

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
OCTOBER 18, 2018  
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, October 18, 2018, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order 7:29 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Jill A. Dennin (via phone); Elizabeth S. Huhn; Jean Kelleher; Dr. Amy Kennedy; Linda R. Lash (via phone); Randall R. Madara; Gary McEwen; Ralph C. Richard; Ann Sellers; James Ulrich; Carl Ziegler; and Timothy M. Heffner.

Absent: Bill Carl; Dr. David Hemberger; David Rathgeb; Brian Specht; Daniel Steinhauer; and Terrie Taylor, LSW.

Intermediate Unit: Dr. Jill M. Hackman; Carl Blessing, Michelle Reichard-Huff; Scott Major; Rob Rosenberry; Dr. Christina Foehl; and Jan Krotee

Solicitor: John M. Stott, Esquire

Guest/s: James Mancuso, Esquire

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 and contracts. He announced that Jill Dennin and Linda Lash would be participating by phone since they were attending the PSBA/PASA Leadership Conference in Hershey on behalf of their districts.

**Announcements  
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be  
Heard**

A motion was made by Ulrich, seconded by Huhn to accept the resignation of Dr. S. Michelle Worrall, Berks County Intermediate Unit Board representative from the Antietam School District, effective September 24, 2018, and to seat Ann Sellers to fill Dr. Worrall's unexpired term, effective October 18, 2018, through June 30, 2019.

**Accept Resignation of  
Dr. S. Michelle Worrall /  
Seat Ann Sellers**

**Motion carried.**

**Voice Vote**

President Heffner welcomed Ms. Sellers to the Board and thanked her for her willingness to serve to represent Antietam School District.

A motion was made by McEwen, seconded by Kelleher, to approve the minutes of the meeting of Thursday, September 20, 2018.

**Approval of Minutes  
—Item 02.**

**Motion carried.**

**Voice Vote**

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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	2018 Ratifications	1-39	\$1,650,457.92
October	2018 Ratifications	1-19	\$741,414.14
October	2018 Approvals	1-13	\$292,872.64
TOTAL			\$2,684,744.70

**04. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$6,000,000** *(Information Item):*

Amount Outstanding
October 12, 2018
\$1,200,000

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF OCTOBER 12, 2018** *(Information item):*

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,153,723.86	\$86,710.86	\$31,394.40	\$47,329.24	\$37,464.38
Commonwealth of PA	\$10,554,823.40	\$3,547,574.	\$0.00	\$1,052,720.	\$0.00
Other Revenue Sources	\$231,935.86	\$9,440.98	\$2,623.54	\$27,552.34	\$11,566.60
<b>TOTALS</b>	\$11,940,483.15	\$3,643,726.	\$34,017.94	\$1,127,601.	\$49,030.98
<b>GRAND TOTAL</b>	<b>\$16,794,859.98</b>				

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

- Financial Statements (September 2018)
- Credit Card Purchases (September 2018)
- Non-Federal Share Report (September 2018)
- Policy Council Minutes/Resolutions (September 2018)
- Program Information/Updates/Attachments
- Head Start Notice of Award – Health & Safety Funding
- Head Start Monitoring Review Notification (week of December 17, 2018)

**07. COMBINED FINANCIAL REPORT**

**CASH**

BEGINNING BALANCE -September 1, 2018 \$520,463.50

RECEIPTS

REVENUE RECEIPTS	\$7,685,803.04	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$7,685,803.04</u>
		\$8,206,266.54

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$595,796.15
BOARD APPROVALS	\$2,040,818.00
POST BOARD RATIFICATIONS	<u>\$1,650,457.92</u>
TOTAL CHECKS WRITTEN	\$4,287,072.07

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CHECKS VOIDED	(\$728,408.17)	
PAYROLL DISTRIBUTIONS	<u>\$4,629,193.56</u>	<u>\$8,187,857.46</u>
ENDING BALANCE - September 30,2018		\$18,409.08

**INVESTMENTS**

	<u>CERTIFICATES 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-September 30,2018		<b>\$18,409.08</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**September 2018**

Tompkins VIST:	\$4,965.60
PNC:	\$29.86

Yeas: Dennin; Huhn; Kelleher; Kennedy; Lash; Madara; McEwen; Richard; Sellers; Ulrich; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

**09. COMMUNICATIONS**

*No Items to Report*

COMMUNICATIONS  
— **Item 09.**

**10. OLD BUSINESS**

A motion was made by Huhn, seconded by McEwen, to approve the second reading of Policy 237 – Electronic Devices (New).

