

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1971**



The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, November 16, 2017, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order at 7:38 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Elizabeth Huhn; Jean Kelleher; Linda R. Lash; Gary McEwen; Robert H. Quinter; David Rathgeb, Jr.; Carol C. Reid; Jennafer Reilly; Ralph C. Richard; Brian Specht; Tammy Starner Wert; James Ulrich; Otto W. Voit, III; Arlan Werst; Michelle Worrall; Carl Ziegler; and Timothy M. Heffner

Absent: Jill A. Dennin

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

Solicitor: John M. Stott, Esquire

Guest/s: James Mancuso, Esquire

Press: Robert Defibaugh, Reading Eagle

Following the pledge of allegiance and roll call, President Heffner noted there was an executive session to discuss personnel matters, specifically a termination and layoffs resulting from a closing of a program.

**Announcements
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be
Heard**

A motion was made by Voit, seconded by Quinter, to approve the minutes of the meeting of Thursday, October 19, 2017.

**Approval of Minutes
—Item 02.**

Motion carried.

Voice Vote

A motion was made by Lash, seconded by Kelleher, 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
October	2017 Ratifications	1-58	\$5,786,750.02
November	2017 Ratifications	1-21	\$752,256.86
November	2017 Approvals	1-17	\$335,983.80
TOTAL			\$6,874,990.68

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1972**

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

Amount Outstanding
November 10, 2017
\$2,500,000

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF NOVEMBER 10, 2017 (Information item):

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,275,754.53	\$109,532.85	\$12,863.28	\$700.00	\$424.02
Commonwealth of PA	\$4,453,269.18	\$0.00	\$3,432,520.74	\$0.00	\$1,636,430.19
Other Revenue Sources	\$599,431.35	\$73,092.72	\$0.00	\$0.00	\$28,723.35
TOTALS	\$6,328,455.06	\$182,625.57	\$3,445,384.02	\$700.00	\$1,665,577.56
GRAND TOTAL	\$11,622,742.21				

06. APPROVAL/RATIFICATION OF HEAD START:

- Financial Statements (October 2017)
- Credit Card Purchases (October 2017)
- Non-Federal Share Report (October 2017)
- Program Information/Updates/Attachments
- Head Start Annual Report 2016

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE -October 1, 2017		\$1,974,147.22
RECEIPTS		
REVENUE RECEIPTS	\$14,442,034.56	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	\$0.00	\$14,442,034.56
		\$16,416,181.78
DISBURSEMENTS		
PRE BOARD RATIFICATIONS	\$445,692.06	
BOARD APPROVALS	\$1,671,251.77	
POST BOARD RATIFICATIONS	\$5,786,750.02	
TOTAL CHECKS WRITTEN	\$7,903,693.85	
CHECKS VOIDED	(\$102,952.63)	
PAYROLL DISTRIBUTIONS	\$4,783,990.68	\$12,584,731.90
ENDING BALANCE -October 31, 2017		\$3,831,449.88

INVESTMENTS

	<u>CERTIFICATES</u>	
	<u>OF DEPOSIT</u>	<u>TOTAL</u>
BEGINNING BALANCE	\$0.00	\$0.00
PURCHASES	\$0.00	\$0.00
REDEMPTIONS	\$0.00	\$0.00
ENDING BALANCE	\$0.00	\$0.00

CASH AVAILABLE-October 31, 2017 \$3,831,449.88

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1973**

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

	October 2017
Tompkins VIST:	\$2,800.38
PNC:	\$122.17

Yeas:	Huhn, Kelleher, Lash, McEwen, Quinter, Rathgeb, Reid, Reilly, Richard, Specht, Starner Wert, Ulrich, Voit, Werst, Worrall, Ziegler, 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

Chair Quinter reported that a letter was received from Barry DeWitt, the PSEA UniServ Representative, requesting a meeting to commence negotiations for a successor agreement. A tentative date for the meeting has been set for January 10, 2018, at 6:00 P.M.

