

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
OCTOBER 19, 2017
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, October 19, 2017, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order at 7:22 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; Gary McEwen; Robert H. Quinter; David Rathgeb, Jr.; Carol C. Reid; Ralph C. Richard; Brian Specht; James Ulrich; Arlan Werst; Michelle Worrall; Carl Ziegler; and Timothy M. Heffner

Absent: Jill A. Dennin; Linda R. Lash; Jennafer Reilly; Tammy Starner Wert; and Otto W. Voit, III

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

Solicitor: John M. Stott, Esquire

Guest/s: James Mancuso, Esquire

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, specifically terminations; and contracts.

**Announcements
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be
Heard**

A motion was made by McEwen, seconded by Quinter, to approve the minutes of the meeting of Thursday, September 21, 2017.

**Approval of Minutes
—Item 02.**

Motion carried.

Voice Vote

A motion was made by Ziegler, 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
September	2017 Ratifications	1-51	\$3,849,807.28
October	2017 Ratifications	1-17	\$445,692.06
October	2017 Approvals	1-22	\$1,671,251.77
TOTAL			\$5,966,751.11

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

Amount Outstanding
October 13, 2017
\$2,500,000

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF OCTOBER 13, 2017 (Information item):

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,273,592.85	\$403,432.95	\$700.00	\$0.00	\$41,434.41
Commonwealth of PA	\$8,993,402.73	\$6,123,878.26	\$0.00	\$1,636,430.19	\$0.00
Other Revenue Sources	\$753,720.63	\$15,152.42	\$0.00	\$81,153.00	\$18,207.35
TOTALS	\$11,020,716.21	\$6,542,463.63	\$700.00	\$1,717,583.19	\$59,641.76
GRAND TOTAL	\$19,341,104.79				

06. APPROVAL/RATIFICATION OF HEAD START:

- Financial Statements (September 2017)
- Credit Card Purchases (September 2017)
- Non-Federal Share Report (September 2017)
- Program Information/Updates/Attachments

07. COMBINED FINANCIAL REPORT

<u>CASH</u>			
BEGINNING BALANCE - September 1, 2017			\$3,084,935.14
RECEIPTS			
REVENUE RECEIPTS		\$11,834,142.81	
RETURNED CHECKS		\$0.00	
INVESTMENT REDEMPTIONS		<u>\$0.00</u>	<u>\$11,834,142.81</u>
			\$14,919,077.95
DISBURSEMENTS			
PRE BOARD RATIFICATIONS		\$2,131,280.17	
BOARD APPROVALS		\$742,558.72	
POST BOARD RATIFICATIONS		<u>\$4,006,134.47</u>	
TOTAL CHECKS WRITTEN		\$6,879,973.36	
CHECKS VOIDED		(\$177,332.61)	
PAYROLL DISTRIBUTIONS		<u>\$6,242,289.98</u>	<u>\$12,944,930.73</u>
ENDING BALANCE - September 30, 2017			\$1,974,147.22
<u>INVESTMENTS</u>			
CERTIFICATES			
OF DEPOSIT			
			<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 - September 30, 2017			\$1,974,147.22

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08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

	September 2017
Tompkins VIST:	\$2,420.57
PNC:	\$110.69

Yeas:	Huhn, Kelleher, McEwen, Quinter, Rathgeb, Reid, Richard, Specht, Ulrich, 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 shared that the SEIU collective bargaining agreement was listed on the agenda on page 8 for the Board’s consideration. SEIU membership approved the offer and it was his recommendation that the Board also votes to approve the execution of the agreement.

Report of Negotiations Committee —Item 11.

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

**BUDGETS
—Item 12.**

A. New and Proposed Budgets

1. Evidence Based Implementation – Early Intervention - Program 218

Office of Early Childhood and Student Services
7/1/17 – 6/30/18

\$20,000

Funded by the Pennsylvania state government through the Tuscarora Intermediate Unit, the goal of this project is to establish and maintain a Preschool site-wide approach to Positive Behavior Intervention and supports. The project will develop systems of support to educate and support students in the area of social-emotional skills and positive learning behaviors. In addition, the project will provide students who are demonstrating challenging behaviors with opportunities to participate in preschool activities within a least restrictive environment. Finally, this project will attempt to model effective practices to community preschools in reducing suspension and expulsion among preschool students (New).

