

## COMMITTEE-OF-THE-WHOLE MEETING

### I. BCIU HONORS

- ◆ OUTSTANDING COMMUNITY PARTNER AWARD
  - Dr. Anna D. Weitz, President  
Reading Area Community College
  
- ◆ EMPLOYEE-OF-THE-MONTH – AUGUST 2017
  - Sarah Thompson, Early Intervention Specialized Preschool Teacher  
Office of Early Childhood and Student Services
  
- ◆ EMPLOYEE-OF-THE-MONTH – SEPTEMBER 2017
  - Constance Fehr, Billing Clerk / Receptionist  
Office of Business Services
  
- ◆ RETIREMENTS
  - Darren A. Schlott, Transportation Program Administrator  
Office of Business Services
  
  - Dorothy A. Waters, Reprographic Specialist  
Office of Innovation and Technology

### FEATURED PROGRAMS

- ◆ INSIDE BCIU
  - Child Care Information Services (CCIS)
  - Carl Blessing, Assistant to the Executive Director / CFO

### II. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
  - 1. Newslink
  - 2. Legislative Update
  - 3. Start of the Year Updates
  - 4. Other Items
  
- B. Agenda Review

### III. EXECUTIVE SESSION

---

## REGULAR MEETING

### 01. CALL TO ORDER

- A. Pledge to the Flag and Roll Call
  
- B. Announcements
  - 1. Executive session
  - 2. Agenda update
  - 3. Persons desiring to be heard

### 02. APPROVAL OF MINUTES

- A. Meeting of August 17, 2017

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

SOURCE		PAGE	AMOUNT
August	2017 Ratifications	1-43	\$2,957,170.24
September	2017 Ratifications	1-32	\$2,131,280.17
September	2017 Approvals	1-24	\$742,558.72
<b>TOTAL</b>			<b>\$5,831,009.13</b>

**04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$7,500,000:**

Amount Outstanding
September 15, 2017
\$2,500,000

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF SEPTEMBER 15, 2017:**

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$618,111.66	\$16,199.76	\$64,850.62	\$22,839.20	\$42,286.33
Commonwealth of PA	\$14,393,197.67	\$0.00	\$1,910,700.33	\$0.00	\$0.00
Other Revenue Sources	\$153,280.08	\$6.17	\$21,127.35	\$1,326.00	\$18,207.35
<b>TOTALS</b>	<b>\$15,164,589.41</b>	<b>\$16,205.93</b>	<b>\$1,996,678.30</b>	<b>\$24,165.20</b>	<b>\$60,493.68</b>
<b>GRAND TOTAL</b>	<b>\$17,262,132.52</b>				

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

- Financial Statements (August 2017)
- Credit Card Purchases (August 2017)
- Non-Federal Share Report (August 2017)
- Program Information/Updates/Attachments
- 2017 COLA Notice of Award
- 2017/2018 PA Head Start Supplemental Grant Agreement
- 2018 Head Start Application to Office of Human Services

**07. COMBINED FINANCIAL REPORT**

**CASH**

BEGINNING BALANCE -August 1, 2017		\$587,040.96
RECEIPTS		
REVENUE RECEIPTS	\$12,700,801.06	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	\$0.00	\$12,700,801.06
		\$13,287,842.02
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$841,440.13	
BOARD APPROVALS	\$2,311,705.98	
POST BOARD RATIFICATIONS	\$2,957,170.24	
TOTAL CHECKS WRITTEN	\$6,110,316.35	
CHECKS VOIDED	(\$36,420.50)	
PAYROLL DISTRIBUTIONS	\$4,129,011.03	\$10,202,906.88
ENDING BALANCE -August 31, 2017		\$3,084,935.14

<u>INVESTMENTS</u>		
CERTIFICATES		
	<u>OF DEPOSIT</u>	<u>TOTAL</u>
BEGINNING BALANCE	\$0.00	\$0.00
PURCHASES	\$0.00	\$0.00
REDEMPTIONS	<u>\$0.00</u>	<u>\$0.00</u>
ENDING BALANCE	\$0.00	\$0.00
CASH AVAILABLE-August 31, 2017		\$3,084,935.14

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**August 2017**

Tompkins VIST: \$2,523.10  
 PNC: \$118.31

**09. COMMUNICATIONS**

Elizabeth S. Huhn, *Secretary*

1. PSBA Officer Elections

**10. OLD BUSINESS**

*No Items to Consider*

**11. REPORT OF NEGOTIATIONS COMMITTEE**

Robert H. Quinter, Jr., *Chair*

**12. BUDGETS**

**A. New and Proposed Budgets**

*No Items to Consider*

**B. Initial Budgets**

**1. Berks County Head Start State Supplemental – Program 105**

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$780,102

Funded by the state through the Department of Education and the Head Start State Collaboration Office, this program supports expanded services of a comprehensive child development program for low-income preschool children and their families (since 2005).

**2. Head Start (2018) – Program 18-165**

Office of Early Childhood and Student Services

1/1/18 – 12/31/18

\$5,458,969

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).

- 3. Head Start Training and Technical Assistance – Program 18-175**  
Office of Early Childhood and Student Services  
1/1/18 – 12/31/18 \$56,568  
Funded by federal dollars through the Department of Health and Human Services, Administration for Children and Families, the Head Start Training and Technical Assistance Program budget supports training in effective parenting skills and other useful life skills (since 1985).
- 4. Berks County Intermediate Unit Child Care – Program 551**  
Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$3,451,377  
Funded through a combination of federal, state, and local dollars from the Department of Public Welfare, the United Way, and private fees, BCIU Child Care operates before and after school programs, preschool programs, and toddler programs serving over 450 children, ages thirteen months through twelve years (since 1971).
- 5. Berks Academic Challenge – Program 625**  
Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$7,500  
This proprietary program features academic quiz competition based on a student’s general scholastic knowledge and is designed to recognize the high level of scholastic achievement in Berks County and to provide role models for younger students in areas of scholarly pursuit (since 1985).
- 6. Head Start State Supplemental Assistance Program – Program 170**  
Office of Professional Development and Curriculum  
7/1/17 – 6/30/18 \$702,638  
Funded by the federal government through the Pennsylvania Department of Education and the Head Start State Collaboration Office, this program provides monitoring and technical assistance to Head Start State Supplemental grantees throughout the state (since 2005).
- 7. Early Childhood Mental Health Initiative – Program 223**  
Office of Professional Development and Curriculum  
7/1/17 – 6/30/18 \$825,389  
Funded by the federal government through BCIU IDEA Section-619 and BCIU State Early Intervention funds, this program provides funding for mental health consultants in the six regional keys as well as provides support and monitoring to Pre-K Counts, Head Start State Supplemental and Accountability Block Grant programs throughout the state (since 2009).