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

A motion was made by Reid, seconded by Ulrich, to approve the following budget items:

**BUDGETS
—Item 12.**

A. New and Proposed Budgets

1. Title II – Non-Public - Program 191

Office of Professional Development and Curriculum

7/1/17 – 6/30/18

\$167,940

The Title II federally funded program provides funding to provide private school personnel with high-quality, personalized professional development that is evidence-based and focused on improving teaching and student learning and achievement. The Berks County Public school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible nonpublic schools within Berks County. The Title II professional development services for nonpublic school teachers and administrators are developed in consultation with officials of the nonpublic schools and in accordance with federal regulations (new).

2. Title IV – Non-Public - Program 192

Office of Professional Development and Curriculum

7/1/17 – 6/30/18

\$32,748

The Title IV federally funded program provides opportunities for student support and academic enrichment to improve students' academic achievement by increasing the capacity of States, local educational agencies, schools, and local communities to:

1. Provide all students with access to a well-rounded education;
2. Improve school conditions for student learning;
3. Improve the use of technology in order to improve the academic achievement and digital literacy of all students.

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1974**

The Berks County Public school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible nonpublic schools within Berks County. The Title IV services for nonpublic school students are developed in consultation with officials of the nonpublic schools and in accordance with federal regulations (new).

B. Initial Budgets

1. Statewide System of Support Initiatives – Program 209

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$193,465

Funded with both State and Federal dollars, the Commonwealth of Pennsylvania has contracted with the BCIU to provide training and technical assistance for facilitation and coordination of four PDE initiatives: Data Governance, Supports for Effective Standards Based Instruction, School Climate Regional Coordinators and Safe Schools Support (since 2016).

2. Special Education Contracted Services – Program 302

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$5,781,968

This proprietary program provides to local school districts special education instructional programs and services including Hearing Impaired classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991).

3. Extended School Year Program – Program 303

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$73,539

Funded by contracts with districts using Component 4 IDEA dollars, this six-week program serves students who demonstrate regression and limited ability to recoup academic information during planned school breaks (since 1988).

4. Title I Non-Public – Program 190

Office of Professional Development and Curriculum

7/1/17 – 6/30/18

\$769,738

Funded by the federal government, the Title I program provides supplemental educational services so that all children have a fair, equal, and significant opportunity to obtain a high-quality education. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to provide these services to eligible students attending nonpublic schools within Berks County (since July 2009).

C. Changes to Initial Budgets

1. Special Education Contracted Services – Program 302

Office of Early Childhood and Student Services

7/1/16 – 6/30/17

\$333,883

Total Proposed Revised Budget: \$4,746,707

This proprietary program provides to local school districts special education instructional programs and services including Hearing Impaired classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991).

These changes are necessary to make year-end adjustments.

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1975**

- 2. Alternative Education – Learning Academy at Thomas Ford – Program 626**
Office of Early Childhood and Student Services
7/1/16 – 6/30/17 \$83,730
Total Proposed Revised Budget: \$2,447,277
This proprietary program provides alternative education services at Thomas Ford at Gateway to students from grades seven through twelve. A full range of academic courses are provided and there is close staff collaboration with juvenile probation, children and youth services, Service Access Management (SAM), community mental health providers, and drug and alcohol agencies (since 1995). These changes are necessary to make year-end adjustments.
- 3. BCIU Print Service Center – Program 605**
Office of Innovation and Technology
7/1/16 – 6/30/17 \$23,735
Total Proposed Revised Budget: \$440,913
This proprietary program provides printing and duplicating and document imaging services to all BCIU programs and to school districts choosing these services (since 1971). These changes are necessary to make year-end adjustments.
- 4. Operation and Maintenance of Buildings – Program 116**
Office of Business Services
7/1/16 – 6/30/17 \$553,450
Total Proposed Revised Budget: \$5,236,944
This program accounts for the operation and maintenance of the Berks County Intermediate Unit Rivers Chase building, the BCIU Learning Center at Hamburg, the Reading Crest building, the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul’s, the BCIU Learning Center at the Education Centre and the BCIU Transportation Center. Expenditures include salaries and benefits for building and maintenance staff, custodians, safety coordinator, utilities, insurance, contracted repairs, maintenance, supplies, equipment, and interest and principal payments. Revenues include rent from programs, meeting room rental income, repair services, first aid/CPR fees, and the state share of FICA and Retirement (since 1989). These changes are necessary to make year-end adjustments.