Old Business  
PSBA Officer Elections  
— **Item 10.**

Yeas: Dennin; Huhn; Kelleher; Kennedy; Lash; Madara; McEwen; Richard; Sellers; Ulrich; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

**11. REPORT OF NEGOTIATIONS COMMITTEE**

*No Items to Report*

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

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

**BUDGETS**  
— **Item 12.**

**A. New and Proposed Budgets**

**1. Early Learning Resource Center Marketing Campaign - Program 198**

Office of Administration

5/1/18 – 6/30/19

\$840,000

The BCIU Executive Office Creative Team, through a memorandum of understanding with the PA Key Office and the Office of Childhood Development and Early Learning (OCDEL), will provide contracted services for the Early Learning Resource Center (ELRC) marketing campaign (new).

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**B. Initial Budgets**

**1. Extended School Year Program - Program 303**

Office of Early Childhood and Student Services

7/1/18 – 6/30/19

\$72,846

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).

**2. Title I Non-Public - Program 190**

Office of Professional Development and Curriculum

7/1/18 – 6/30/19

\$820,887

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. Head Start - Program 18-165**

Office of Early Childhood and Student Services

1/1/18 – 12/31/18

\$227,650

**Total Proposed Revised Budget: \$5,821,491**

Funded primarily by federal dollars through the Department of Health and Human Services, Administration for Children and Families, with additional monies from the Child and Adult Care Food Program, this program provides education services to approximately 610 children in 18 school districts (since 1965). This change is necessary due to an additional Health & Safety award.

**2. Early Intervention - ACCESS- Program 215**

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$168,142

**Total Proposed Revised Budget: \$831,515**

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). This change is necessary to reflect year-end projections.

**3. Project ELECT/Fatherhood Initiative- Program 235  
(Education Leading to Employment and Career Training)**

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$5,725.32

**Total Proposed Revised Budget: \$655,390.32**

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). This change is necessary due to year-end adjustments.

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- 4. Special Education Core - Program 304**  
Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$68,789

**Total Proposed Revised Budget: \$2,616,627**

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.

**D. Budgetary Transfers**

- 1. Special Education Contracted Services- Program 302**  
Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$377,431

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 transfers are necessary to adjust expenditures to year-end projections.

- 2. Extended School Year - Program 303**  
Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$32

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 transfers are necessary to adjust expenditures to year-end projections.

- 3. BCIU General Fund - Program 115**  
Office of Business Services  
7/1/17 – 6/30/18 \$265,000

This budget is the general operating budget for the Berks County Intermediate Unit (BCIU). The BCIU provides mandated services for the school districts of Berks County, along with providing support services for all the programs at the Intermediate Unit. These transfers are necessary for year-end adjustments.

Yeas:	Dennin; Huhn; Kelleher; Kennedy; Lash; Madara; McEwen; Richard; Sellers; Ulrich; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

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**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

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

**A. General**

1. To ratify the unpaid internships as noted below:
  - a. Katrina Herber, Alvernia University undergraduate student majoring in Social Work, under the supervision of Ann Kowalski, Assistant Director, Head Start, effective September 4, 2018, through May 10, 2019.
  - b. Vanessa Fana, Alvernia University undergraduate student majoring in Psychology, under the supervision of Ann Kowalski, Assistant Director, Head Start, effective Spring 2019.
  