**8. PA Key – Program 225**

Office of Professional Development and Curriculum

7/1/17 – 6/30/18

\$24,849,096

The PDE Office of Child Development and Early Learning and BCIU collaborate to provide statewide leadership in the development of an integrated system of quality early childhood education programs. PA Key works to develop a statewide quality improvement plan that includes professional development, technical assistance, career lattices, and a data management system for all preschool, childcare, and Head Start centers. This program is federally funded through Child Care Development Fund, the Head Start Fund, the American Reinvestment and Recovery Act (ARRA) Child Development Fund, and the Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program Fund (since 2005).

**9. PA Pre-K Counts- OCDEL – Program 228**

Office of Professional Development and Curriculum

7/1/17 – 6/30/18

\$2,190,939

Funded by the Pennsylvania Department of Education through a contract with the BCIU, this program provides monitoring, technical assistance, consultation, and training and materials for all Pennsylvania Pre-K Counts approved providers. In addition, the BCIU will administer a sub-grant program for three faith-based Pennsylvania Pre-K Counts approved providers (since 2007).

**10. Project Launch – Program 254**

Office of Professional Development and Curriculum

7/1/17 – 6/30/18

\$82,336

Project Launch, is a grant program of the federal Substance Abuse and Mental Health Services Administration (SAMHSA) that seeks to promote the wellness of young children birth to age eight. A grant has been awarded to PA via Service Access Management, Inc. (SAM). We are contracting with SAM for funding to support an Early Childhood Wellness Expert for this project (since 2015).

**11. Large-Scale Psychometric Assessment of ECERS-3 – Program 256**

Office of Professional Development and Curriculum

7/1/17 – 6/30/18

\$20,433

The project goal is to refine and validate the ECERS-3 to better measure program quality across the full range of early childhood programs and to improve the tool's predictive power with respect to child outcomes. BCIU/PA Key plans to conduct ECERS-3 visits in approximately 300 classrooms. A federal grant was awarded to the Frank Porter Graham Child Development Institute (FPG) at University of North Carolina at Chapel Hill (UNC) who will be subcontracting with BCIU/PA Key for funding and to gather pre- and post-tests child assessment data and CLASS data (since 2015).

- 12. Professional Development Programs – Program 600**  
Office of Professional Development and Curriculum  
7/1/17 – 6/30/18 \$74,996  
This budget is a proprietary program which provides Continuing Professional Education Courses and charges an appropriate fee to cover the costs of instructors, materials, lab costs, clerical support, and advertising (since 1982).
- 13. Staff Development Workshops – Program 609**  
Office of Professional Development and Curriculum  
7/1/17 – 6/30/18 \$357,817  
This proprietary program provides in-service opportunities on a non-credit basis to school district and intermediate unit personnel. Professional staff and support staff are eligible to participate in these programs designed to increase an individual’s skills and knowledge (since 1987).
- 14. Operation and Maintenance of Buildings – Program 116**  
Office of Business Services  
7/1/17 – 6/30/18 \$4,690,279  
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).
- 15. Vehicle Maintenance – Program 630**  
Office of Business Services  
7/1/17 – 6/30/18 \$1,339,865  
This proprietary fund accounts for all expenditures for vehicle maintenance including such items as mechanics, service helpers, vehicle washers, contracted repairs and maintenance, supplies, and fuel. Revenue is derived from other BCIU programs, which will utilize these vehicle maintenance items (since 1990).
- 16. Vehicle Maintenance Parts Inventory – Program 631**  
Office of Business Services  
7/1/17 – 6/30/18 \$1,088,899  
This proprietary fund accounts for all consumable vehicle parts purchased by the Berks County Intermediate Unit. Other BCIU programs whose vehicles utilize these parts will fund this program (since 1990).

**17. Central Inventory Warehouse – Program 698**

Office of Business Services

7/1/17 – 6/30/18

\$29,000

This program is designed to provide warehouse supplies services to all programs channeled through the Intermediate Unit. Efficiencies come from BCIU purchasing in bulk instead of program purchasing separately (since 1980).

**18. Guest Teacher Training Program – Program 692**

Office of Human Relations and Public Relations

7/1/17 – 6/30/18

\$19,440

This budget supports a program for the recruitment, training, and recertification of individuals possessing bachelor's degrees to serve as per-diem substitute teachers in Berks County school districts and career and technology centers participating in the program. The BCIU Department of Human Resources maintains files on those who participate in this program and processes the emergency permit applications and recertification required by the Pennsylvania Department of Education. This program has provided more than 700 emergency certified substitutes for Berks County school districts (since 1998).

**C. Changes to Initial Budgets**

**1. Child Care Information Services (CCIS) Provider Budget – Program 122**

Office of Early Childhood and Student Services

7/1/16 – 6/30/17

(\$104,500)

**Total Proposed Revised Budget: \$15,666,192**

Child Care Information Services of Berks County provides funding to help TANF, former TANF and low and moderate income working families pay for child care. Funding for the program comes from the state and federal government through the Department of Human Services' Office of Child Development & Early Learning. Parents may choose the type of child care setting that best meets their needs. This budget represents the funds used to purchase child care services for approximately 5,800 children in Berks County (since 1992). These changes are required to adjust funding to year-end allocations.

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

Office of Early Childhood and Student Services

7/1/16 – 6/30/17

\$341,589

**Total Proposed Revised Budget: \$930,183**

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 required to reflect year-end projections.

- 3. BCIU Pre-K Counts – Program 230**  
Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$298,974  
**Total Proposed Revised Budget: \$1,268,626**  
Funded by the state and administered by the PA Department of Education, Pre-K Counts provides high quality preschool services to 103 at risk children whose families earn less than 300 percent of the federal poverty level, those who are English Language learners or children who have special needs. Children are served in eight classrooms housed in the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul’s, Twin Valley Elementary and Owatin Creek Elementary (since 2007). This change is necessary due to expansion funding for two additional classrooms.
- 4. Early Intervention – School Age – Program 300**  
Office of Early Childhood and Student Services  
7/1/16 – 6/30/17 \$6,831  
**Total Proposed Revised Budget: \$593,769**  
Mandated by the Department of Education and contracted through a MAWA (Mutually Agreed Upon Written Agreement), this program serves preschool children identified with special education needs who are transitioning to placement in their respective districts. In the year prior to eligibility for school age placement, parents have the option to maintain placement for their child in the Early Intervention Program for an additional year. Educational costs for school age students who remain in the EI Program is the responsibility of the home district (since 1983). These changes are necessary to reflect year-end adjustments.
- 5. Early Childhood Mental Health Initiative – Program 223**  
Office of Professional Development and Curriculum  
7/1/16 – 6/30/17 \$9,717  
**Total Proposed Revised Budget: \$760,992**  
Funded by the federal government through BCIU IDEA Section-619 and BCIU State Early Intervention funds, this program provides funding for mental health consultants in the six regional keys as well as provides support and monitoring to Pre-K Counts, Head Start State Supplemental and Accountability Block Grant programs throughout the state (since 2009). This budget reflects additional social security and retirement contribution revenues received.
- 6. Professional Development Programs – Program 600**  
Office of Professional Development and Curriculum  
7/1/16 – 6/30/17 \$8,728  
**Total Proposed Revised Budget: \$72,643**  
This budget is a proprietary program which provides Continuing Professional Education Courses and charges an appropriate fee to cover the costs of instructors, materials, lab costs, clerical support, and advertising (since 1982). These changes are necessary to reflect year-end adjustments.