D. Budgetary Transfers
No Items to Consider

Yeas:	Huhn, Kelleher, Lash, McEwen, Quinter, Rathgeb, Reid, Reilly, Richard, Specht, Starner Wert, Ulrich, Voit, Werst, Worrall, Ziegler, Heffner.	Roll Call Vote
Nays:	None. Motion carried.	

13. PERSONNEL MATTERS **PERSONNEL MATTERS**
—ROB ROSENBERRY, DIRECTOR

A motion was made by Huhn, seconded by Worrall, to approve the following items under Personnel Matters: **General**

To award a professional contract to Mark M. Manno, Teacher, Alternative Education, who has completed three years of satisfactory service, effective November 17, 2017. **Professional Contract for
Mark M. Manno
—Item 13. A. 1.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1976**

To approve the 2018-2019 BCIU Holiday / Event Calendar.

**2018-2019 BCIU Holiday /
Event Calendar—Item 13. B. 2.**

To acknowledge receipt of the list containing 2017-2018 salaries for the Service Employees International Union (SEIU) employee group in accordance with the applicable collective bargaining agreement.

**Receipt of 2017-2018 Salary
List for SEIU Employee
Group—Item 13. B. 3.**

To acknowledge receipt of the list containing wage rates for the Substitute Out of Class Child Care Teachers, effective July 1, 2017.

**Receipt of Wage Rates for
Substitute Out of Class Child
Care Teachers—Item 13. B. 4.**

To acknowledge receipt of the list containing wage rates for the Substitute Out of Class Pre-K Counts Teachers, effective September 1, 2017.

**Receipt of Wage Rates for
Substitute Out of Class
Pre-K Counts Teachers
—Item 13. B. 5.**

B. Employment – Ratifications

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

1. Business Services/Operations Office
 - a. Rebecca E. Drakely – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$16.10, \$13.45, \$11.35, and \$10.58
Effective Date – October 23, 2017
Replacement
 - b. Robert W. Fair, Jr. – Part-time Bus Assistant and Misc. Transportation
Recommended Hourly Rates – \$11.35 and \$10.58
Effective Date – October 23, 2017
Replacement
 - c. Steven B. Frederick – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – November 6, 2017
Replacement
 - d. Darrel E. Glass – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – November 6, 2017
Replacement
 - e. Alexandra Iovanna – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – November 6, 2017
Replacement
 - f. Scott K. Krick – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – October 23, 2017
Replacement

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1977**

- g. David J. Liebman – Part-time Bus Driver Trainee
Recommended Hourly Rate – \$11.40
Effective Date – October 23, 2017
Replacement
- h. Maira Oswald – Part-time Driver w & w/o Bus License, Assistant,
and Misc. Transportation
Recommended Hourly Rates – \$19.05, \$13.45, \$11.35, and \$10.58
Effective Date – November 6, 2017
Replacement
- i. Maria D. Vargas – Part-time Driver w/o Bus License, Assistant, and
Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – November 6, 2017
Replacement
- 2. Early Childhood & Student Services Office
 - a. Gladys R. Dellon – Paraeducator, Child Care
Recommended Hourly Rate – \$9.55
Effective Date – October 16, 2017
Replacement
 - b. Michele L. Waters – Teacher, Head Start
Recommended Hourly Rate – Level III, Probationary, \$18.74
Effective Date – October 23, 2017
Replacement

C. Change of Status – Ratifications

- 1. Business Services/Operations Office
 - a. Jennifer Brossman
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 – November 3, 2017
Obtained CDL
 - b. Maria Cedeno
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 – September 29, 2017
Obtained CDL
 - c. Jose Chavez
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 – October 30, 2017
Obtained CDL

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1978**

- d. Donna DeLoretta – Assistant Program Administrator, Fiscal Services
Recommended Weekly Stipend - \$250.00
Effective Date – November 6, 2017
Additional Responsibilities
- e. Cynthia Gonzalez
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 – October 13, 2017
Obtained CDL
- f. Tina Grande – Transportation Driver/Garage Assistant
Recommended Hourly Rate - \$16.10
Effective Date – October 16, 2017
Replacement
- g. Barbara Helm
Change from Part-time Driver w & w/o Bus License, Assistant,
and Misc. Transportation to Part-time Bus Assistant and Misc.
Transportation
Change Recommended Hourly Rates from \$17.45, \$15.00, \$12.50,
and \$11.20 to \$12.50 and \$11.20
Effective Date – October 19, 2017
Removal of Assignments
- h. Jeanetta Miller
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 – October 12, 2017
Obtained CDL
- i. Jennifer Perez
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 – November 6, 2017
Voluntary Reassignment
- j. Richard Sternbergh
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 – September 29, 2017
Replacement