B. Initial Budgets

1. Prenatal-Third Grade (P-3) Prototype – Program 210

Office of Early Childhood and Student Services
10/1/17 – 5/31/18

\$6,000

This project is designed to expand collaboration between the BCIU Head Start program, BCIU Early Intervention Program, and Reading School District’s Glenside Elementary School. The focus of this project is centered on innovative ways for increased family engagement in Pre-K through Grade 3 activities at the Glenside Elementary School. This is the second year of funding provided through the Governor’s Institute sponsored by the Pennsylvania Department of Education and Office of Child Development and Early Learning (since 2016).

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**2. Alternative Education Program for Immigration & Customs Enforcement
at Berks Heim – Program 309**

Office of Early Childhood and Student Services
7/1/17 – 6/30/18

\$839,318

Funded by the federal government through the County of Berks, this program provides education services for youth who have been taken into custody along with adult family members by Immigration Customs Enforcement personnel. Following adjudication, these students and their families may return to their homeland or may be placed with family members in the United States (since 1998).

3. Alternative Education Program – Caron Treatment Center – Program 629

Office of Early Childhood and Student Services
7/1/17 – 6/30/18

\$184,898

This proprietary program is a partnership between BCIU and Caron Foundation to provide a short-term education program to students ages 12 to 21 while they are engaged in treatment for recovery from addiction. Revenue is received from the resident school district of the students. Non-Pennsylvania students are funded by the Caron Foundation (since 1990).

4. BCIU Contracted Transportation – Program 632

Office of Business Services
7/1/17 – 6/30/18

\$8,630,698

This proprietary fund accounts for all contracted transportation services including the contracted transportation portion of Special Education students, transportation of Berks Career & Technology Center students, deliveries, field trips, and the transportation of Reading School District, Muhlenberg School District, Antietam School District and Tulpehocken Area School District regular education students. In addition, this program provides transportation for the BCIU Head Start program in the city of Reading and all rural Berks County classrooms (since 1990).

C. Changes to Initial Budgets

1. Early Intervention - ACCESS – Program 215

Office of Early Childhood and Student Services
7/1/16 – 6/30/17

\$242,974

Total Proposed Revised Budget: \$1,173,157

Funded by the state, this program, now referred to as School-Based Access Program (SBAP), is an avenue for the BCIU to receive additional federal funding through Medicaid dollars for medical/mental health related special education services to students in the PA Medical Assistance Program (since 1991). These changes are necessary to make year-end adjustments.

2. Project ELECT/Fatherhood Initiative – Program 235

Office of Early Childhood and Student Services
7/1/16 – 6/30/17

(\$10,300.05)

Total Proposed Revised Budget: \$635,320.95

Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993). These changes are necessary to make year-end adjustments.

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3. Extended School Year Program – Program 303

Office of Early Childhood and Student Services
7/1/16 – 6/30/17

\$177

Total Proposed Revised Budget: \$64,201

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). These changes are necessary to make year-end adjustments.

4. Special Education Core – Program 304

Office of Early Childhood and Student Services
7/1/16 – 6/30/17

\$20,308

Total Proposed Revised Budget: \$2,527,650

Funded by the Pennsylvania Department of Education, this budget covers costs for management, federal/state mandates for special education, direct services, child tracking (Penn Data) services, and administrative functions designed to support the Special Education programs throughout the Berks County Intermediate Unit and our school districts (since 1991). These changes are necessary to make year-end adjustments.

5. Early Intervention – Program 348

Office of Early Childhood and Student Services
7/1/16 – 6/30/17

\$418,953

Total Proposed Revised Budget: \$14,317,612

Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983). This change is necessary to reflect actual expenditures incurred to support preschool children with IEPs.