- 7. BCIU Asian Studies Collaborative (ASC) – Program 147**  
Office of Innovation and Technology  
7/1/16 – 6/30/17 \$11,661  
**Total Proposed Revised Budget: \$188,033**  
With funding from various sources, including fee for service by participating districts, this program will support the development and implementation of elements of Asian Studies in K-12 curriculum (since 2010). These changes are necessary to reflect year-end adjustments.
- 8. Information Technology Software Services – Program 671**  
Office of Innovation and Technology  
7/1/16 – 6/30/17 \$12,114  
**Total Proposed Revised Budget: \$1,697,986**  
Comprised of two sub-budgets, this proprietary fund accounts for expenditures and revenue related to supplemental services internal and external to the Berks County Intermediate Unit. These services include software as a service hosting, application development, software support and training, documentation, and technology consultation (since 1994). These changes are necessary to reflect year-end adjustments.
- 9. Special Education Transportation – Program 344**  
Office of Business Services  
7/1/16 – 6/30/17 \$540,123  
**Total Proposed Revised Budget: \$6,770,704**  
Funded by the state, this budget provides for transportation of approximately 1800 special needs children between their homes and schools and to activities prescribed by the individual education program (since 1969). These changes are necessary to reflect year-end adjustments.
- 10. Guest Teacher Training Program – Program 692**  
Office of Human Relations and Public Relations  
7/1/16 – 6/30/17 \$1,840  
**Total Proposed Revised Budget: \$19,440**  
This budget supports a program for the recruitment, training, and recertification of individuals possessing bachelor’s degrees to serve as per-diem substitute teachers in Berks County school districts and career and technology centers participating in the program. The BCIU Department of Human Resources maintains files on those who participate in this program and processes the emergency permit applications and recertification required by the Pennsylvania Department of Education. This program has provided more than 700 emergency certified substitutes for Berks County school districts (since 1998). These changes are necessary to reflect year-end adjustments.

**D. Budgetary Transfers**

**1. Child Care Information Services (CCIS) Administrative – Program 120**

Office of Early Childhood and Student Services

7/1/16 – 6/30/17

\$87

Child Care Information Services of Berks County provides funding to help low and moderate income working families pay for child care. Funding for the program comes from the state and federal government through the Department of Human Services' Office of Child Development & Early Learning. Parents may choose the type of child care setting that best meets their needs. This budget represents the funds allocated to administer the purchase of child care services for children of these families (since 1992). These transfers are necessary for year-end projections.

**2. Child Care Information Services (CCIS) TANF Families – Program 123**

Office of Early Childhood and Student Services

7/1/16 – 6/30/17

\$336

Child Care Information Services of Berks County provides funding to help clients who are receiving cash assistance pay for child care so that they are able to participate in mandated welfare-to-work programs. Funding for the program comes from the state and federal government through the Department of Human Services' Office of Child Development & Early Learning. Parents may choose the type of child care setting that best meets their needs. This budget represents the funds allocated to administer the purchase of child care services for children of these families (since 2007). These transfers are necessary for year-end projections.

**3. OCDEL Community Innovation Zone Grant – Program 208**

Office of Early Childhood and Student Services

7/1/16 – 6/30/17

\$5,115

This project is designed to provide intensive supports within the local community to reduce the achievement gap by grade three for students at-risk through aligning P-3 efforts, increasing family supports and engagement, and strengthening community networks of organizations supporting family. In partnership with the Berks County United Way, Glenside Elementary School (Reading School District), Tyson Schoener Elementary School (Reading School District), Centro Hispano, the BCIU Head Start, Pre-K Counts and Early Intervention programs will coordinate and lead initiatives to enhance early literacy development and increase parent engagement activities in the Reading communities. This initiative will focus on the development of a local family engagement committee, implementation of the Raising A Reader program, and implementation of the Abriendo Puertas/Opening Doors program. The grant is funded through the Race to the Top – Early Learning Challenge Fund (since 2015). These transfers are necessary for year-end projections.

**4. Berks County Intermediate Unit Child Care – Program 551**

Office of Early Childhood and Student Services

7/1/16 – 6/30/17

\$27,855

Funded through a combination of federal, state, and local dollars from the Department of Public Welfare, the United Way, and private fees, BCIU Child Care operates before and after school programs, preschool programs, and toddler programs serving over 450 children, ages thirteen months through twelve years (since 1971). These transfers are necessary for year-end projections.

- 5. Berks Academic Challenge – Program 625**  
Office of Early Childhood and Student Services  
7/1/16 – 6/30/17 \$30  
This proprietary program features academic quiz competition based on a student’s general scholastic knowledge and is designed to recognize the high level of scholastic achievement in Berks County and to provide role models for younger students in areas of scholarly pursuit (since 1985). These transfers are necessary for year-end projections.
- 6. Head Start State Supplemental Assistance Program – Program 170**  
Office of Professional Development and Curriculum  
7/1/16 – 6/30/17 \$111,230  
Funded by the federal government through the Pennsylvania Department of Education and the Head Start State Collaboration Office, this program provides monitoring and technical assistance to Head Start State Supplemental grantees throughout the state (since 2005). These transfers are necessary for year-end projections.
- 7. PA Key – Program 225**  
Office of Professional Development and Curriculum  
7/1/16 – 6/30/17 \$2,573,097  
The PDE Office of Child Development and Early Learning and BCIU collaborate to provide statewide leadership in the development of an integrated system of quality early childhood education programs. PA Key works to develop a statewide quality improvement plan that includes professional development, technical assistance, career lattices, and a data management system for all preschool, childcare, and Head Start centers. This program is federally funded through Child Care Development Fund, the Head Start Fund, the American Reinvestment and Recovery Act (ARRA) Child Development Fund, and the Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program Fund (since 2005). These transfers are necessary for year-end projections.
- 8. PA Pre-K Counts - OCDEL – Program 228**  
Office of Professional Development and Curriculum  
7/1/16 – 6/30/17 \$93,231  
Funded by the Pennsylvania Department of Education through a contract with the BCIU, this program provides monitoring, technical assistance, consultation, and training and materials for all Pennsylvania Pre-K Counts approved providers. In addition, the BCIU will administer a sub-grant program for three faith-based Pennsylvania Pre-K Counts approved providers (since 2007). These transfers are necessary for year-end projections.
- 9. Project Launch – Program 254**  
Office of Professional Development and Curriculum  
7/1/16 – 6/30/17 \$26,449  
Project Launch, is a grant program of the federal Substance Abuse and Mental Health Services Administration (SAMHSA) that seeks to promote the wellness of young children birth to age eight. A grant has been awarded to PA via Service Access Management, Inc. (SAM). We are contracting with SAM for funding to support an Early Childhood Wellness Expert for this project (since 2015). These transfers are necessary for year-end projections.