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1979**

2. Early Childhood & Student Services Office
 - a. Nathalie Banks
Change from Substitute Paraeducator, Head Start to Paraeducator,
Head Start
Change Recommended Hourly Rate from \$8.95 to Level I,
Probationary, \$11.36
Effective Date – October 16, 2017
Replacement
 - b. Jonathan Chadwick
Change from Paraeducator, Early Intervention to Substitute
Paraeducator, Early Intervention
Change Recommended Hourly Rate from \$10.90 to \$9.00
Effective Date – October 30, 2017
Voluntary Reassignment
 - c. Lynda Drasher
Change from Substitute Teacher, Early Intervention to Specialized
Preschool Teacher – Classroom, Early Intervention
Change Recommended Hourly Rate from \$13.70 to an Annual
Salary – Col. 1, Step 2, \$45,654
(to be prorated)
Effective Date – November 15, 2017
Replacement
 - d. Theresa Readinger
Change from Teacher, Pre-K Counts to Substitute Teacher, Child Care
Change Recommended Hourly Rate from \$26.71 to \$13.33
Effective Date – October 17, 2017
Voluntary Reassignment
 - e. Darlene Schenk – Out of Class Teacher, Pre-K Counts
Change Recommended Hourly Rate from \$15.04 to \$15.30
Effective Date – September 1, 2016
Rate Correction
3. Professional Development and Curriculum Office
 - a. Karen Heiland – Remedial Teacher, Act 89
Change Recommended Annual Salary from Col. 4, Step 7, \$61,805
to Col. 5, Step 7, \$62,498
Effective Date – September 1, 2017
Salary Adjustment per BCIUEA Agreement

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

Alternative Education

- Chelsea Boyer, Teacher – Effective October 12, 2017
Monica Dean, Teacher – Effective October 12, 2017
Shelley Hamsher, Teacher – Effective October 12, 2017
Theresa Readinger, Teacher – Effective October 18, 2017

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1980**

Radesky Ventura, Teacher – Effective October 12, 2017
Maribel Ziegler, Teacher – Effective October 12, 2017

Child Care

Monica Dean, Teacher – Effective October 12, 2017
Shelley Hamsher, Teacher – Effective October 12, 2017
Carol Schloder, Paraeducator – Effective October 16, 2017
Radesky Ventura, Teacher – Effective October 12, 2017

Custodial

Juli Suarez, Custodian – Effective October 16, 2017

Early Intervention

Chelsea Boyer, Teacher – Effective October 12, 2017
Monica Dean, Teacher – Effective October 12, 2017
Shelley Hamsher, Teacher – Effective October 12, 2017
Carol Schloder, Paraeducator – Effective October 16, 2017
Radesky Ventura, Teacher – Effective October 12, 2017
Maribel Ziegler, Teacher – Effective October 12, 2017

Head Start

Chelsea Boyer, Teacher – Effective October 12, 2017
Monica Dean, Teacher – Effective October 12, 2017
Shelley Hamsher, Teacher – Effective October 12, 2017
Theresa Readinger, Teacher – Effective October 18, 2017
Carol Schloder, Paraeducator – Effective October 16, 2017
Radesky Ventura, Teacher – Effective October 12, 2017

Pre-K Counts

Chelsea Boyer, Teacher – Effective October 12, 2017
Monica Dean, Teacher – Effective October 12, 2017
Shelley Hamsher, Teacher – Effective October 12, 2017
Carol Schloder, Paraeducator – Effective October 16, 2017
Radesky Ventura, Teacher – Effective October 12, 2017

Special Education

Chelsea Boyer, Teacher – Effective October 12, 2017
Monica Dean, Teacher – Effective October 12, 2017
Shelley Hamsher, Teacher – Effective October 12, 2017
Theresa Readinger, Teacher – Effective October 18, 2017
Radesky Ventura, Teacher – Effective October 12, 2017
Maribel Ziegler, Teacher – Effective October 12, 2017