6. Pennsylvania Inspired Leadership Initiative – Program 152

Office of Professional Development and Curriculum
7/1/17 – 6/30/18

(\$5,700)

Total Proposed Revised Budget: \$142,175

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). Originally, 13 courses were planned for 2017-18 for Region 2 participants, including the NISL Leadership courses, PA Coaching (based on the Danielson model used for evaluation in Pennsylvania), and four online blended courses but due to low enrollment 1 course was cancelled. The allocation was reduced by Appalachia Intermediate Unit.

D. Budgetary Transfers

1. BCIU Pre-K Counts Partnership – Program 231

Office of Early Childhood and Student Services
7/1/17 – 6/30/18

\$122,468

Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high quality preschool services to 140 at risk children, which as defined is living in households below 300 percent of the federal poverty rate, those who are English language learners or are at risk due to community factors, academic difficulties or economic disadvantage. BCIU Pre-K Counts is operated in partnership with participating Berks County School Districts and two local Child Care Centers (since 2016). These transfers are necessary for revised projections due to the addition of a second Child Care Center.

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- 2. Prison Program – Program 307**
Office of Early Childhood and Student Services
7/1/16 – 6/30/17 \$11,968
Funded by the participant’s resident district, this program provides education services to adjudicated adolescents who are housed in the Adult Prison Program, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997). These transfers are necessary to make year-end adjustments.
- 3. Alternative Education Program for Immigration & Customs Enforcement at Berks Heim – Program 309**
Office of Early Childhood and Student Services
7/1/16 – 6/30/17 \$30,160
Funded by the federal government through the County of Berks, this program provides education services for youth who have been taken into custody along with adult family members by Immigration Customs Enforcement personnel. Following adjudication, these students and their families may return to their homeland or may be placed with family members in the United States (since 1998). These transfers are necessary to make year-end adjustments.
- 4. Nolde Aides – Program 623**
Office of Early Childhood and Student Services
7/1/16 – 6/30/17 \$100
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). These transfers are necessary to make year-end adjustments.
- 5. Partners Program – Program 624**
Office of Early Childhood and Student Services
7/1/16 – 6/30/17 \$904
Funded by the student’s resident district, this collaborative program between the BCIU and the Reading Hospital Center for Mental Health is a licensed partial hospitalization program serving school district, mental health agency, and BCIU/Alsace referrals (since 1996). These transfers are necessary to make year-end adjustments.
- 6. Caron Treatment Center Alternative Education Program – Program 629**
Office of Early Childhood and Student Services
7/1/16 – 6/30/17 \$8,760
This proprietary program is a partnership between BCIU and Caron Foundation to provide a short-term education program to students ages 12 to 19 while they are engaged in treatment for recovery from addiction. Revenue is received from the resident school district of the students. Non-Pennsylvania students are funded by the Caron Foundation (since 1990). These transfers are necessary to make year-end adjustments.

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7. BCIU Contracted Transportation – Program 632

Office of Business Services

7/1/16 – 6/30/17

\$309,945

This proprietary fund accounts for all contracted transportation services including the contracted transportation portion of Special Education students, deliveries, field trips, and the transportation of Reading School District, Muhlenberg School District, Antietam School District and Tulpehocken Area School District regular education students. In addition, this program provides transportation for the BCIU Head Start program in the city of Reading and also to all rural Berks County classrooms (since 1990). These transfers are necessary to make year-end adjustments.

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

13. PERSONNEL MATTERS

—ROB ROSENBERY, DIRECTOR

PERSONNEL MATTERS

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

General

To approve the following position descriptions:

- a. Assistant Program Administrator, Career Readiness Advisor
- b. GED Specialist

Position Descriptions for Assistant Program Administrator, Career Readiness Advisor; and GED Specialist—Item 13. A. 1.

To authorize the appropriate officers to execute a collective bargaining agreement with the Service Employees International Union (SEIU), Local 668, for the period of July 1, 2017, to June 30, 2019, subject to final review by the solicitor and the administration.

SEIU Collective Bargaining Agreement—Item 13. B. 2.