- 10. Large-Scale Psychometric Assessment of ECERS-3 – Program 256**  
Office of Professional Development and Curriculum  
7/1/16 – 6/30/17 \$290  
The project goal is to refine and validate the ECERS-3 to better measure program quality across the full range of early childhood programs and to improve the tool's predictive power with respect to child outcomes. BCIU/PA Key plans to conduct ECERS-3 visits in approximately 300 classrooms. A federal grant was awarded to the Frank Porter Graham Child Development Institute (FPG) at University of North Carolina at Chapel Hill (UNC) who will be subcontracting with BCIU/PA Key for funding and to gather pre- and post-tests child assessment data and CLASS data (since 2015). These transfers are necessary for year-end projections.
- 11. Staff Development Workshops – Program 609**  
Office of Professional Development and Curriculum  
7/1/16 – 6/30/17 \$21,375  
This proprietary program provides in-service opportunities on a non-credit basis to school district and intermediate unit personnel. Professional staff and support staff are eligible to participate in these programs designed to increase an individual's skills and knowledge (since 1987). These transfers are necessary for year-end projections.
- 12. Berks Online Learning – Program 680**  
Office of Professional Development and Curriculum  
7/1/16 – 6/30/17 \$710  
This proprietary program is a partnership between BCIU and multiple cyber course providers to offer local school districts online education options for K-12 students (since 2008). These transfers are necessary for year-end projections.
- 13. Network and Computer Services – Program 670**  
Office of Innovation and Technology  
7/1/16 – 6/30/17 \$3,135  
Comprised of three sub-budgets including the Berks County Wide Area Network (WAN) project, this program combines networking, PAIUNET, e-rate, and other technology related services for external customers (since 1989). These transfers are necessary for year-end audit adjustments.
- 14. Berks County Intermediate Unit General Fund – Program 115**  
Office of Business Services  
7/1/16 – 6/30/17 \$558,867  
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.

**15. Operation and Maintenance of Buildings – Program 116**

Office of Business Services

7/1/16 – 6/30/17

\$98,696

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 transfers are necessary for year-end adjustments.

**16. Vehicle Maintenance – Program 630**

Office of Business Services

7/1/16 – 6/30/17

\$21,250

This proprietary fund accounts for all expenditures for vehicle maintenance including such items as mechanics, service helpers, vehicle washers, contracted repairs and maintenance, supplies, and fuel. Revenue is derived from other BCIU programs, which will utilize these vehicle maintenance items (since 1990). These transfers are necessary for year-end projections.

**13. PERSONNEL MATTERS**

—ROB ROSENBERY, DIRECTOR

**A. General**

1. To approve a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and District Council 88, American Federation of State, County, and Municipal Employees, AFL-CIO, Local 1160 (AFSCME) which provides for an amendment to Article 19 (Salaries and Wages), Section 1. e) of the collective bargaining agreement for the 2017-2018 school year, all full time 10-month employees shall be paid every other week for twenty-seven (27) pay periods.

**B. Employment – Ratifications**

1. Business Services/Operations Office
  - a. Xiolayda V. Batista – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58  
Effective Date – September 11, 2017  
*Replacement*
  - b. Jennifer A. Brossman – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – September 11, 2017  
*Replacement*
  - c. Erika Carmona – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – September 11, 2017  
*Replacement*

- d. Nicholas G. Denton – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – August 28, 2017  
*Replacement*
- e. Liliana Farisato – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58  
Effective Date – August 28, 2017  
*Replacement*
- f. Lori J. Goldsborough – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.45, \$11.35, and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
- g. Deborah A. Hoster – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
- h. Jazmine N. Jackson – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
- i. Kimberly N. Keller – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
- j. Angelita C. Lemus-Chavez – Part-time Bus Driver Trainee  
Recommended Hourly Rate – \$11.40  
Effective Date – September 11, 2017  
*Replacement*
- k. Jennifer A. Lewis – Part-time Bus Driver Trainee  
Recommended Hourly Rate - \$11.40  
Effective Date – August 14, 2017  
*Replacement*
- l. Samuel J. Marks – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
- m. Emely Melendez – Part-time Bus Driver Trainee  
Recommended Hourly Rate - \$11.40  
Effective Date – September 11, 2017  
*Replacement*

- n. Lydia Mendez – 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 – September 11, 2017  
*Replacement*
- o. Lynda J. Miller – Part-time Bus Assistant and Misc. Transportation  
Recommended Hourly Rates - \$11.35 and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
- p. Kimberly M. Osborne – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
- q. Luis R. Rosario – Part-time Bus Driver Trainee  
Recommended Hourly Rate - \$11.40  
Effective Date – August 14, 2017  
*Replacement*
- r. Julio C. Rosario Ramos – Part-time Bus Driver Trainee  
Recommended Hourly Rate - \$11.40  
Effective Date – August 14, 2017  
*Replacement*
- s. Michaele R. Stephenson – Part-time Bus Driver Trainee  
Recommended Hourly Rate - \$11.40  
Effective Date – August 28, 2017  
*Replacement*
- t. Richard C. Sternbergh – Part-time Bus Driver Trainee  
Recommended Hourly Rate - \$11.40  
Effective Date – August 14, 2017  
*Replacement*
- u. Jennifer Taveras – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
- v. Aracelis M. Valle – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
- w. Aileen Vega Pagan – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58  
Effective Date – August 14, 2017  
*Replacement*

- x. Lori D. Williams – Part-time Bus Assistant and Misc. Transportation  
Recommended Hourly Rates - \$11.35 and \$10.58  
Effective Date – August 14, 2017  
*Replacement*
  
- y. Richard S. Wunder – Part-time Driver w/o Bus License, Bus Assistant, and Misc. Transportation  
Recommended Hourly Rates - \$13.45, \$11.35, and \$10.58  
Effective Date – September 11, 2017  
*Replacement*
  
- 2. Early Childhood & Student Services Office
  - a. Patricia A. Adams – Speech Therapist, Early Intervention  
Recommended Annual Salary – Col. 4, Step 4, \$58,095 (to be prorated)  
Effective Date – September 18, 2017  
*New Position*
  
  - b. Teresa Amoroso – Teacher, Head Start  
Recommended Hourly Rate – Level I, Probationary, \$17.17  
Effective Date – August 28, 2017  
*Replacement*
  
  - c. Maria J. Arteaga – Level V Program Secretary, Early Intervention  
Recommended Hourly Rate – \$14.43  
Effective Date – September 11, 2017  
*Replacement*
  