Transportation

Stephanie Wolfe, Substitute Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective October 23, 2017

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

Head Start

Aleli Cortes, Teacher – Effective October 20, 2017

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1981**

F. Remove from 2017-2018 Approved Substitute Lists

Alternative Education

Chelsea Boyer, Specialist – Effective October 11, 2017
Shelley Hamsher, Specialist – Effective October 11, 2017
Maribel Ziegler, Specialist – Effective October 11, 2017

Child Care

Karen Boisson, Teacher – Effective October 27, 2017
Breann Gehringer, Paraeducator – Effective October 11, 2017
Shelley Hamsher, Paraeducator – Effective October 11, 2017
Kimberly Seyler, Paraeducator – Effective October 11, 2017

Early Intervention

Karen Boisson, Paraeducator – Effective October 27, 2017
Chelsea Boyer, Paraeducator – Effective October 11, 2017
Shelley Hamsher, Paraeducator – Effective October 11, 2017
Kimberly Seyler, Paraeducator – Effective October 11, 2017
Misty Young, Paraeducator and Teacher – Effective October 12, 2017
Maribel Ziegler, Paraeducator – Effective October 11, 2017

Head Start

Karen Boisson, Teacher – Effective October 27, 2017
Chelsea Boyer, Paraeducator – Effective October 11, 2017
Breann Gehringer, Paraeducator – Effective October 11, 2017
Shelley Hamsher, Paraeducator – Effective October 11, 2017
Misty Young, Paraeducator – Effective October 12, 2017

Pre-K Counts

Karen Boisson, Teacher – Effective October 27, 2017
Chelsea Boyer, Paraeducator – Effective October 11, 2017
Shelley Hamsher, Paraeducator – Effective October 11, 2017
Kimberly Seyler, Paraeducator – Effective October 11, 2017

Special Education

Chelsea Boyer, Specialist – Effective October 11, 2017
Jessica Gaughan, Educational Interpreter – Effective October 11, 2017
Shelley Hamsher, Specialist – Effective October 11, 2017
Misty Young, Communications Facilitator and Teacher – Effective October 12, 2017
Maribel Ziegler, Specialist – Effective October 11, 2017

Transportation

Lester Livinghouse, Substitute Driver w & w/o Bus License, Assistant and Misc. Transportation
Effective December 22, 2017
David Miseyko, Substitute Driver w & w/o Bus License, Assistant and Misc. Transportation
Effective November 3, 2017

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

G. Employment – Approvals

Employment Approvals

1. Professional Development and Curriculum Office
 - a. Laura A. Fridirici – Assistant Program Administrator, Career Readiness Advisor
Recommended Annual Salary– \$73,779 (to be prorated)
Effective Date – To be determined pending agreement with the Pennsylvania Department of Education and pre-employment process
New Position

—Item 13. G.

H. Change of Status – Approvals

Change of Status Approvals

1. Early Childhood & Students Services
 - a. Heather Grim
Change from Supervisor, Student Services to Assistant Program Administrator, Early Intervention
Change Recommended Annual Salary from \$66,982.81 to \$73,779 (to be prorated)
Effective Date – To be determined
Replacement

—Item 13. H.

I. Leave of Absence Requests

Leave of Absence Requests

1. Business Services/Operations Office
 - a. Personal Leave (unpaid – with benefits – FMLA)
 - a. Keith Noll – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – October 11, 2017
 - b. Personal Leave (unpaid – with benefits – Intermittent FMLA)
 - b. Keith Noll – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – October 31, 2017
 - c. Personal Leave (unpaid – without benefits – not FMLA)
 - c. Jose Crespo – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 7, 2017
 - d. Douglas George – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 27, 2017
 - e. Cynthia Haltom – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 10, 2017
 - f. Ronald Oswald – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – July 5, 2017
 - g. Luies Sheetz – Part-time Bus Driver Trainee
Effective Date – May 24, 2017
 - h. Laurel Steigerwald – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 19, 2017
 - i. Lloyd Stroman – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 13, 2017
 - j. Shanna Warunek – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 12, 2017

—Item 13. I.

