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – April 23, 2018
- d. Luisailly Torres-Germoso – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 1, 2018

K. Retirements

**Retirements
—Item 13. K.**

- 1. Business Services/Operations Office
 - a. Ronald C. Oswald – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 18, 2018
 - b. Melanie G. Serrano – Assistant Program Administrator, Fiscal Services
Effective – June 15, 2018
- 2. Early Childhood and Student Services Office
 - a. Alicia L. Bauer – Job Coach, Special Education
Effective – June 13, 2018
 - b. Suzanne M. Brown – Special Education Teacher – Special Education
Effective – June 13, 2018
 - c. Carmine F. Franco – Specialized Preschool Teacher – Classroom, Early Intervention
Effective – August 2, 2018

L. Resignations

**Resignations
—Item 13. L.**

- 1. Business Services/Operations Office
 - a. David J. Liebman – Part-time Bus Driver Trainee, Transportation
Effective Date – April 13, 2018
 - b. Wendy E. Noll – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 1, 2018
 - c. Letitia D. Shalters – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – April 30, 2018
 - d. Barry L. Staudt – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 4, 2018
- 2. Early Childhood and Student Services Office
 - a. Brenda Candelaria – Paraeducator, Child Care
Effective – May 21, 2018
 - b. Lynne Davila – Level V Program Secretary, Early Intervention
Effective – May 11, 2018
 - c. Ruby Mora – Intake Specialist, Child Care Information Services
Effective – May 22, 2018
 - d. Natalie K. Vorhis – School Psychologist, Early Intervention
Effective – July 6, 2018

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- 3. Professional Development and Curriculum Office
 - a. Stephanie Blake – Preschool Program Specialist, PA Key
Effective Date – April 5, 2018

M. Terminations

- 1. Business Services/Operations Office
 - a. Tomas J. Benson – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 18, 2018
Job Abandonment
 - b. Phyllis L. White – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 18, 2018
Job Abandonment

**Terminations
—Item 13. M.**

N. Other

- 1. Early Childhood and Student Services Office
 - a. Kathleen A. Githens – Psychologist, Special Education
Effective – June 13, 2018
Retirement Date Amended
- 2. Human Resources Office
 - a. Mariah L. Good
Change from Substitute Specialist/Intern to Benefits Specialist
Change Recommended Hourly Rate from \$15.00 to Annual Salary of \$39,348 (to be prorated)
Effective – June 4, 2018
Assignment and Date Amended
- 3. Professional Development and Curriculum Office
 - a. Christine A. Allen – Remedial Teacher, Act 89
Effective Date – June 4, 2018
Retirement Date Amended

**Other
—Item 13. N.**

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

President Heffner acknowledged the work Cherie Zimmerman has been doing during the transition to new leadership in the Office of Information Technology and thanked her for her extra efforts to serve our clients and staff.

**Thank you to Cherie
Zimmerman During
Office of IT Transition**

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

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS
FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES
—MICHELLE REICHARD-HUFF, DIRECTOR**

To ratify an agreement between the Berks County Intermediate Unit and Ramona Arias to provide subsidize Child Care services, effective April 5, 2018.

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

**OFFICIAL PROCEEDINGS OF THE
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To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Sweet, Stevens, Katz, and Williams LLP, for the firm to continue to provide the services of Andrew E. Faust, Esquire, as a legal consultant for special education to the BCIU and its constituent school districts, at a fee of \$73,500 (no increase), in effect for the 2018-2019 school year.

**Agreement with Sweet, Stevens, Katz, and Williams LLP / Andrew E. Faust, Esq. as Legal Consultant
—Item 14. A. 2.**

To ratify an agreement between Berks County Intermediate Unit and Bonnie DeLong, for Ms. DeLong to provide professional services for the Berks County Head Start program in the position of Psychologist/Mental Health Counselor, for a fee of \$100/hour, effective January 1, 2018, through December 31, 2018.

**Agreement with Bonnie DeLong / Berks County Head Start Program
—Item 14. A. 3.**

To ratify an agreement between the Berks County Intermediate Unit and Austill's Rehabilitation Services, Inc., for Austill's Rehabilitation Services, Inc. to provide Occupational Therapy and Physical Therapy services, effective July 1, 2018, through June 30, 2019, at the rates listed below (automatically renews for additional one year periods).

**Agreement with Austill's Rehabilitation Services, Inc. for OT and PT Services
—Item 14. A. 4.**

	Contract Year 1 (7/1/18 – 6/30/19)	Contract Year 2 (7/1/19 – 6/30/20)	Contract Year 3 (7/1/20 – 6/30/21)
OT and PT per hour	\$59.02	\$59.85	\$60.69
COTA and PTA per hour	\$52.86	\$53.60	\$54.35

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM
—DANIEL RICHARDS, DIRECTOR**

To ratify an amendment to the Intergovernmental agreement between the Berks County Intermediate Unit (BCIU) and the Commonwealth of Pennsylvania, for the BCIU to provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with the Every Student Succeeds Act, the Future Ready PA Index, and the proposed Pennsylvania graduation requirements. The new agreement amount is \$294,944 (an increase of \$150,444), effective January 16, 2018, to June 30, 2019.

**Amendment to Intergovernmental Agreement with Commonwealth of PA / College Career Readiness Indicators
—Item 14. B. 1.**

To ratify an amendment to the agreement between the Berks County Intermediate Unit (BCIU) and the Capital Area Intermediate Unit (CAIU), for the BCIU's Office of Professional Development and Curriculum to provide mentoring support to instructional coaches, school-based mentors, and administrators in Berks County school districts as described in the agreement. The new agreement amount is \$36,500 (an increase of \$2,500), effective July 1, 2017, through June 30, 2018.