  - d. Alejandra E. Berry – Bilingual ICE Classroom Specialist, Alternative Education  
Recommended Annual Salary – \$23,609 (to be prorated)  
Effective Date – August 14, 2017  
*New Position*
  
  - e. Mackenzie M. Boltz – Speech Therapist, Early Intervention  
Recommended Annual Salary – Col. 4, Step 1, \$56,611 (to be prorated)  
Effective Date – September 11, 2017  
*New Position*
  
  - f. Monica A. Dean – Paraeducator, Early Intervention  
Recommended Hourly Rate – \$10.90  
Effective Date – September 5, 2017  
*Replacement*
  
  - g. Katelyn B. Falk – Speech Therapist, Early Intervention  
Recommended Annual Salary – Col. 4, Step 1, \$56,611 (to be prorated)  
Effective Date – September 11, 2017  
*Replacement*
  
  - h. Rachel L. Johnson – Teacher, Head Start  
Recommended Hourly Rate – Level III, Probationary, \$18.74  
Effective Date – September 11, 2017  
*Replacement*

- i. Migdalia Ortega – Family Engagement Worker, Head Start  
Recommended Hourly Rate – Level II, Probationary, \$12.79  
Effective Date – August 28, 2017  
*Replacement*
- j. Joy C. Polignano – Psychologist, Early Intervention  
Recommended Annual Salary – Col. 8, Step 5, \$63,339 (to be prorated)  
Effective Date – August 14, 2017  
*Replacement*
- k. Anelys Santos – Psychologist, Special Education  
Recommended Annual Salary – Col. 6, Step 4, \$59,480 (to be prorated)  
Effective Date – August 14, 2017  
*New Position*
- l. Colleen M. Slaton – Occupational Therapist, Early Intervention  
Recommended Annual Salary – Col. 4, Step 3, \$57,600 (to be prorated)  
Effective Date – September 11, 2017  
*New Position*
- m. Kari S. Wolfe – Paraeducator, Early Intervention  
Recommended Hourly Rate – \$10.90  
Effective Date – August 28, 2017  
*Replacement*
- n. Tiffany A. Ziegler – Specialized Preschool Teacher – Classroom, Early Intervention  
Recommended Annual Salary – Col. 1, Step 5, \$47,880 (to be prorated)  
Effective Date – September 5, 2017  
*Replacement*
3. Executive Office
  - a. Amelia R. Krotee – Web Designer/Creative Team Specialist  
Recommended Annual Salary – \$46,000 (to be prorated)  
Effective Date – September 5, 2017  
*Date Amended*
4. Innovation and Technology Office
  - a. Lysandra S. Burger – Service Center Specialist  
Recommended Annual Salary – \$50,432 (to be prorated)  
Effective Date – September 5, 2017  
*Date Amended*
  - b. Linda M. Sneddon – Reprographics Specialist II  
Recommended Annual Salary – \$39,348 (to be prorated)  
Effective Date – September 11, 2017  
*Replacement*

**C. Change of Status – Ratifications**

1. Business Services/Operations Office

a. William Androwick

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 – August 25, 2017

*Voluntary Reassignment*

b. Joseph Angelisanti, Jr.

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 – August 18, 2017

*Replacement*

c. Rene Fenstermaker – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation

Change Recommended Hourly Rates from \$15.90, \$12.95, \$10.85, and \$10.08

to \$16.40, \$13.45, \$11.35, and \$10.58

Effective Date – August 9, 2017

*Completed Probationary Period*

d. Rene Fenstermaker – Transportation Driver/Garage Assistant

Effective Date – August 28, 2017

*Remove Assignment*

e. William Haines, Jr.

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 – August 14, 2017

*Replacement*

f. Jazmine Jackson

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 – August 22, 2017

*Voluntary Reassignment*

g. Susan Laney

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 – August 24, 2017

*Replacement*

- h. Emelyn Matos-Hernandez  
Change from Substitute Bus Assistant, and Misc. Transportation to Part-time Bus Assistant,  
and Misc. Transportation  
No Change in Hourly Rates  
Effective Date – September 5, 2017  
*Replacement*
- i. Sandra Parsons  
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 11, 2017  
*Replacement*
- j. Masiel Ramirez de Gomez  
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 – August 31, 2017  
*Replacement*
- k. Matthew Riccardi  
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 14, 2017  
*Voluntary Reassignment*
- l. Frederick Saylor  
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 – August 14, 2017  
*Replacement*
- m. Jeffery Shaffer  
Change from Substitute Fueler to Fueler  
No Change in Hourly Rate  
Effective Date – August 28, 2017  
*Replacement*
- n. Jasmine Sheetz  
Change from Part-time Bus Assistant and Misc. Transportation to Substitute Bus Assistant  
and Misc. Transportation  
No Change in Hourly Rates  
Effective Date – August 25, 2017  
*Voluntary Reassignment*

- o. F. Eric Sills  
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 – August 24, 2017  
*Replacement*
- p. Jeremy Tinnin  
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 – August 24, 2017  
*Replacement*
- q. Clarinda Wenger  
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 – August 16, 2017  
*Voluntary Reassignment*
- r. Nancy Wroblewski – Dispatcher, Transportation  
Recommended Hourly Rate – \$15.13  
Effective Date – September 6, 2017  
*Additional Assignment*
- 2. Early Childhood & Student Services Office
  - a. Kim Andrusiak  
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 – August 23, 2017  
*Replacement*
  - b. Dana Boettinger – Speech Therapist, Early Intervention  
Change Recommended Annual Salary from Col. 4, Step 11, \$68,029 to Col. 5, Step 11, \$68,721  
Effective Date – July 1, 2017  
*Salary Adjustment per BCIUEA Agreement*
  - c. JoAnna Cogan-Ferchalk – Psychologist, Extended School Year, Early Intervention  
Recommend Hourly Rate - \$50.55  
Effective Date – July 1, 2017 – August 18, 2017  
*Additional Days (not to exceed 20 days)*
  - d. JoAnna Cogan-Ferchalk – Psychologist, Early Intervention  
Recommend Hourly Rate - \$51.50  
Effective Date – July 3, 2017 – October 30, 2017  
*Additional Days (not to exceed 15 days)*