To amend the Head Start Out of Class Teacher wage rate to include a Head Start Paraeducator who holds a High School Diploma/GED and CDA will be compensated at the rate of \$2.00/hour more than their current rate.

Wage Rate for Head Start Paraeducator Holding High School Diploma/GED and CDA—Item 13. B. 3.

To acknowledge receipt of the list containing wage rates of Head Start Out of Class Teachers in accordance with the amended Head Start Out of Class Teacher wage rate effective October 20, 2017.

Receipt of Wage Rates List for Head Start Out of Class Teachers—Item 13. B. 4.

To award professional contracts to the following employees who have completed three years of satisfactory service, as noted below:

- a. Courtney L. Anoaia, Teacher, Alternative Education, effective September 2, 2017.
- b. Jameson E. Beates, Teacher, Alternative Education, effective September 15, 2017.
- c. Laura A. Johnston, Teacher, Alternative Education, effective September 15, 2017.
- d. Marisa A. Solis, Speech Therapist, Early Intervention, effective September 15, 2017
- e. Liza B. Hoppes, Guidance Counselor, Alternative Education, effective September 25, 2017.
- f. Karen M. Heiland, Remedial Teacher, Act 89, effective October 6, 2017.
- g. Melissa A. Lepera, Speech Therapist, Early Intervention, effective October 6, 2017.
- h. Emilee E. Chambers, Specialized Preschool Teacher, Early Intervention, effective October 12, 2017.

Professional Contracts for Courtney L. Anoaia, Jameson E. Beates, Laura A. Johnson, Marisa A. Solis, Liza B. Hoppes, Karen M. Heiland Melissa A. Lepera, and Emilee E. Chambers —Item 13. B. 5.

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To ratify the unpaid internship of Daniel Pepe, Kutztown University undergraduate majoring in Special Education, under the supervision of Debra Basehoar, Teacher, Head Start, at the BCIU Learning Center at Hamburg, effective September 7, 2017, through December 15, 2017.

**Unpaid Internship of Daniel
Pepe—Item 13. B. 6.**

To ratify the unpaid 520-hour internship/practicum of Jessica Bailey, Gwynedd Mercy University graduate student majoring in School Counseling, under the supervision of Edward Yeager, School Counselor, Alternative Education, at the BCIU Learning Academy at Thomas Ford, effective January 1, 2018, through April 21, 2019.

**Internship/Practicum of
Jessica Bailey—Item 13. B. 7.**

B. Employment – Ratifications

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

1. Business Services/Operations Office
 - a. Geovanny A. Hernandez Acosta, Jr. – Part-time Bus Driver Trainee
Recommended Hourly Rate – \$11.40
Effective Date – September 25, 2017
Replacement
 - b. Teresa C. Lemus – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – October 9, 2017
Replacement
 - c. Vanessa Michel – Part-time Bus Driver Trainee
Recommended Hourly Rate - \$11.40
Effective Date – September 25, 2017
Replacement
 - d. Marly Peralta – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58
Effective Date – September 25, 2017
Replacement
 - e. Ana R. Rivera – Part-time Bus Assistant and Misc. Transportation
Recommended Hourly Rates – \$11.35 and \$10.58
Effective Date – October 9, 2017
Replacement
 - f. Derek Schroeder – Level V Maintenance, Facilities Management
Recommended Hourly Rate - \$14.80
Effective Date – September 18, 2017
Replacement
2. Early Childhood & Student Services Office
 - a. Areana G. Brooks – Paraeducator, Early Intervention
Recommended Hourly Rate – \$9.55
Effective Date – September 18, 2017
Replacement

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- b. Tracy P. Hannon – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$10.90
Effective Date – September 25, 2017
Replacement
- c. Kara M. Stezenko – Communications Facilitator, Special Education
Recommended Hourly Rate – \$17.58
Effective Date – September 18, 2017
Replacement