2. To ratify the unpaid Level 1 field experience as noted below:
  - a. Kelsey Farmer, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Colleen Slaton, Occupational Therapist, effective September 5, 2018, through December 5, 2018.
  - b. Katherine Gaeta, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Karen Schlegel, Occupational Therapist, effective September 5, 2018, through December 5, 2018.
  - c. Julia Rodden, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Jenny Jan-Luo, Occupational Therapist, effective September 5, 2018, through December 5, 2018.
  - d. Kim Ragazzo, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Kelly Gausch, Occupational Therapist, effective September 5, 2018, through December 5, 2018.
  - e. Chloe Mussleman, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Kristi Bassetti, Occupational Therapist, effective September 5, 2018, through December 5, 2018.
  
3. To approve the revised Position Classification System and Wage Ranges, effective October 18, 2018.

**B. Employment – Ratifications**

1. Business Services/Operations Office
  - a. Iralisa Mercedes – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.60  
Effective Date – October 1, 2018  
*Replacement*

**PERSONNEL MATTERS**

**General.  
Unpaid Internships of  
Katrina Herber and Vanessa  
Fana  
—Item 13. A. 1. a. and b.**

**Unpaid Level I Field  
Experiences of Kelsey  
Farmer, Katherine Gaeta,  
and Julia Rodden, Kim  
Ragazzo, and Chloe  
Mussleman  
—Item 13. A. 2. a.-e.**

**Revised Position  
Classification System and  
Wage Ranges—Item 13. A. 3.**

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

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- b. Kaja M. Nichlas – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.55 and \$10.58  
Effective Date – September 24, 2018  
*Replacement*
- c. Jennifer L. Pineda – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.65, \$11.55, and \$10.58  
Effective Date – October 8, 2018  
*Replacement*
- d. Peter J. Simmons – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.65, \$11.55, and \$10.58  
Effective Date – October 8, 2018  
*Replacement*
- e. Deborah A. Werley – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.55 and \$10.58  
Effective Date – October 1, 2018  
*Replacement*
- f. Craig S. Westervelt – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.65, \$11.55, and \$10.58  
Effective Date – October 8, 2018  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Misty R. Esslinger – Teacher, Pre-K Counts  
Recommended Annual Salary – Col. 1 Step 1, \$35,000 (to be prorated)  
Effective Date – October 8, 2018  
*Replacement*
  - b. Maggie E. Herndon – Paraeducator, Head Start  
Recommended Hourly Rate – Level II, Probationary, \$12.20  
Effective Date – October 8, 2018  
*Replacement*
  - c. Yohanni Lantigua Pena – Paraeducator, Head Start  
Recommended Hourly Rate – Level III, Probationary, \$12.72  
Effective Date – October 8, 2018  
*Replacement*
  - d. Elisa Rodriguez – Paraeducator, Pre-K Counts  
Recommended Hourly Rate – \$11.90  
Effective Date – October 8, 2018  
*Replacement*
- 3. Professional Development and Curriculum Office
  - a. Kenneth Kay – Continuing Professional Education (CPE) Instructor  
Recommended Rate – \$750 per credit  
Effective Date – September 20, 2018  
*Reclassified Position*

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**C. Change of Status – Ratifications**

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

1. Business Services/Operations Office
  - a. Tina Grande – Transportation Driver / Garage Assistant,  
Transportation  
Recommended Hourly Rate - \$16.30  
Effective Date – September 24, 2018  
*Temporary Additional Assignment*
  - b. David Kapoana. Jr.  
Change from Level III, Custodian, Facilities to Security Specialist,  
Alternative Education  
Change in Recommended Hourly Rate from \$13.57 to Annual Salary of  
\$29,975 (to be prorated)  
Effective Date – October 8, 2018  
*Replacement*
  - c. Brandi Mays  
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 Recommended Hourly Rates  
Effective Date – August 27, 2018  
*Replacement*
  - d. Perry Padilla  
Change from Substitute Custodian to Level III, Custodian, Facilities  
Change in Recommended Hourly Rate from \$11.75 to \$13.57  
Effective Date – September 19, 2018  
*Replacement*
  - e. Jennifer Perez  
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 Recommended Hourly Rates  
Effective Date – August 22, 2018  
*Replacement*
  - f. Yajaira Rivera  
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 Recommended Hourly Rates  
Effective Date – August 22, 2018  
*Replacement*
  - g. Damaris Rosario  
Change from Part-time School Bus Driver Trainee to  
Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Change in Recommended Hourly Rates from \$11.60 to \$13.65, \$11.55, and \$10.58  
Effective Date – October 4, 2018  
*Voluntary Reassignment*