- e. Amy Fenstermaker  
Change from Paraeducator, Early Intervention to Paraeducator, PreK Counts  
No Change in Hourly Rate  
Effective Date – August 28, 2017  
*Replacement*
- f. Alyssa Hiser  
Change from Substitute Child Care Teacher to Teacher, PreK Counts  
Change Recommended Hourly Rate from \$13.33 to an Annual Salary, Col. 1, Step 1, \$35,000  
(to be prorated)  
Effective Date – September 5, 2017  
*New Position*
- g. Jamie Kingsbury – Special Education Teacher, Special Education  
Change Recommended Annual Salary from Col. 4, Step 4, \$58,095 to Col. 5, Step 4, \$58,788  
Effective Date – September 1, 2017  
*Salary Adjustment per BCIUEA Agreement*
- h. Denise Laguidara – Teacher, PreK Counts  
Recommended Hourly Rate - \$26.71  
Effective Date – August 14, 2017 – August 18, 2017  
*Additional Days (not to exceed 3 days)*
- i. Nikolette Lawrence – Alternative Education Teacher, Alternative Education  
Change Recommended Annual Salary from Col. 4, Step 6, \$60,569 to Col. 5, Step 6, \$61,261  
Effective Date – September 1, 2017  
*Salary Adjustment per BCIUEA Agreement*
- j. Melanie Lozenski – Teacher, PreK Counts  
Recommended Hourly Rate - \$26.71  
Effective Date – August 14, 2017  
*Additional days (not to exceed 1 day)*
- k. Miosotty Nunez  
Change from Level V Program Secretary, Early Intervention to Administrative Assistant,  
Education, Head Start  
Change Recommend Hourly Rate from \$14.88 to Level I, Probationary, \$16.54  
Effective Date – September 4, 2017  
*Replacement*
- l. Stephanie Quier  
Change from Level I, Teacher, Head Start to Level III, Paraeducator, Head Start  
Change Recommend Hourly Rate from \$17.70 to \$15.03  
Effective Date – September 5, 2017  
*Replacement*
- m. Theresa Readinger - Teacher, PreK Counts  
Recommended Hourly Rate - \$26.71  
Effective Date – August 14, 2017 – August 18, 2017  
*Additional days (not to exceed 4 days)*

- n. Denali Shook – Teacher, PreK Counts  
Recommended Hourly Rate - \$26.71  
Effective Date – July 20, 2017 – August 16, 2017  
*Additional days (not to exceed 2 days)*
  
  - o. Christine Sleppy  
Change from Substitute Paraeducator, Early Intervention to Paraeducator, Early Intervention  
Change Recommended Hourly Rate from \$9.00 to \$10.90  
Effective Date – August 29, 2017  
*Replacement*
  
  - p. Joyce Webster  
Change from Teacher, Head Start to Paraeducator, Head Start  
Change Recommended Hourly Rate from \$20.30 to Level III, Maximum, \$17.12  
Effective Date – August 23, 2017  
*Replacement*
3. Professional Development and Curriculum Office
- a. Nichole Kinsey – 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 2016-2017 Approved Substitute Lists – Ratifications**

Alternative Education

Lynda Drasher, Teacher – Effective September 5, 2017  
Bruna Goncalves, Specialist – Effective September 5, 2017  
Bethany Hix, Specialist – Effective September 11, 2017  
Katty Rodriguez De La Rosa, Specialist – Effective September 5, 2017  
Rebecca Travaglini, Teacher – Effective August 16, 2017

Child Care

Morgan Auton, Paraeducator – Effective August 28, 2017  
Lynda Drasher, Teacher – Effective September 5, 2017  
Bruna Goncalves, Paraeducator – Effective September 5, 2017  
Bethany Hix, Paraeducator – Effective September 11, 2017  
Katty Rodriguez De La Rosa, Paraeducator – Effective September 5, 2017  
Rebecca Travaglini, Teacher – Effective August 16, 2017  
Alicia Vaux, Teacher – Effective August 28, 2017

Early Intervention

Morgan Auton, Paraeducator – Effective August 28, 2017  
Lynda Drasher, Teacher – Effective September 5, 2017  
Tyzenha Fernandez, Paraeducator – Effective August 28, 2017  
Bruna Goncalves, Paraeducator – Effective September 5, 2017  
Katty Rodriguez De La Rosa, Paraeducator – Effective September 5, 2017  
Rebecca Travaglini, Teacher – Effective August 16, 2017  
Alicia Vaux, Teacher – Effective August 28, 2017

Head Start

Morgan Auton, Paraeducator – Effective August 28, 2017  
Lynda Drasher, Teacher – Effective September 5, 2017  
Tyzenha Fernandez, Paraeducator – Effective August 28, 2017  
Bruna Goncalves, Paraeducator – Effective September 5, 2017  
Bethany Hix, Paraeducator – Effective September 11, 2017  
Katty Rodriguez De La Rosa, Paraeducator – Effective September 5, 2017  
Connie Schallau, Teacher – Effective August 28, 2017  
Rebecca Travaglini, Paraeducator – Effective August 16, 2017  
Alicia Vaux, Teacher – Effective August 28, 2017

PreK Counts

Lynda Drasher, Teacher – Effective September 5, 2017  
Tyzenha Fernandez, Paraeducator – Effective August 28, 2017  
Bruna Goncalves, Paraeducator – Effective September 5, 2017  
Bethany Hix, Paraeducator – Effective September 11, 2017  
Katty Rodriguez De La Rosa, Paraeducator – Effective September 5, 2017  
Rebecca Travaglini, Paraeducator – Effective August 16, 2017

Special Education

Lynda Drasher, Teacher – Effective September 5, 2017  
Tyzenha Fernandez, Specialist – Effective August 28, 2017  
Bruna Goncalves, Specialist – Effective September 5, 2017  
Bethany Hix, Specialist – Effective September 11, 2017  
Katty Rodriguez De La Rosa, Specialist – Effective September 5, 2017  
Rebecca Travaglini, Teacher – Effective August 16, 2017

Transportation

Jose Valdez, Fueller – Effective August 28, 2017  
Deborah Wagner, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 14, 2017

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

Head Start

Joyce Webster – Effective August 23, 2017

**F. Remove from 2016-2017 Approved Substitute Lists**

Child Care

Rebecca Curry, Teacher – Effective August 8, 2017  
Amy Fenstermaker, Paraeducator – Effective August 4, 2017  
Maria Snyder, Aide – Effective August 2, 2017

Early Intervention

Audra Schappell, Teacher – Effective August 4, 2017  
Maria Snyder, Aide – Effective August 2, 2017

Head Start

Amy Fenstermaker, Paraeducator – Effective August 4, 2017  
Connie Schallau, Paraeducator – Effective August 27, 2017

**G. Employment – Approvals**

1. Professional Development and Curriculum Office
  - a. Elizabeth Knouse – Director of Communications, PA Key  
Recommended Annual Salary – \$75,000 (to be prorated)  
Effective Date – October 2, 2017  
*Date Amended*