C. Change of Status – Ratifications

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

- 1. Business Services/Operations Office
 - a. Joao Caicedo Dippe – 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 – September 26, 2017
Voluntary Reassignment
 - b. Jessica DelValle – Part-time Driver w/ Bus License
Recommended Hourly Rate - \$16.10
Effective Date – September 13, 2017
Additional Assignment
 - c. Cassandra Eberly
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 – September 19, 2017
Voluntary Reassignment
 - d. Ronald Hulina
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to
Part-Time Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Hourly Rates
Effective Date – September 25, 2017
Replacement
 - e. Lester Livinghouse
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Hourly Rates
Effective Date – September 5, 2017
Voluntary Reassignment

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- f. Wendy Noll
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rates from \$16.40, \$13.80, \$11.70, and \$10.88 to \$13.80, \$11.70 and \$10.88
Effective Date – September 13, 2017
Removal of Assignment
 - g. Hellen Ortiz Nunez
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 – September 19, 2017
Voluntary Reassignment
 - h. Omar Rosa
Change from Part-time Bus Driver Trainee to Substitute Bus Driver Trainee
No Change in Hourly Rate
Effective Date – August 30, 2017
Voluntary Reassignment
 - i. Michael Szajna
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rates from \$19.05, \$16.55, \$14.03, and \$12.90 to \$16.55, \$14.03, and \$12.90
Effective Date – September 19, 2017
Removal of Assignment
 - j. Henry Taveras Taveras
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 – September 25, 2017
Replacement
2. Early Childhood & Student Services Office
- a. Aleli Cortes – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.36 to Level I, Entry, \$11.89
Effective Date – September 5, 2017
Completed Probationary Period
 - b. Lora Ott
Change from Paraeducator, Head Start to Teacher, Head Start
Change Recommended Hourly Rate from Level III, Entry, \$13.48 to Level I, Entry, \$17.70
Effective Date – September 25, 2017
Replacement

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- c. Jade Sedoti
Change from Interim Program Administrator, Special Education
Program Coordinator, Reading School District to Assistant Program
Administrator, Early Intervention
Change Recommended Annual Salary from \$84,599 to \$76,000 (to
be prorated)
Effective Date – October 9, 2017
Replacement

- d. Jennifer Viveiros
Change from Disabilities/Transition Specialist, Head Start to
Education Supervisor, Head Start
Change Recommended Hourly Rate from \$22.31 to an Annual
Salary, \$44,708.66 (to be prorated)
Effective Date – September 25, 2017
Replacement

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

Alternative Education

Merline Aristilde, Specialist – Effective September 18, 2017
Rodana Gorman, Specialist – Effective September 25, 2017
Terri Montanez, Specialist – Effective October 2, 2017
Jennifer Rogers, Specialist – Effective September 25, 2017

Child Care

Merline Aristilde, Paraeducator – Effective September 18, 2017
Tyzenha Fernandez, Aide – Effective August 28, 2017
Rodana Gorman, Paraeducator – Effective September 25, 2017
Terri Montanez, Teacher – Effective October 2, 2017
Jennifer Rogers, Aide – Effective September 25, 2017

Early Intervention

Merline Aristilde, Paraeducator – Effective September 18, 2017
Rodana Gorman, Paraeducator – Effective September 25, 2017
Terri Montanez, Paraeducator – Effective October 2, 2017
Jennifer Rogers, Paraeducator – Effective September 25, 2017

Head Start

Merline Aristilde, Paraeducator – Effective September 18, 2017
Rodana Gorman, Paraeducator – Effective September 25, 2017
Terri Montanez, Paraeducator – Effective October 2, 2017
Jennifer Rogers, Paraeducator – Effective September 25, 2017

Pre-K Counts

Merline Aristilde, Paraeducator – Effective September 18, 2017
Rodana Gorman, Paraeducator – Effective September 25, 2017
Terri Montanez, Paraeducator – Effective October 2, 2017

Special Education

Merline Aristilde, Specialist – Effective September 18, 2017
Rodana Gorman, Specialist – Effective September 25, 2017
Terri Montanez, Specialist – Effective October 2, 2017
Jennifer Rogers, Specialist – Effective September 25, 2017

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

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Transportation

Brandi Mays, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation – Effective September 25, 2017

Maria Rojas, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation – Effective October 9, 2017

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

No Items to Consider

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

F. Remove from 2017-2018 Approved Substitute Lists

Transportation

Leonor Deleon, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation – Effective October 3, 2017

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

G. Employment – Approvals

No Items to Consider

Employment Approvals—Item 13. G.