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2. Early Childhood & Student Services Office
  - a. Jill Brossman – Teacher, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, \$17.62 to Level I, Entry, \$18.16  
Effective Date – August 24, 2018  
*Completed Probationary Period*
  - b. Tyzenha Fernandez – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, \$11.66 to Level I, Entry, \$12.20  
Effective Date – August 24, 2018  
*Completed Probationary Period*
  - c. John Ford – Special Education Teacher, Special Education  
Change Recommended Annual Salary from Col. 4, Step 16, \$85,580 to Col. 5, Step 16, \$86,280  
Effective Date – September 1, 2018  
*Salary Adjustment per BCIUEA Agreement*
  - d. Bruna Goncalves  
Change from Substitute Paraeducator, Pre-K Counts to Paraeducator, Pre-K Counts  
Change Recommended Hourly Rate from \$9.40 to \$11.90  
Effective Date – October 1, 2018  
*Replacement*
  - e. Katie Kehm  
Change from Alternative Education Teacher, Alternative Education to Assistant Program Administrator, School Age and Special Education, Alternative Education  
Change Recommended Annual Salary from Col. 6, Step 7, \$63,691 to \$74,664 (to be prorated)  
Effective Date – October 1, 2018 – January 17, 2019  
*Temporary Reassignment*
  - f. Rickiesha Logan – Teacher, Head Start  
Change Recommended Hourly Rate from Level V, Probationary, \$20.30 to Level V, Entry, \$20.83  
Effective Date – August 24, 2018  
*Completed Probationary Period*
  - g. Laura Lynch – Speech Therapist, Special Education  
Change Recommended Annual Salary from Col. 7, Step 5, \$62,602 to Col. 8, Step 5, \$63,839  
Effective Date – September 1, 2018  
*Salary Adjustment per BCIUEA Agreement*
  - h. Lashae Stitt – Pre-K Counts Teacher, Pre-K Counts  
Recommended Hourly Rate - \$28.49  
Effective Date – August 23, 2018  
*Additional Hours (not to exceed 3.5 hours)*

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- i. Michelle Whitehouse – Special Education Teacher, Special Education Change Recommended Annual Salary from Col. 4, Step 6, \$61,069 to Col. 5, Step 6, \$61,761  
Effective Date – September 1, 2018  
*Salary Adjustment per BCIUEA Agreement*
3. Professional Development and Curriculum Office
  - a. Chrysan Buck – Remedial Teacher, Act 89  
Change Recommended Hourly Rate from Col. 1, Step 4, \$36.21 to Annual Salary, Col. 1, Step 4, \$47,144 (to be prorated)  
Effective Date – September 4, 2018  
*Replacement*
  - b. Amy Hoffman – Peer Reviewer, PA Key  
Recommended Annual Stipend – \$1,000 (to be prorated)  
Effective Date – September 17, 2018  
*Additional Responsibilities*

**D. Additions to 2018-2019 Approved Substitute Lists – Ratifications**  
Alternative Education

Kathryn Bates, Teacher – Effective September 17, 2018  
Priscilla Chavez-Roque, Specialist – Effective October 1, 2018  
Jocelyn Mierzejewski, Specialist – Effective October 1, 2018

Business Services/Operations

Tammy Gerber, Custodian, Facilities – Effective October 1, 2018

Child Care

Kathryn Bates, Teacher – Effective September 17, 2018  
Priscilla Chavez-Roque, Aide – Effective October 1, 2018  
Holly Loscig, Paraeducator – Effective September 4, 2018  
Jocelyn Mierzejewski, Aide – Effective October 1, 2018