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1983**

2. Early Childhood and Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. David Bartolomucci – Special Education Teacher, Alternative Education
Effective Date – October 20, 2017
 - b. Katie Kehm – Alternative Education Teacher, Alternative Education
Effective Date – November 28, 2017
 - c. Jamie Kingsbury – Special Education Teacher, Special Education
Effective Date – November 29, 2017
 - d. Megan Parks – Paraeducator, Child Care
Effective Date – November 29, 2017
 - e. Stephanie Pugh – Speech Therapist, Early Intervention
Effective Date – December 4, 2017

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Keith Noll – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – October 30, 2017
 - b. Dawn Strause – Level III Custodian, Custodial
Effective – October 23, 2017

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

Personal Leave (unpaid – without benefits – not FMLA)

- c. Cindy Light – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 15, 2017
 - d. Ronald Oswald – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 15, 2017
 - e. Luies Sheetz – Part-time Bus Driver Trainee
Effective Date – November 6, 2017
 - f. Shanna Warunek – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 25, 2017
 - g. Rebecca Webber – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 15, 2017
 - h. Julia Yeager – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 23, 2017
2. Early Childhood and Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. David Bartolomucci – Special Education Teacher, Alternative Education
Effective Date – October 24, 2017

K. Retirements

1. Innovation and Technology Office
 - a. Carolyn A. Dries – Specialized Preschool Teacher – Classroom, Early Intervention
Effective Date – February 15, 2018

**Retirements
—Item 13. K.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1984**

L. Resignations

1. Early Childhood and Student Services Office
 - a. Stephanie J. Diaz – Level V Program Secretary, Alternative Education
Effective Date – November 13, 2017
 - b. Ryan L. Hightower – Family Engagement Worker, Head Start
Effective Date – October 2, 2017
 - c. Janice Miller-Redd – Program Administrator – Special Education
Program Coordinator, Reading School District
Effective – November 10, 2017

**Resignations
—Item 13. L.**

M. Terminations

1. Business Services/Operations Office
 - a. Rene G. Fenstermaker – Part-time Driver w & w/o Bus License
Assistant and Misc. Transportation
Effective Date – November 17, 2017
Violation of Policy

**Terminations
—Item 13. M.**

N. Other

No Items to Consider

**Other
—Item 13. N.**

Yeas:	Huhn, Kelleher, Lash, McEwen, Quinter, Rathgeb, Reid, Reilly, Richard, Specht, Starnier Wert, Ulrich, Voit, Werst, Worrall, Ziegler, Heffner.
Nays:	None. Motion carried.

Roll Call Vote

A motion was made by Voit , seconded by Quinter, 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. Emma Hernandez, effective August 10, 2017
- b. Madeline Cepeda, effective September 5, 2017
- c. Cynthia Raddati, effective September 12, 2017
- d. Dilenia Martinez, effective September 18, 2017
- e. Darlene Williams, effective September 18, 2017
- f. Ynosencia Fernandez, effective October 2, 2017
- g. Parkland Preschool Inc. d/b/a The Goddard School, effective September 14, 2017
- h. Bright Beginnings Child Care Center, Inc., effective September 18, 2017
- i. Prince and Princesses Day Care Corp, effective October 4, 2017
- j. YMCA-Mt Penn Elementary Center, effective October 10, 2017

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Richard J Caron Foundation, for the BCIU to provide education services for the Caron Extended Alternative Education Program and the Caron Primary Care Alternative Education Program at a rate of \$78 per day per student for all students not enrolled in public secondary school and non-Pennsylvania residents, effective July 1, 2017, through June 30, 2018.

**Agreement with Richard J.
Caron Foundation /
Education Services for Caron
Extended Alternative
Education Program and
Caron Primary Care
Alternative Education
Program—Item 14. A. 2.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1985**

To ratify an agreement between Berks County Intermediate Unit (BCIU) and the Early Learning Community, Inc. (The Pre-K Counts Partner Agency), for the Early Learning Community, Inc. to administer Pre-K Counts Services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant plans to serve nine (9) full-day children, five (5) days a week, five (5) hours per day for 180 days, for the grant amount of \$72,945 effective July 1, 2017, through June 30, 2018.