H. Change of Status – Approvals

1. Business Services/Operations

a. Kathryn Raifsnider

Change from Supervisor, Transportation, Training and Safety to Assistant Program Administrator, Transportation

Change Recommended Annual Salary from \$41,973 to \$59,023 (to be prorated)

Effective Date – October 23, 2017

Replacement

Change of Status Approvals—Item 13. H.

2. Early Childhood and Student Services

a. Jade Sedoti

Change from Assistant Program Administrator, Early Intervention to Program Administrator, Early Intervention

Change Recommended Annual Salary from \$76,000 to \$84,599 (to be prorated)

Effective Date – October 23, 2017

Replacement

I. Leave of Absence Requests

1. Business Services/Operations Office

Personal Leave (unpaid – with benefits – FMLA)

a. Rene Fenstermaker – Transportation Driver/Garage Assistant, Transportation

Effective – August 21, 2017

Personal Leave (unpaid – without benefits – not FMLA)

b. Catherine Cintron-Valentin – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation

Effective Date – September 11, 2017

c. Juan Orsini, Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation

Effective Date – September 12, 2017

d. Minerva Poblete-Salas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation

Effective Date – October 10, 2017

Leave of Absence Requests—Item 13. I.

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2. Early Childhood and Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Melody Malia – Specialized Preschool Teacher, Itinerant, Early Intervention
Effective Date – October 4, 2017
3. Human Resources Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Jessica Dawson – Data Systems and Reporting Specialist
Effective Date – October 10, 2017

J. Return from Leave of Absence Requests

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

1. Business Services/Operations Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Rene Fenstermaker – Transportation Driver/Garage Assistant,
Transportation
Effective – August 28, 2017
 - b. Masiel Ramirez de Gomez – Part-time Driver w & w/o Bus
License, Assistant, and Misc. Transportation
Effective – April 17, 2017
Personal Leave (unpaid – without benefits – not FMLA)
 - c. Catherine Cintron-Valentin – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – September 25, 2017
 - d. Nydia Galan – Part-time Driver w & w/o Bus License, Assistant, and
Misc. Transportation
Effective Date – October 3, 2017
 - e. Juan Orsini, Jr. – Part-time Driver w/o Bus License, Assistant, and
Misc. Transportation
Effective – September 27, 2017

K. Retirements

**Retirements
—Item 13. K.**

1. Innovation and Technology Office
 - a. Mary J. Moyer – Reprographics Specialist
Effective Date – January 3, 2018

L. Resignations

**Resignations
—Item 13. L.**

1. Business Services/Operations Office
 - a. Howard A. Day – Part-time Driver w/o Bus License, Assistant and
Misc. Transportation
Effective Date – September 22, 2017
 - b. Teresa L. Heintzelman – Part-time Driver w/o Bus License, Assistant
and Misc. Transportation
Effective Date – September 13, 2017
2. Early Childhood and Student Services Office
 - a. Ann M. Huyett – Paraeducator, Child Care
Effective Date – September 27, 2017
 - b. Rita Marie T. Mikhail – Paraeducator, Early Intervention
Effective Date – September 28, 2017

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- c. Tiffany Puwalski – Paraeducator, Child Care
Effective Date – September 22, 2017
 - d. Elizabeth R. Slaymaker – Education Supervisor, Head Start
Effective Date – October 6, 2017
 - e. Maritza Zoumas – Level V Program Secretary, Early Intervention
Effective Date – October 27, 2017
3. Professional Development and Curriculum Office
- a. Gina R. Langley-Peters – Administrative Coordinator, PA Early Learning Investment Commission
Effective Date – October 31, 2017