Early Intervention

Kathryn Bates, Teacher – Effective September 17, 2018  
Priscilla Chavez-Roque, Paraeducator – Effective October 1, 2018  
Jocelyn Mierzejewski, Paraeducator – Effective October 1, 2018

Head Start

Kathryn Bates, Teacher – Effective September 17, 2018  
Priscilla Chavez-Roque, Paraeducator – Effective October 1, 2018  
Jocelyn Mierzejewski, Paraeducator – Effective October 1, 2018

Pre-K Counts

Priscilla Chavez-Roque, Paraeducator – Effective October 1, 2018  
Jayda Farley, Paraeducator – Effective September 4, 2018  
Jocelyn Mierzejewski, Paraeducator – Effective October 1, 2018

Special Education

Kathryn Bates, Teacher – Effective September 17, 2018  
Priscilla Chavez-Roque, Specialist – Effective October 1, 2018  
Jocelyn Mierzejewski, Specialist – Effective October 1, 2018  
James Welde, Teacher – Effective October 1, 2018

**Ratifications – Additions  
to 2018-2019 Approved  
Substitute Lists**

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**E. Additions to Approved 2018-2019 Out-Of-Class Substitute Lists  
– Ratifications**

Head Start

Yohanni Lantigua Pena, Level III, Probationary, Teacher –  
Effective October 8, 2018

**Ratifications – Additions to  
2018-2019 Out-Of-Class  
Substitute Lists —Item 13. E.**

**F. Remove from 2018-2019 Approved Substitute Lists**

Alternative Education

Jessica Disney, Specialist – Effective September 4, 2018  
Sabrina Hilsinger-Quinn, Specialist – Effective September 25, 2018  
Consuelo Jones, Teacher – Effective September 4, 2018  
Maria Lopez, Specialist – Effective September 5, 2018  
Katty Rodriguez De La Rosa, Specialist – Effective September 17, 2018

**Remove from 2018-2019  
Approved Substitute Lists**

Child Care

Jessica Disney, Teacher – Effective September 4, 2018  
Consuelo Jones, Teacher – Effective September 4, 2018  
Maria Lopez, Paraeducator – Effective September 5, 2018  
Katty Rodriguez De La Rosa, Paraeducator – Effective September 17, 2018

Early Intervention

Sarah Ceccola, Aide – Effective September 4, 2018  
Jessica Disney, Paraeducator – Effective September 4, 2018  
Sabrina Hilsinger-Quinn, Paraeducator – Effective September 25, 2018  
Karissa Iwanyszyn, Paraeducator – Effective October 4, 2018  
Consuelo Jones, Teacher – Effective September 4, 2018  
Maria Lopez, Paraeducator – Effective September 5, 2018  
Katty Rodriguez De La Rosa, Paraeducator – Effective September 17, 2018

Head Start

Jessica Disney, Paraeducator – Effective September 4, 2018  
Sabrina Hilsinger-Quinn, Paraeducator – Effective September 25, 2018  
Karissa Iwanyszyn, Paraeducator – Effective October 4, 2018  
Consuelo Jones, Teacher – Effective September 4, 2018  
Maria Lopez, Paraeducator – Effective September 5, 2018  
Katty Rodriguez De La Rosa, Paraeducator – Effective September 17, 2018

Pre-K Counts

Jessica Disney, Paraeducator – Effective September 4, 2018  
Sabrina Hilsinger-Quinn, Paraeducator – Effective September 25, 2018  
Karissa Iwanyszyn, Paraeducator – Effective October 4, 2018  
Consuelo Jones, Teacher – Effective September 4, 2018  
Maria Lopez, Paraeducator – Effective September 5, 2018  
Katty Rodriguez De La Rosa, Paraeducator – Effective September 17, 2018

Special Education

Katrina Bruehl, Communications Facilitator – Effective September 4, 2018  
Jessica Disney, Specialist – Effective September 4, 2018  
Stephanie Fains, Educational Interpreter – Effective September 4, 2018

