

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
SEPTEMBER 21, 2017
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, September 21, 2017, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order at 7:55 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

- Intermediate Unit Board: Jill A. Dennin; Elizabeth Huhn; Jean Kelleher; Linda R. Lash; Gary McEwen; Robert H. Quinter; David Rathgeb, Jr.; Jennafer Reilly; Ralph C. Richard; James Ulrich; Otto W. Voit, III; Carl Ziegler; and Timothy M. Heffner
- Absent: Carol C. Reid; Brian Specht; Tammy Starner Wert; Arlan Werst; and Michelle Worrall
- Intermediate Unit: Dr. Jill M. Hackman; Carl Blessing; Bill Miller, Michelle Reichard-Huff; Dan Richards; Rob Rosenberry; and Jan Krotee
- Solicitor: John M. Stott, Esquire
- Guest/s: James Mancuso, Esquire; Christi Weitzel; and Nicole Williams
- Press: Keith Smoker, Reading Eagle

Following the pledge of allegiance and roll call, President Heffner noted there was an executive session to discuss contract negotiations.

**Announcements
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be
Heard**

A motion was made by McEwen, seconded by Quinter, to approve the minutes of the meeting of Thursday, August 17, 2017.

**Approval of Minutes
—Item 02.**

Motion carried.	Voice Vote
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A motion was made by Lash, seconded by Kelleher, to ratify / approve / acknowledge the following:

**IU Bills and Financial
Reports—Items 03., 04., 05.,
06., 07., & 08.**
*(Detailed list of bills available
for review.)*

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

SOURCE		PAGE	AMOUNT
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
TOTAL			\$5,831,009.13

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

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

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF SEPTEMBER 15, 2017 (Information item):

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
TOTALS	\$15,164,589.41	\$16,205.93	\$1,996,678.30	\$24,165.20	\$60,493.68
GRAND TOTAL	\$17,262,132.52				

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	<u>\$0.00</u>	<u>\$12,700,801.06</u>
		<small>\$13,287,842.02</small>

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$841,440.13	
BOARD APPROVALS	\$2,311,705.98	
POST BOARD RATIFICATIONS	<u>\$2,957,170.24</u>	
TOTAL CHECKS WRITTEN	\$6,110,316.35	
CHECKS VOIDED	(\$36,420.50)	
PAYROLL DISTRIBUTIONS	<u>\$4,129,011.03</u>	<u>\$10,202,906.88</u>
ENDING BALANCE -August 31, 2017		\$3,084,935.14

INVESTMENTS

CERTIFICATES

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

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08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

	August 2017
Tompkins VIST:	\$2,523.10
PNC:	\$118.31

Yeas: Dennin, Huhn, Kelleher, Lash, McEwen, Quinter, Rathgeb, Reilly, Richard, Ulrich, Voit, Ziegler, Heffner.	Roll Call Vote
Nays: None. Motion carried.	

09. COMMUNICATIONS

Secretary Huhn stated that, as shared at the August Board meeting, votes would be taken for the election of PSBA Officers. She read the candidates seeking election for President-Elect as follows:

- David Hutchinson, State College Area School District (Centre County)
- Otto W. Voit, III, Muhlenberg School District (Berks County)

A motion was made by Zeigler, seconded by Dennin, to nominate Otto W. Voit, III for President-Elect.

**Communications
PSBA Officer Elections
—Item 09. 1.**

PSBA President-Elect

Motion carried.	Voice Vote
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Secretary Huhn read the candidates seeking election for Vice-President as follows:

- Eric Wolfgang, Central York School District (York County)
- Gary Michael Smedley, Carbondale Area School District (Lackawanna County)

Mr. Voit asked for Board members' consideration of Eric Wolfgang's candidacy.

A motion was made by Lash, seconded by Voit, to nominate Eric Wolfgang for Vice President.