**Amendment to Agreement with Capital Area IU for BCIU OPDC's Mentoring Support to Berks County School Districts
—Item 14. B. 2.**

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To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Drexel University (Drexel) to implement the PA Pre-K-4 Principal Instructional Leadership Collaborative. This amendment provides for an update in the scope/deliverables and an extension of the term through December 31, 2018 (PA Key).

**Amendment to Agreement with Drexel University / PA Pre-K-4 Principal Instructional Leadership Collaborative (PA Key)
—Item 14. B. 3.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Kathryn Holod, for Ms. Holod to provide professional services related to certification tasks for child care facilities at a fee of \$40 per hour not to exceed \$19,200 for the period July 1, 2018, through June 30, 2019 (PA Key).

**Agreement with Kathryn Holod for Professional Services (PA Key)
—Item 14. B. 4.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and the South Central Community Action Programs, Inc. (SCCAP), for SCCAP to provide professional services for the PELICAN Help Desk for a fee of \$179,274 effective July 1, 2018, through June 30, 2019 (PA Key).

**Agreement with South Central Community Action Programs, Inc. (PA Key)
—Item 14. B. 5.**

To authorize the appropriate officers to execute agreements between the Berks County Intermediate Unit and the following organizations, for the noted organizations to provide professional services related to the Office of Child Development and Early Learning's (OCDEL's) professional development, technical assistance and Early Childhood Mental Health Initiatives, effective July 1, 2018, through June 30, 2019 (PA Key):

- Child Care Consultants for a fee of \$1,568,422
- Community Services for Children, Inc. for a fee of \$1,433,484
- KeyStone Research Corporation for a fee of \$942,595
- Public Health Management Corp for a fee of \$2,297,895
- YWCA of Greater Pittsburgh for a fee of \$1,571,246

Agreements with Child Care Consultants, Community Services for Children, Inc., KeyStone Research Corporation, Public Health Management Corp, and YMCA of Greater Pittsburgh / Professional Services Related to OCDEL (PA Key)—Item 14. B. 6.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lauren Ryan, for Ms. Ryan to provide professional services related to coaching Early Head Start Child Care Partnership contractors for a fee not to exceed \$27,000 effective February 1, 2018, through July 31, 2018 (PA Key).

Agreement with Lauren Ryan / Coaching Head Start Child Care Partnership Contractors (PA Key)—Item 14. B. 7.

C. INFORMATION TECHNOLOGY

—CHERIE ZIMMERMAN, ASSISTANT DIRECTOR

To approve a one-year renewal of Netskope Introspection cloud services software at a cost of \$12,997. Service dates are from July 1, 2018, to June 30, 2019.

**Renewal of Netskope Introspection Cloud Services Software
—Item 14. C. 1.**

To approve the purchase of additional phone switch equipment from Norstar Networks for use at BCIU's 14 remote sites at a one-time cost of \$12,887 including one-year Support and Maintenance. This equipment will allow for improved accuracy in 911 notifications, quality control, and system management and redundancy.

**Purchase of Additional Phone Switch Equipment from Norstar Networks
—Item 14. C. 2.**

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To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU), Infinite Campus, and Custom Computer Specialists for the purchase of the Infinite Campus Student Information System for use by the Office of Early Childhood and Student Services. Services include: license, installation, training, and maintenance at a cost of \$17,833.33 effective June 1, 2018, through June 30, 2019. The cost is to be allocated in two payments: \$5,033.33 at signing and the remainder of \$12,800 to be invoiced and paid in 2018-19.

Agreement with Infinite Campus and Custom Computer Specialists—Item 14. C. 3.

**D. BUSINESS SERVICES/OPERATIONS
—CARL BLESSING, CFO AND DIRECTOR**

To authorize the appropriate officers to execute a Revolving Revenue Anticipation Note (RAN) in the amount of \$6 million with Tompkins/VIST Bank for a period of 12 months at a tax-exempt floating rate based upon 79 percent of one month’s LIBOR (London Interbank Offered Rate) plus 185 basis points, effective July 1, 2018, as per the attached Note Resolution

Revolving Revenue Anticipation Note (RAN) with Tompkins VIST Bank—Item 14. D. 1.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Wilson School District, for the BCIU to provide daily transportation to Devereux – Brandywine at a daily rate of \$149.23 effective March 12, 2018, through June 30, 2018.

Agreement with Wilson School District/Transportation to Devereux – Brandywine—Item 14. D. 2.

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

- a. Custodial Supplies
- b. Classroom and Office Supplies
- c. Digital Media Equipment and Technology Supplies

Award Contracts for Custodial Supplies, Classroom and Office Supplies, and Digital Media Equipment and Technology Supplies—Item 14. D. 3.

**E. ADMINISTRATION
—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR**

No Items to Consider.

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

No one desired to speak.

Board Members Desiring to Be Heard—Item 15.

A motion was made by Worrall, seconded by Taylor, to adjourn the meeting at 8:12 p.m.

Adjournment

Motion carried.	Voice Vote
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Approved by

Timothy M. Heffner, President

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

Eric Clemmer, Operations Program Administrator, introduced Chris Hess as Employee of the Month for May. Mr. Hess has served at the BCIU for four years as a mechanic, working out of the Reading Crest facility. Mr. Clemmer shared that Chris is a dedicated employee who stays ahead of the game to keep the fleet running smoothly. He is a team player and is always willing to assist transportation employees when needed.

Chris thanked the Board for recognizing his work and said that he loves his job.

The insideBCIU video (Year Two / Eighth Edition) featured the Office of Human Resources.

**EMPLOYEE OF THE
MONTH – MAY 2018
— Christopher Hess,
Mechanic, Office of
Business Services /
Operations**

INSIDE BCIU

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