**H. Change of Status – Approvals**

1. Business Services/Operations Office
  - a. Gary Schumacher – Assistant Program Administrator, Transportation  
Recommended Stipend - \$800  
Effective Date – September 25, 2017 to November 1, 2017  
*Temporary Additional Responsibilities*
  - b. Gary Schumacher  
Change from Assistant Program Administrator, Transportation to Program Administrator, Transportation  
Change Recommended Annual Salary from \$60,660.52 to \$70,660.52 (to be prorated)  
Effective Date – November 2, 2017  
*Replacement*
2. Early Childhood & Student Services Office
  - a. Sara George  
Change from Program Administrator, Special Education and Student Services to Assistant Director, Student Services and K-12 Education  
Change Recommended Annual Salary from \$85,783.39 to \$98,371 (to be prorated)  
Effective Date – September 25, 2017  
*Reorganization*
  - b. Richard Reyes – Supervisor, Special Education  
Change Recommended Annual Salary from \$49,891 to \$54,891 (to be prorated)  
Effective Date – September 25, 2017  
*Additional Responsibilities*
  - c. John Utsey – Security Specialist  
Change Recommended Annual Salary from \$26,625 to \$29,125 (to be prorated)  
Effective Date – September 25, 2017  
*Additional Responsibilities*
  - d. Christi Weitzel  
Change from Program Administrator, Early Intervention to Assistant Director, Early Childhood  
Change Recommended Annual Salary from \$86,594.59 to \$98,371 (to be prorated)  
Effective Date – September 25, 2017  
*Replacement*

3. Professional Development and Curriculum Office

a. Marnie Aylesworth

Change from Program Administrator/Director of Programs, PA Key to  
Program Administrator/Director, Curriculum, Staff Development & Related Services, PA Key  
Change Recommended Annual Salary from \$80,000 to \$90,000 (to be prorated)

Effective Date – October 2, 2017

*Replacement*

b. Matthew Daughenbaugh

Change from Operations and Logistics Project Manager, PA Key to  
Director of Operations, PA Key

Change Recommended Annual Salary from \$62,340 to \$69,000 (to be prorated)

Effective Date – October 2, 2017

*Replacement*

**I. Leave of Absence Requests**

1. Business Services/Operations Office

Personal Leave (unpaid – with benefits – FMLA)

a. Dawn Strause – Level III Custodian, Custodial

Effective – September 18, 2017

Personal Leave (unpaid – without benefits – not FMLA)

b. Joseph Baker – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation

Effective Date – August 29, 2017

c. Nydia Galan – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation

Effective Date – August 31, 2017

d. Julia Yeager – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation

Effective Date – September 22, 2017

2. Early Childhood and Student Services Office

Personal Leave (unpaid – with benefits – FMLA)

a. Courtney Anoa– Alternative Education Teacher, Alternative Education

Effective Date – September 25, 2017

b. Kelly Gausch– Occupational Therapist, Early Intervention

Effective Date – September 14, 2017

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

1. Business Services/Operations Office

Personal Leave (unpaid – without benefits – not FMLA)

a. Tammy Auman – Level VI Clerk, Fiscal Services

Effective Date – September 1, 2017

b. Jose Chavez – Part-time Bus Driver Trainee

Effective Date – August 30, 2017

c. Stacey Miccicke – Part-time Driver w/o Bus License, Assistant and Misc. Transportation

Effective Date – August 15, 2017

2. Early Childhood and Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Aimee Colindres – Alternative Education Teacher, Alternative Education  
Effective Date – August 21, 2017
  - b. Megan Cusano – Educational Interpreter, Special Education  
Effective Date – August 21, 2017
  - c. Megan Lieb – Special Education Itinerant Teacher, Special Education  
Effective Date – August 21, 2017

Personal Leave (unpaid – without benefits – not FMLA)

- d. Amy Fenstermaker – Paraeducator, PreK Counts  
Effective Date – August 28, 2017

**K. Retirements**

1. Business Services/Operations Office
  - a. Darren A. Schlott – Program Administrator, Transportation  
Effective Date – November 1, 2017

**L. Resignations**

1. Business Services/Operations Office
  - a. Kim DeFrancisco-Rooney – Part-time Bus Assistant and Misc. Transportation  
Effective Date – August 22, 2017
  - b. Denise L. Himmelberger – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – August 28, 2017
  - c. John W. Liggett – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – September 13, 2017
  - d. Donna M. Lutz – Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation  
Effective Date – August 21, 2017
  - e. Barbara A. Miller – Part-time Bus Assistant and Misc. Transportation  
Effective Date – August 15, 2017
  - f. Julio Rosario Ramos – Part-time Bus Driver Trainee  
Effective Date – September 8, 2017
2. Early Childhood and Student Services Office
  - a. Jill E. Brossman – Paraeducator, Head Start  
Effective Date – August 22, 2017
  - b. Amanda L. Fritz – Paraeducator, PreK Counts  
Effective Date – September 1, 2017
  - c. Lisa A. Glenn – Teacher, Head Start  
Effective Date – August 17, 2017
  - d. Heyde Hernandez Rivera – Paraeducator, PreK Counts  
Effective Date – August 21, 2017
  - e. Betsy Martinez – Teacher, Head Start  
Effective Date – August 28, 2017
  - f. Delmi Melendez – Enrollment Specialist, PreK Counts  
Effective Date – September 29, 2017
  - g. Joella G. Simmons – Family Engagement Worker, Head Start  
Effective Date – August 8, 2017
  - h. Maureen Vita – Speech Therapist, Early Intervention  
Effective Date – September 15, 2017

**M. Terminations**

*No Items to Consider*

**N. Other**

1. Professional Development and Curriculum Office
  - a. Wendy J. Whitesell – Program Administrator/Director, Curriculum, Staff Development & Related Services, PA Key  
Effective Date – September 29, 2017  
*Reorganization*

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, ACTING DIRECTOR

1. 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:
  - a. Emilio Reyes, effective July 6, 2017
  - b. Adalgisa Perez, effective July 18, 2017
  - c. Noble Learning Communities, effective August 7, 2017
  - d. Bright Creations Learning Center LLC, effective August 14, 2017
  - e. St. Johns United Church of Christ (Lancaster Co.), effective August 14, 2017
  - f. Creative Kids Child Development Center, effective August 22, 2017
  - g. Educare Learning Academy LLC, effective August 28, 2017
2. To ratify an agreement and addendums to the agreement between the Berks County Intermediate Unit and All Hands Interpreting Services, LLC, for All Hands Interpreting Services, LLC to provide interpreting services per the rates listed in the agreement, effective August 21, 2017.
3. To approve the 2017-2018 calendars for Pre-K Counts.
4. To ratify an agreement between the Berks County Intermediate Unit and Essential Elements, LLC, for Essential Elements LLC to provide Training and Technical Assistant Services for Berks County Head Start for a fee of \$2,500 effective September 12, 2017, with Training and Technical Services to be completed no later than October 20, 2017.
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Education, for the BCIU to operate the Education for Homeless Children and Youth Grant Agreement across Region 2, for the amount of \$382,039 effective July 1, 2017, to September 30, 2018.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and I-LEAD Charter School (I-LEAD), for BCIU to provide professional services related to consultation and support of special education services, for a fee of \$800 per day not to exceed \$16,000 effective August 1, 2017, through December 30, 2017.