PSBA Vice President

Motion carried.	Voice Vote
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Secretary Huhn told Board members that Mike Gossert, Cumberland Valley School District (Cumberland County), was unopposed as a candidate for Treasurer. Mr. Voit offered his support for Mr. Gossert, saying he considered him a worthy successor as Treasurer.

PSBA Treasurer

A motion was made by Ziegler, seconded by Voit, to nominate Mike Gossert as Treasurer.

Motion carried.	Voice Vote
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Secretary Huhn stated that there were two seats open for trustee positions on the PSBA Insurance Trust board with terms ending December 31, 2020. A member school entity can vote for up to two, and two candidates were on the ballot.

**PSBA Insurance Trust
Trustees**

- Michael Faccinetto (Bethlehem Area School District), PSBA President
- Marianne L. Neel (West Jefferson Hills School District), PSBA Past President

Board members Dennin and Lash stated they knew the candidates and could support/recommend both.

A motion was made by Voit, seconded by Dennin, to nominate both candidates for PSBA Insurance Trust Trustees.

Motion carried.	Voice Vote
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A motion was made by Ulrich, seconded by Zeigler, for the Secretary to cast a unanimous vote for the slate of PSBA officers/trustees as determined above.

Motion carried.	Voice Vote
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Secretary Huhn announced that votes will be submitted on behalf of the BCIU Board as follows:

- President-Elect – Otto W. Voit, III
- Vice President – Eric Wolfgang
- Treasurer – Mike Gossert
- PSBA Insurance Trust Trustees – Michael Faccinetto and Marianne L. Neel

PSBA Slate of Candidates

Mr. Voit thanked the Board for their consideration and support of his candidacy for PSBA President-Elect. President Heffner wished Mr. Voit the best of luck in the selection process.

10. OLD BUSINESS

No items to report.

11. Report of NEGOTIATIONS COMMITTEE

No items to report.

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

A motion was made by Voit, seconded by Richard, to approve the following budget items:

**BUDGETS
—Item 12.**

A. New and Proposed Budgets

No Items to Consider

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B. Initial Budgets

1. 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).

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- 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).

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- 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.

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- 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.

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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.

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- 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.

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- 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.

Yeas:	Dennin, Huhn, Kelleher, Lash, McEwen, Quinter, Rathgeb, Reilly, Richard, Ulrich, Voit, Ziegler, Heffner.	Roll Call Vote
Nays:	None. Motion carried.	

13. PERSONNEL MATTERS

PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

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

General

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.

Memo of Understanding with District Council 88 AFSCME / Amendment 19 —Item 13. A. 1.

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B. Employment – Ratifications

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

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

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- 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. Michaelle R. Stephenson – Part-time Bus Driver Trainee
Recommended Hourly Rate - \$11.40
Effective Date – August 28, 2017
Replacement

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- 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

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- 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

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- 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

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

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

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- 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

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- 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

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- 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)

**OFFICIAL PROCEEDINGS OF THE
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- 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

**Ratifications – Additions to
2016-2017 Approved
Substitute Lists
—Item 13. D.**

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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

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

Head Start

Joyce Webster – Effective August 23, 2017

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

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

**Remove from 2016-2017
Approved Substitute Lists
—Item 13. F.**

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

**Employment Approvals
—Item 13. G.**

H. Change of Status – Approvals

1. Business Services/Operations
 - 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

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

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- 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

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

- 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

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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

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

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

**Retirements
—Item 13. K.**

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

L. Resignations

**Resignations
—Item 13. L.**

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

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- 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

**Terminations
—Item 13. M.**

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

**Other
—Item 13. N.**

Yeas: Dennin, Huhn, Kelleher, Lash, McEwen, Quinter, Rathgeb, Reilly, Richard, Ulrich, Voit, Ziegler, Heffner.	Roll Call Vote
Nays: None. Motion carried.	

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

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS
FOR CONSIDERATION**

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, ACTING DIRECTOR

To ratify agreements between the Berks County Intermediate Unit and the following child care providers and licensed child care centers to provide subsidized Child care services:

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

- a. 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

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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.