M. Terminations

- 1. Business Services/Operations Office
 - a. Odalys Burgos – Part-time Bus Driver Trainee
Effective Date – October 20, 2017
Job Abandonment
 - b. Evelyn L. Miller Jones – Part-time Bus Driver Trainee
Effective Date – October 20, 2017
Did Not Successfully Complete Probation
 - c. Aracelis Valle – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
Effective Date – October 20, 2017
Job Abandonment

**Terminations
—Item 13. M.**

**Other
—Item 13. N.**

N. Other

No Items to Consider

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

A motion was made by Ulrich, seconded by Rathgeb, 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. Educare Learning Academy LLC, effective August 28, 2017
- b. Lebanon Valley Family YMCA, effective August 28, 2017
- c. Poff, Inc, DBA: Parkland Academy of Early Learning CC and Dev Center, effective September 7, 2017
- d. Lehigh Valley Children’s Center, effective September 18, 2017

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To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the County of Berks, for the BCIU to provide education services for the General Education Development (GED) Preparation Program for the Berks County Jail System (BCJS), for the amount of \$131,863 effective January 1, 2018, through December 31, 2018.

**Agreement with County of Berks for GED Preparation Program for the Berks County Jail System
—Item 14. A. 2.**

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the following school districts, for BCIU to provide Title I services to students who reside within Title I eligible schools and attend nonpublic schools, effective August 1, 2017, through June 15, 2018:

**Agreement with Fleetwood Area and Oley Valley School Districts for Title I Services
—Item 14. B. 1.**

School District	Total Services
Fleetwood Area	\$ 7,494.24
Oley Valley	\$ 1,348.40

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Antietam School District, for BCIU to provide Title II services to students who reside within Title II eligible schools and attend nonpublic schools, for the amount of \$4,572.98 effective August 1, 2017, through June 15, 2018.

Agreement with Antietam School District for Title II Services—Item 14. B. 2.

To ratify agreements to the current agreements between the Berks County Intermediate Unit and the following organizations, for the noted organizations to receive Race to the Top Community Innovation Zone Grant funding to enhance innovative programs related to early learning initiatives. This amendment extends the term of the grants through June 30, 2018 (PA Key):

**Agreements for Race to the Top Community Innovation Zone Grant Funding / Extending Term of Agreement (PA Key)
—Item 14. B. 3.**

- Arc of Pennsylvania for an award of \$75,000
- Begin with Us for an award of \$75,000
- Berks County Intermediate Unit for an award of \$75,000 (Memorandum of Understanding)
- Bradford Area School District for an award of \$75,000
- Cen-Clear Child Services for an award of \$75,000
- DVAEYC for an award of \$75,000
- Diversified Community Services for an award of \$75,000
- Early Childhood Innovative Connections for an award of \$75,000
- Elwyn SEEDS for an award of \$75,000
- Erie’s Public Schools for an award of \$75,000
- Family Connections of Easton for an award of \$75,000
- Focus on Renewal for an award of \$75,000
- Greater Johnstown School District for an award of \$75,000
- Greenburg Salem for an award of \$75,000
- HAP Enterprises for an award of \$75,000
- Hazleton Area School for an award of \$75,000
- Intermediate Unit 1 for an award of \$75,000

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- JG Early Intervention/York City for an award of \$75,000
- Keystone College for an award of \$75,000
- Luzerne Intermediate Unit for an award of \$75,000
- Lycoming-Clinton (STEP) for an award of \$75,000
- Marion Center Area School District for an award of \$75,000
- McKeesport Area School District for an award of \$75,000
- Meadville Children’s Center for an award of \$75,000
- Mount Union Area School District for an award of \$75,000
- Pittston Area School District for an aware of \$75,000
- Private Industry Council of Westmoreland/Fayette, Inc for an award of \$73,823
- Saltsburg ES for an award of \$74,996.28
- Slippery Rock University/SGA Preschool for an award of \$75,000
- South Middleton School District for an award of \$75,000
- Tuscarora Intermediate Unit for an award of \$75,000
- Tyrone Area SD for an award of \$75,000
- United Way of Erie for an award of \$74,143.53
- United Way of Lackawanna & Wayne for an award of \$75,000
- United Way of Titusville for an award of \$75,000
- United Way of Westmoreland for an award of \$75,000
- United Way of York for an award of \$75,000
- YWCA of York for an award of \$75,000