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Sabrina Hilsinger-Quinn, Specialist – Effective September 25, 2018  
Consuelo Jones, Teacher – Effective September 4, 2018  
Maria Lopez, Specialist – Effective September 5, 2018  
Katty Rodriguez De La Rosa, Specialist – Effective September 17, 2018  
James Welde, Specialist – Effective September 28, 2018  
Susan Youst, Communications Facilitator – Effective September 28, 2018  
Susan Youst, Teacher – Effective September 28, 2018

**G. Employment – Approvals**

**Employment Approvals  
—Item 13. G.**

1. Human Resources Office
  - a. Doreen M. Kutzler – Assistant Director, Office of Human Resources  
Recommended Annual Salary - \$106,000 (to be prorated)  
Effective Date – November 19, 2018  
*Replacement*
2. Information Technology Office
  - a. Helenanne G. Drescher – Program Administrator, Software and Reprographic Services  
Recommended Annual Salary – \$78,000 (to be prorated)  
Effective Date – to be determined pending pre-employment process  
*Replacement*
3. Professional Development and Curriculum Office
  - a. Michael J. Imburgia – Statewide School Improvement Dashboard Manager  
Recommended Annual Salary – \$119,000 (to be prorated)  
Effective Date – to be determined pending pre-employment process  
*New Position*

**H. Change of Status – Approvals**

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

1. Business Services/Operations Office
  - a. Donna Boltz  
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 Recommended Hourly Rates  
Effective Date – October 19, 2018  
*Voluntary Reassignment*
2. Information Technology Office
  - a. Gregory Eckel – Program Administrator, Infrastructure and Operations  
Change Recommended Annual Salary from \$74,664 to \$78,000 (to be prorated)  
Effective Date – October 29, 2018  
*Additional Responsibilities*
  - b. Richard N. Loveless  
Change from Systems Analyst Developer to Supervisor, Applications, Architecture, and Development  
Change Recommended Annual Salary from \$76,390 to \$78,000 (to be prorated)  
Effective Date – October 29, 2018  
*Replacement*

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**I. Leave of Absence Requests**

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

1. Business Services/Operations Office  
Personal Leave (unpaid – without benefits – not FMLA)
  - a. Lesley Burgos – Part-time Bus/Van Assistant and Misc. Transportation  
Effective – October 1, 2018
  - b. Sandra Hines – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – September 14, 2018
  - c. Elizabeth Lebo – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective – September 6, 2018
  - d. David Lykens – Part-time Bus/Van Assistant and Misc. Transportation  
Effective – September 26, 2018
  - e. Samuel Marks – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – August 23, 2018
2. Early Childhood and Student Services Office  
Personal Leave (unpaid – with benefits – not FMLA)
  - a. Lauren Ettaro – Speech Therapist, Early Intervention  
Effective Date – October 18, 2018
  - b. Stephanie Kirkner – Speech Therapist, Early Intervention  
Effective Date – October 2, 2018Personal Leave (unpaid – with benefits – not FMLA)
  - c. Stephanie Sarge – Teacher, Head Start  
Effective Date – October 11, 2018

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

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

1. Business Services/Operations Office  
Personal Leave (unpaid – without benefits – not FMLA)
  - a. Elizabeth Lebo – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective – September 27, 2018
  - b. Samuel Marks – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – September 24, 2018

**K. Retirements**

**Retirements  
—Item 13. K.**

1. Business Services/Operations Office
  - a. Sheila M. Palmieri-Franks – Level V Program Secretary/Level IV Clerk, Fiscal Services  
Effective Date – January 2, 2019
2. Early Childhood and Student Services Office
  - a. Rosemary A. Fisher – Health Nutrition Assistant, Head Start  
Effective Date – July 12, 2019
  - b. Melody L. Malia – Specialized Preschool Teacher – Itinerant, Early Intervention  
Effective Date – October 3, 2018