**Agreement and Addendums
with All Hands Interpreting
Services, LLC—Item 14. A. 2.**

To approve the 2017-2018 calendars for Pre-K Counts.

**Pre-K Counts Calendars
—Item 14. A. 3.**

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.

**Agreement with Essential
Elements, LLC—Item 14. A. 4**

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.

**Grant Agreement with PDE /
Region 2 Homeless Children
and Youth—Item 14. A. 5.**

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

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.

**Agreement with I-LEAD
Charter School for Special
Education Services
— Item 14. B. 1.**

To ratify agreements 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.

**Agreement with Appalachia
IU 8 for PIL Regional Site /
Implementation of Principal
Induction Program
—Item 14. B. 2.**

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.

**Addendum to Agreement with
Sinkus Education Services for
PIL Regional Program
Leader Responsibilities
—Item 14. B. 3.**

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

**Title I Agreements
—Item 14. B. 4.**

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

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:

**Title II Agreements
—Item 14. B. 5.**

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

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:

**Title IV Agreements
—Item 14. B. 6.**

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

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.

**Agreement with Capital Area
IU for Mentoring Support
—Item 14. B. 7.**

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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.

Agreement with Reading School District / Multi-Tier System of Supports to Support PDE Approved Improving Access and Equity of Educational Opportunities —Item 14. B. 8.

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).

Amendment to Agreement with Grace Covenant Church/Hide N Seek Christian Daycare (PA Key) —Item 14. B. 9.

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).

Amendment to Current Agreement with CHOP / Maternal Infant and Early Childhood Home Visiting Program (PA Key) —Item 14. B. 10.

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).

Agreement with Central Susquehanna IU / Early Childhood Mental Health Consultation Program (PA Key)—Item 14. B. 11.

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):

Race-to-the-Top Community Innovation Zone Pregnant and Parenting Teens Stipend Funding (PA Key) —Item 14. B. 12.

- 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

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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).

**Agreement with Mary Ellen Mannix for Health Consultant Services (PA Key)
—Item 14. B. 13.**

To ratify 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).

**Agreement with Roger Phillips for Mental Health Consultant Services (PA Key)
—Item 14. B. 14.**

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).

Adjustment to Term for the Current Agreement with Pennsylvania State University / Better Kid Care Distance Learning (PA Key)—Item 14. B. 15.

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

**Agreements with Veirdre Jackson, Andrea Lown, and Mary Ellen Mannix / Early Head Start Child Care Partnership
—Item 14. B. 16.**

C. INNOVATION AND TECHNOLOGY

—WILLIAM MILLER, CIO AND DIRECTOR

No Items to Consider.

D. BUSINESS SERVICES/OPERATIONS

—CARL BLESSING, CFO AND DIRECTOR

To approve the Alternative Education Rate Schedule, effective July 1, 2017, through June 30, 2018.

Alternative Education Rate Schedule —Item 14. D. 1.

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).

Agreement with Conrad Siegel Actuaries —Item 14. D. 2.

To authorize the appropriate officers to execute an agreement between the 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.

**Agreement with Opportunity House for Lease of Head Start Classrooms
—Item 14. D. 3.**

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E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

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).

**Agreement with C-leveled,
LLC (PA ELIC)
—Item 14. E. 1.**

Yeas: Dennin, Huhn, Kelleher, Lash, McEwen, Quinter, Rathgeb, Reilly, Richard, Ulrich, Voit, Ziegler, Heffner. Nays: None. Motion carried.	Roll Call Vote
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President Heffner congratulated Christi Weitzel and wished her success in her new position as Assistant Director of Early Childhood and Student Services.

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

A motion was made by Quinter, seconded by Voit, to adjourn the meeting at 8:07 p.m.