**Agreement with Early Learning Community, Inc. for Pre-K Counts Services / OCDEL Grant
—Item 14. A. 3.**

To ratify an agreement between Berks County Intermediate Unit (BCIU) and the Reading School District, for the Reading School District to provide services to the ELECT students at a cost of \$71,000 effective July 1, 2017, through June 30, 2018.

**Agreement with Reading School District / Services to ELECT Students
—Item 14. A. 4.**

To approve the 2018-2019 Early Intervention Calendar

2018-2019 Early Intervention Calendar—Item 14. A. 5.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—REPORTED BY CARL BLESSING, CFO AND DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and New World Now (NWN), for NWN to plan, execute, implement, and provide training for a new public-facing Professional Development Registry and Learning Management System, for a fee of \$373,375 effective October 26, 2017, through February 28, 2018 (PA Key).

**Agreement with New World NOW (NWN)
—Item 14. B. 1.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Tuscarora Intermediate Unit (TIU), for TIU to acquire and manage staff to assist with special early intervention and workforce development initiatives for PA Key and the Office of Child Development and Early Learning, for a fee of \$135,051 effective October 16, 2017, through June 30, 2018 (PA Key).

**Agreement with Tuscarora IU / Workforce Development Initiatives for PA Key and OCDEL (PA Key)
—Item 14. B. 2.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Service Access Management, Inc. (SAM), for BCIU's PA Key to employ the Young Child Wellness Expert who will serve as a Project Director for Project LAUNCH, for a fee of \$76,000 effective July 1, 2017, through June 30, 2018 (PA Key). (PA Key):

**Agreement with Service Access Management, Inc. for Young Child Wellness Expert / Project Director of Project LAUNCH (PA Key)
—Item 14. B. 3.**

To ratify an agreement between the Berks County Intermediate Unit and the Berks County Intermediate – Project ELECT (BCIU – ELECT), for BCIU-ELECT to receive Race to the Top Community Innovation Zone (CIZ) Pregnant and Parenting Teens: Education Leading to Employment and Career Training (ELECT) Stipend funding to support partnerships between CIZs and ELECT sites to expand services of existing teen parent programs and provide comprehensive support services to students to meet income eligibility requirements, for a stipend of \$10,000 effective July 1, 2017, through March 31, 2018 (PA Key).

**Agreement with BCIU Project ELECT for Race to the Top Community Innovation Zone Pregnant and Parenting Teens: Education Leading to Employment and Career Training Stipend Funding (PA Key)
—Item 14. B. 4.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1986**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Pyramid Model Consortium, for Pyramid Model Consortium to provide professional services related to development and implementation of a two-day Coaching/Supporting Adults Professional Development Instructor Institute, for a fee of \$18,750 effective January 1, 2018 through June 30, 2018 (PA Key).

**Agreement with Pyramid
Model Consortium (PA Key)
—Item 14. B. 5.**

**C. INNOVATION AND TECHNOLOGY
—WILLIAM MILLER, CIO AND DIRECTOR**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Illumant, L.L.C., for the performance of a HIPAA Risk Assessment and Compliance review of the Berks County Intermediate Unit's IT Security measures, corporate policies and procedures, and data breach protocols. The \$18,000 contract for the analysis will include a report of all identified gaps, as well as guidance regarding specific remediation actions which may be necessary.

**Agreement with Illumant
—Item 14. C. 1.**

The membership of the Berks County School District Health Trust has authorized funding to pay ½ of the costs of the proposed agreement.

**Berks County School District
Health Trust—Item 14. C. 2.**

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

To approve the 2018-2019 proposed Budget Calendar.

**2018-2019 proposed Budget
Calendar—Item 14. D. 1.**

To authorize the appropriate officers to modify an agreement with Tompkins VIST Bank to add transfer of funds through Automated Clearing House (ACH) from depository accounts to any accounts. The purpose of the ACH is to remit monthly union dues per the collective bargaining agreement with Service Employees International Union (SEIU, formerly PSSU).