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**L. Resignations**

**Resignations  
—Item 13. L.**

1. Business Services/Operations Office
  - a. Walter J. Connick – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – September 13, 2018
  - b. Angelina Gooch – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 2, 2018
  - c. Jennifer A. Lewis – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 9, 2018
  - d. Jeanetta M. Miller – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – September 21, 2018
  - e. Lynda J. Miller – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – September 28, 2018
2. Early Childhood and Student Services Office
  - a. Maria J. Arteaga, Level V Program Secretary, Early Intervention  
Effective October 16, 2018
  - b. Sabrina E. Hilsinger-Quinn, Paraeducator, Child Care  
Effective September 25, 2018
  - c. Liza Hoppes, Guidance Counselor, Alternative Education  
Effective November 16, 2018
  - d. Karissa A. Iwanyszyn, Paraeducator, Child Care  
Effective October 4, 2018

**M. Terminations**

**Terminations  
—Item 13. M.**

1. Business Services/Operations Office
  - a. Xiomara I. Martinez – Part-time School Bus Driver Trainee, Transportation  
Effective Date – October 19, 2018  
*Job Abandonment*

**N. Other**

**Other—Item 13. N.**

1. Professional Development and Curriculum Office  
Gina N. Bongiovanni – Educational Consultant, Training and Consultation  
Recommended Annual Salary – Col. 5, Step 7, \$62,998  
(to be .prorated)  
Effective Date – October 8, 2018  
*Replacement – Date Amended*

Yeas:	Dennin; Huhn; Kelleher; Kennedy; Lash; Madara; McEwen; Richard; Sellers; Ulrich; Ziegler; Heffner.
Nays:	None. Motion carried.

**Roll Call Vote**

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

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Community Action Program, Inc., for the BCIU to operate the Pre-K Counts Program for 137 eligible Pre-K children, three and four years of age, in full day programs, effective July 1, 2018, through June 30, 2019, with funding in the amount of \$1,102,850.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Education, for the BCIU to receive funds for the Pennsylvania Pre-K Counts Grant Agreement in the amount of \$1,300,500. The grant shall be used to defray program costs incurred for services to 153 children, effective July 1, 2018, to June 30, 2019.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DR. CHRISTINA FOEHL, ASSISTANT DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Appalachia Intermediate Unit 8, for the BCIU to continue to serve as a regional site for the Pennsylvania Inspired Leadership (PIL) Initiative to implement a Principal Induction Program component for principals with five or less years of experience and a Continuing Professional Education for School and System Leaders component for more experienced school leaders, with regional site coordination provided by Sinkus Education Services LLC, for the amount of \$142,875 effective July 1, 2018, through June 30, 2019.

To ratify amendments to the Early Head Start Child Care Partnership program agreements, effective August 1, 2017, through July 31, 2018, between the Berks County Intermediate Unit (BCIU) and the following contractors, to increase the budget amount for Training & Technical Assistance to allow for reimbursement of overtime cost and travel for attendance at special weekend trainings for staff (PA Key):

- Lawrence County Social Services, Inc. d/b/a Lawrence County Community Action Partnership, budget increase of \$878 for a revised agreement total of \$571,527.
- Chester County Intermediate Unit d/b/a Chester County Head Start, budget increase of \$5,330 for a revised agreement total of \$2,133,098.
- Child Development Centers, Inc., budget increase of \$3,816.72 for a revised agreement total of \$591,965.94.
- Huntingdon County Child and Adult Development Corp, budget increase of \$334.52 for a revised agreement total of \$228,994.52

**OTHER MATTERS  
FOR CONSIDERATION**

**Agreement with Berks  
Community Action Program,  
Inc. / BCIU to Operate Pre-K  
Counts Program  
—Item 14. A. 1.**

**Agreement with PDE / BCIU  
to Receive Funds for PA Pre-  
K Counts Grant Agreement  
—Item 14. A. 2.**

**Agreement with Appalachia  
IU 8 / BCIU as Regional Site  
for PIL Principal Induction  
Program Component with  
Coordination by Sinkus  
Education Services, LLC  
—Item 14. B. 1.**