To ratify agreements between the Berks County Intermediate Unit and the following organizations, for the noted organizations 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, effective July 1, 2017, through March 31, 2018 (PA Key):

- Community Action Southwest for a stipend of \$10,000
- JG Early Intervention for a stipend of \$10,000
- United Way of Erie for a stipend of \$10,000

To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Central Susquehanna Intermediate Unit (CSIU), for CSIU to act as the HRSA Parents as Teachers State Office Leader. This amendment revises the agreement total for funds being carried over from the 2016-2017 fiscal year of \$4,418.45 for a revised agreement total of \$465,126.23 for the period July 1, 2017, through June 30, 2018 (PA Key).

**Agreements for Race to the Top Community Innovation Zone Pregnant and Parenting Teens: ELECT Stipend Funding (PA Key)
—Item 14. B. 4.**

**Agreement with Central Susquehanna IU / HRSA Parents as Teachers State Office Leader (PA Key)
—Item 14. B. 5.**

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

No Items to Consider.

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D. BUSINESS SERVICES/OPERATIONS

—CARL BLESSING, CFO AND DIRECTOR

To authorize the appropriate officers to execute a 36-month lease agreement between the Berks County Intermediate Unit (BCIU) and Wolfington Body Company, Inc. for one (1) used 2011 International 72-passenger school bus with lift at a rate of \$695 per month for the Special Needs contract. The lease is for 15,000 miles per year and financing will be provided by Santander Bank.

**36-Month Lease Agreement with Wolfington Body Company, Inc., for Special Needs Contract / Financing by Santander Bank
—Item 14. D. 1.**

To authorize the appropriate officers to execute a 48-month lease agreement between the Berks County Intermediate Unit (BCIU) and Wolfington Body Company, Inc. for one (1) used 2013 International 72-passenger school bus at a rate of \$825 per month for the Reading contract. The lease is for 15,000 miles per year and financing will be provided by Santander Bank.

**48-Month Lease Agreement with Wolfington Body Company, Inc., for Reading Contract / Financing by Santander Bank
—Item 14. D. 2.**

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider.

Yeas: Huhn, Kelleher, McEwen, Quinter, Rathgeb, Reid, Richard, Specht, Ulrich, Werst, Worrall, Ziegler, 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 Quinter, seconded by Kelleher, to adjourn the meeting at 7:26 p.m.

Adjournment

Motion carried.	Voice Vote
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Approved by

Elizabeth S. Huhn, Secretary

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

Eric Clemmer, Program Administrator / Operations, introduced Joyce Orr as Employee of the Month for October. Mrs. Orr is a Program Secretary in the Transportation Office and works closely with all garage staff, mechanics, drivers, and assistants. She began her service at the BCIU as a bus driver 13 years ago. Since that time, she has worked in various positions, including custodial, the warehouse, and as a driver/secretary. Mr. Clemmer told Board members that Joyce cares deeply about her responsibilities and does a great job maintaining order in the office and keeping everyone on schedule.

Joyce thanked the Board and administration and shared that, “everyone works as a team...they are like family.” She was accompanied to the Board meeting by her husband, Chuck.

Dr. Jill Hackman told Board members that the 2016-2017 Annual Report was in the final stages of production. The Annual Report highlights BCIU programs and services, and provides statistical “fast facts” on children, students, educators, parents, staff, and community members served. Budgets, funding sources, and other financial summaries are also provided. Copies will be sent to each district to share with their district School Board members.

The insideBCIU video (Year Two / Second Edition) featured The Learning Academy at Thomas Ford.

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

**EMPLOYEE OF THE
MONTH – OCTOBER
2017
— Joyce Orr,
Transportation Program
Secretary, Office of
Business Services /
Operations**

BCIU ANNUAL REPORT

INSIDE BCIU