**Modification to Agreement
with Tompkins VIST Bank /
Transfer of Funds through
Automated Clearing House
for SEIU Monthly Union
Dues—Item 14. D. 2.**

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

To ratify an agreement between the Berks County Intermediate Unit and MorphoTrust USA, L.L.C., for Berks County Intermediate Unit to provide biometric identification services as MorphoTrust's subcontractor as per the terms of the agreement, effective August 10, 2017, until terminated by either party under the terms of the agreement.

**Agreement with
MorphoTrust USA, L.L.C. /
Biometric Identification
Services
—Item 14. E. 1.**

To set the 2018 Berks County Intermediate Unit Board of Directors' regular meeting dates for the third Thursday of the month, with the Committee-of-the-Whole to begin at 6:15 p.m. and the regular meeting to begin no earlier than 7:00 p.m. immediately following the Committee-of-the-Whole, and to authorize the administration to advertise these meeting dates in accordance with Act 84 (Sunshine Law).

**Set 2018 BCIU Board
Meeting Dates
—Item 14. E. 2.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1987**

To cancel the December 21, 2017, meeting of the Berks County Intermediate Unit Board of Directors and to authorize the officers and administration to take the necessary steps to pay bills and salaries until the next regular meeting of the BCIU Board on January 18, 2018.

**Cancellation of December 21, 2017, BCIU Board Meeting
—Item 14. E. 3.**

Yeas: Huhn, Kelleher, Lash, McEwen, Quinter, Rathgeb, Reid, Reilly, Richard, Specht, Starner Wert, Ulrich, Voit, Werst, Worrall, Ziegler, Heffner.	Roll Call Vote
Nays: None. Motion carried.	

Mr. Heffner thanked departing BCIU Board members for their service to the BCIU Board. Dr. Hackman also gave special thanks to those moving off the Board and wished them well as they moved forward.

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

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

Adjournment

Motion carried.	Voice Vote
-----------------	-------------------

Approved by

Elizabeth S. Huhn, Secretary

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

Cherie Zimmerman, Assistant Director of the Office of Innovation and Technology, introduced Jeff Weaver as Employee of the Month for November. Mr. Weaver’s responsibilities include updating and maintaining all systems, data security, and email. Mrs. Zimmerman told Board members that Jeff works around the clock, with consistent performance above and beyond the call of duty. He is an exemplary employee who can be counted on day in and day out.

**EMPLOYEE OF THE
MONTH – NOVEMBER
2017
— Jeffrey S. Weaver,
Systems Administrator,
Office of Innovation and
Technology**

Jeff thanked the Board and administration for the recognition.

Director Bill Miller introduced Sue Calvin, who will retire from her position as Asian Collaborative Program Administrator in January. Sue began at the career at the BCIU in November 2005, four months prior to the arrival of Bill Miller, in the Media Center. In her most recent position as Program Administrator, she built the Asian Studies program from its start, building partnerships and finding resources to support schools with the teaching of the Chinese language. She put together the curriculum and learned the language herself to aid in her responsibilities. Mr. Miller read testimonials from Kevin Murphy, President of the Berks County Community Foundation, and Dr. Flynn, President of Alvernia University, thanking Sue for her work and for the contributions she has made for this initiative.

**RETIREES
— Susan J. Calvin,
Program Administrator,
Office of Innovation and
Technology**

Sue thanked the BCIU administration and Board for the opportunity. “It has been a joy!”

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2017
PAGE 1988**

Sue Hawkins, Program Administrator, introduced Mary Moyer, who will be retiring from the BCIU in early January. Mary began her work at the BCIU in the Act 89 Program as a secretary, and served as Procedures and Document Specialist from 2002-2009. She has spent the last 7.5 years in the Office of Innovation and Technology. Her job responsibilities include e-rate and tax billing matters, and she has done a phenomenal job. Mary also works in conjunction with the Office of the Executive Director, assisting with policy and procedure development and the archiving of Board documents.

— **Mary J. Moyer,**
Reprographics Specialist,
Office of Innovation and
Technology

Sue told the Board that Mary will be busy in her retirement with her husband, Jim, who is also retired, and her six grandchildren. Mary's mother is also part of the household. Mary thanked the Board, and told them she is most proud of the Board document archive project. Mary will be missed by her co-workers and friends at the BCIU.

The insideBCIU video (Year Two / Third Edition) featured the Office of Innovation and Technology.

INSIDE BCIU

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