2. 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, 2017, through June 30, 2018.
3. To ratify an addendum to the agreement between the Berks County Intermediate Unit (BCIU) and Sinkus Education Services LLC, for Sinkus Education Services LLC to provide regional program leader responsibilities for Pennsylvania Inspired Leadership (PIL), effective July 1, 2017, at a fee of \$525 per day not to exceed the annual approved PIL budget. This amount is an increase from \$500 per day and is due to a change in the reimbursement rate in accordance with PDE directives.
4. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for BCIU to provide Title 1 services to students who reside within Title I eligible schools and attend nonpublic schools, effective August 1, 2017, through June 15, 2018:

School District	Total Services
Antietam	\$ 19,591.00
Boyertown Area	\$ 10,251.76
Daniel Boone Area	\$ 21,154.09
Governor Mifflin	\$ 11,030.00
Hamburg Area	\$ 1,495.00
Pottstown	\$ 724.40
Reading	\$601,226.00
Twin Valley	\$ 7,402.00
Upper Perkiomen	\$ 2,822.00
Wilson	\$ 12,665.00

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

School District	Total Services
Boyertown Area	\$ 5,707.60
Daniel Boone Area	\$ 3,197.00
Governor Mifflin	\$ 7,420.95
Hamburg Area	\$ 2,621.00
Reading	\$122,447.00

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

School District	Total Services
Boyertown Area	\$ 508.28
Daniel Boone Area	\$ 352.32
Governor Mifflin	\$ 755.24
Reading	\$27,870.76

7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Capital Area Intermediate Unit (CAIU), for the BCIU's Office of Professional Development and Curriculum to provide mentoring support to instructional coaches, school-based mentors, and administrators in Berks County school districts as described in the agreement for a total of \$34,000 effective July 1, 2017, through June 30, 2018.
8. To approve an agreement between the Berks County Intermediate Unit (BCIU) and Reading School District, for the BCIU to provide up to 30 days of Multi-Tier System of Supports (MTSS) consultation, coaching, and training as needed throughout the 2017-18 school year to support the PDE approved Improving Access and Equity of Educational Opportunities for ALL Reading School District Students agreement for a maximum amount of \$24,000 effective October 1, 2017, through June 30, 2018.
9. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Grace Covenant Church/Hide N Seek Christian Daycare, for Grace Covenant Church/Hide N Seek Christian Daycare to provide Pre-K Counts program services. This amendment increases the allocation for the grantee by \$153,000 for a revised total of \$472,600 effective July 1, 2017, through June 30, 2018 (PA Key).
10. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and the Children's Hospital of Philadelphia (CHOP), for CHOP to provide research services to evaluate the outcomes of the Maternal Infant and Early Childhood Home Visiting Program. This amendment provides a no cost extension extending the term through December 31, 2017 (PA Key).
11. To ratify an agreement between the Berks County Intermediate Unit and Central Susquehanna Intermediate Unit (CSIU), for CSIU to provide technical services to the Early Childhood Mental Health Consultation (ECMHC) Program administered by the PA Key, for a fee of \$21,000 effective July 1, 2017, through June 30, 2018 (PA Key).
12. To ratify agreements between the Berks County Intermediate Unit (BCIU) 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):
  - a. Arc of Pennsylvania, for a stipend of \$10,000
  - b. Begin with Us, for a stipend of \$10,000
  - c. Cambria County Child Development Corporation, for a stipend of \$10,000
  - d. Family Connection of Easton, for a stipend of \$10,000
  - e. Keystone College, for a stipend of \$10,000
  - f. Lancaster-Lebanon Intermediate Unit 13, for a stipend of \$10,000
  - g. Meadville Children's Center, for a stipend of \$1,000
  - h. Parent Power (What Will You Do With Yours?), for a stipend of \$10,000
  - i. Pittsburgh Association for the Education of Young Children (PAEYC), for a stipend of \$10,000
  - j. South Middleton School District, for a stipend of \$10,000
  - k. The Foundation for Enhancing Communities, for a stipend of \$10,000
  - l. United Way of Westmoreland, for a stipend of \$10,000
  - m. United Way of York, for a stipend of \$10,000
  - n. YWCA of York, for a stipend of \$10,000

13. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Mary Ellen Mannix, for Ms. Mannix to provide health consulting for OCDEL's Early Head Start Child Care Partnership Program for a fee of \$75 per hour for a maximum of 60 hours per month for a total not to exceed amount of \$54,000 effective August 1, 2017, through July 31, 2018 (PA Key).
14. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Roger Phillips, for Mr. Phillips to provide mental health consulting for OCDEL's Early Head Start, Maternity Infant and Early Childhood Home Visiting, Pre-K Counts, and Head Start State Supplemental programs for a fee of \$110 per hour for a maximum of 60 hours per month for a total not to exceed amount of \$79,200 effective August 1, 2017, through July 31, 2018 (PA Key).
15. To ratify an adjustment to the term for the current agreement between the Berks County Intermediate Unit (BCIU) and Pennsylvania State University (PSU), for PSU to provide professional services related to the Better Kid Care distance learning initiative, for a fee of \$530,410. The new term for the agreement is July 1, 2017 through June 30, 2018 (PA Key).
16. To ratify agreements between the Berks County Intermediate Unit and the following contractors for professional services related to providing coaching Early Head Start Child Care Partnership contractors (PA Key):
  - a. Veirdre Jackson, for a fee not to exceed \$54,000 for the period August 1, 2017, through July 31, 2018
  - b. Andrea Lown, for a fee not to exceed \$49,500 for the period September 1, 2017, through July 31, 2018
  - c. Mary Ellen Mannix, for a fee not to exceed \$49,500 for the period September 1, 2017, through July 31, 2018

**C. INNOVATION & TECHNOLOGY**

—BILL MILLER, CIO AND DIRECTOR

*No Items to Consider*

**D. BUSINESS SERVICES/OPERATIONS**

—CARL BLESSING, CFO

1. To approve the Alternative Education Rate Schedule, effective July 1, 2017, through June 30, 2018.
2. To authorize the appropriate officers to execute an agreement between Conrad Siegel Actuaries and Berks County Intermediate Unit, for Conrad Siegel Actuaries to provide professional services for the completion of Affordable Care Act (ACA) reporting for the 2017 calendar year at a projected fee of \$7,500 (no increase).
3. To authorize the appropriate officers to execute an agreement between Berks County Intermediate Unit and Opportunity House for the lease of 4,320 sq. ft. for two Head Start classrooms at 430 North Second Street, Reading, effective October 1, 2017, through September 30, 2018, at a cost of \$500 per month.

**E. ADMINISTRATION**

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and C-leveled, LLC, for C-leveled LLC to provide professional services related to Branding and Custom Website Design and Development and Content Development - Copywriting, for the PA Early Learning Investment Commission (PA ELIC) for a fee of \$20,500 effective September 18, 2017, through January 31, 2018 (PA ELIC).

**15. BOARD MEMBERS DESIRING TO BE HEARD**

**16. ADJOURNMENT**