**Agreements with Lawrence  
County Social Services,  
Chester County IU, Child  
Development Centers, Inc.,  
and Huntingdon County  
Child and Adult Development  
Corp for Increased Budget  
Amount for Training and  
Technical Assistance  
Reimbursement (PA Key)  
—Item 14. B. 2.**

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**C. INFORMATION TECHNOLOGY**  
—SCOTT MAJOR, DIRECTOR

To ratify a 63-month lease agreement between the Berks County Intermediate Unit (BCIU) and Canon Solutions America, for the lease of (3) production printers for the BCIU Print Services Center, (1) DP140, (1) DP115, (1) IPC 750 units, to replace and upgrade existing units at a cost of \$4,835.74/month, yielding overall reduction in monthly lease and overage costs.

**Lease Agreement with Canon Solutions America / Printers for BCIU Print Services Center**  
—Item 14. C. 1.

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

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Brightbill Body Works, for the purchase of two (2) 30-passenger gasoline minibuses at \$59,415 each for the Head Start contract. These vehicles will be purchased through the Head Start Health and Safety Grant.

**Agreement with Brightbill Body Works for Purchase of Minibuses / Head Start Contract—Item 14. D. 1.**

To request permission to solicit bids for insulating the basement ground level of the Hamburg Learning Center as part of mold remediation.

**Permission to Solicit Bids for Insulation / Hamburg Learning Center**  
—Item 14. D. 2.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Fleetwood Area School District, for the BCIU to provide transportation services to New Story Wyomissing, effective the 2018-2019 school-year at \$135.02 per day.

**Agreement with Fleetwood ASD for Transportation to New Story Wyomissing**  
—Item 14. D. 3.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Fleetwood Area School District, for the BCIU to provide transportation services to Hogan Learning Academy, effective the 2018-2019 school-year at \$63.84 per day.

**Agreement with Fleetwood ASD for Transportation to Hogan Learning Academy**  
—Item 14. D. 4.

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

To authorize the appropriate officers, subject to the solicitor's approval of terms, to enter into an agreement between the Berks County Intermediate Unit (BCIU) and Harmelin and Associates, for Harmelin and Associates to provide media planning and buying services on behalf of the BCIU for the Early Learning Resources Center Project (PA Key), effective the date of execution by both parties, through June 30, 2019, for an estimated annual media expenditure amount of \$650,000.

**Agreement with Harmelin and Associates / Media Planning and Buying Services for ELRC**  
—Item 14. E. 1.

Yeas:	Dennin; Huhn; Kelleher; Kennedy; Lash; Madara; McEwen; Richard; Sellers; Ulrich; Ziegler; Heffner.
Nays:	None. Motion carried.

**Roll Call Vote**

No one desired to speak.

**Board Members Desiring to be Heard**



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A motion was made by Huhn, seconded by Kelleher, to adjourn the meeting at 7:35 p.m.

**Adjournment**

Motion carried.

**Voice Vote**

Approved by

Elizabeth S. Huhn, Secretary

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

Eric Clemmer, Program Administrator of the Office of Business Services / Operations, introduced Brian Bachman as Employee of the Month for October. Mr. Bachman has served as a vehicle maintenance technician since January 2017.

**EMPLOYEE OF THE  
MONTH – OCTOBER  
2018**  
— Brian Bachman, Office  
of Business Services /  
Operations

Mr. Clemmer shared that Brian can be counted on to assist in any way needed. Brian's co-workers speak very highly of him. They know they can talk to him about issues with their buses and they can depend on him to help in any way possible to solve any problems. In addition, with staffing shortages in the garage, he is quick to offer to step in anytime and anywhere help is needed.

Brian thanked the Board for the recognition and expressed that he would like to continue to serve at the BCIU for many more years.

The STEM Program (Office of Professional Development and Curriculum) was highlighted in the October InsideBCIU video.

**INSIDE BCIU  
STEM**

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