Adjournment

Motion carried.	Voice Vote
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Approved by

Elizabeth S. Huhn, Secretary

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

The Board of Directors recognized Dr. Anna Weitz as the recipient of the 2017 BCIU Outstanding Community Partner Award. Dr. Jill Hackman noted that Dr. Weitz has served and continues to faithfully serve her community as President of RACC since June 1, 2007, when she became its fifth president, continuing to build on its solid academic reputation and record for community responsiveness. She is a respected and active member of the community and has fostered positive relations by strengthening ties with schools, other colleges, and community organizations to increase the overall attainment level of the county's population.

Dr. Hackman presented Dr. Weitz with a proclamation and framed certificate. She thanked Dr. Weitz and said that the BCIU is truly fortunate to have such an outstanding community partner who supports the efforts of the BCIU and our Berks County schools.

Dr. Weitz thanked Board members and administrators for the honor. She introduced the following RACC administrators who accompanied her to receive the award, noting that she accepted the award on behalf of RACC, because it was only through the collective efforts of her RACC team that she was able to accomplish as much as she has during her tenure:

- Guido Pichini, Board of Trustees Chair
- Dr. Susan Looney, Senior Vice President of Academic Affairs/Provost
- Ms. Jodi Corbett, Director of Academic Partnerships

Carl Blessing shared that it was with a heavy heart that he announce the retirement of Darren Schlott. Mr. Schlott has served admirably in his position as transportation program administrator and has dealt with all issues head on. Mr. Blessing noted that Darren possesses the qualities of honesty and loyalty, and will be sorely missed.

Darren thanked the Board for all they have done for him, with a special thanks to Mr. Blessing and Dr. Hackman for their support. He was accompanied by his wife to the Board meeting.

IT Program Administrator Sue Hawkins introduced Dorothy Waters to Board members, and mentioned that the Board had seen "Dottie" at a Board meeting in November 2015 when she was honored as Employee of the Month. Dottie has served as the reprographic specialist since September 1999. She is quality- oriented and is known for her willingness to help.

Dottie told the Board that she has enjoyed her work at the IU and will keep busy with her 14 grandchildren during her retirement. She was accompanied to the Board meeting by her husband, John. John was also an employee of the BCIU before his retirement.

**2017 OUTSTANDING
COMMUNITY
PARTNER AWARD
— Dr. Anna Weitz,
President, Reading Area
Community College**

**RETIREMENT
— Darren Schlott,
Transportation Program
Administrator, Office of
Business Services**

**RETIREMENT
— Dorothy Waters,
Reprographics Specialist,
Office of Innovation and
Technology**

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Christi Weitzel, EI Program Administrator, introduced Sarah Thompson as Employee of the Month for August. Mrs. Thompson is a specialized preschool teacher at the BCIU Learning Center at St. Paul's in the city of Reading. She has been an employee of the BCIU for 11 years, serving the last 9.5 years in the city. Sarah is a huge support and "cheerleader" to students, families, and EI staff. In addition to providing support in the classrooms, she also helps students to transition to the next level.

**EMPLOYEE OF THE
MONTH – AUGUST 2017**
— Sarah Thompson,
Specialized Preschool
Teacher, Office of Early
Childhood and Student
Services

Sarah thanked the Board for the honor. She was accompanied to the Board meeting by her son and daughter.

Melanie Serrano, Assistant Program Administrator, introduced Connie Fehr as Employee of the Month for September. Ms. Serrano told Board members that Connie has been a great team member in the business office since beginning at the BCIU in May 2016. Connie has learned her job very quickly and handles all of her duties very well. She supports the business office by providing coverage for the main office reception area and assists with projects as assigned by her supervisor.

**EMPLOYEE OF THE
MONTH –
SEPTEMBER 2017**
— Connie Fehr, Billing
Clerk, Office of Business
Services

Connie thanked administration and the Board of Directors for the honor. She was accompanied to the meeting by her husband, Jim.

The insideBCIU video featured Child Care and Information Services (CCIS).

INSIDE BCIU

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