

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2144**



The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, September 20, 2018, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order 7:59 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Bill Carl; Jill A. Dennin; Dr. David Hemberger; Elizabeth S. Huhn; Linda R. Lash; Randall R. Madara; Gary McEwen; David Rathgeb; Ralph C. Richard; Brian Specht; Daniel Steinhauer; Terrie Taylor, LSW; Carl Ziegler; and Timothy M. Heffner.

Absent: Jean Kelleher; Dr. Amy Kennedy; James Ulrich; and Dr. Michelle Worrall

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

Solicitor: John M. Stott, Esquire

Guest/s: Charles Trovato; Christi Weitzel

Press: Keith Smoker, Reading Eagle

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

**Announcements  
& Agenda Update**

No one desired to speak.

**Persons Desiring to Be  
Heard**

A motion was made by Carl, seconded by Dennin, to approve the minutes of the meeting of Thursday, August 16, 2018.

**Approval of Minutes  
—Item 02.**

**Motion carried.**

**Voice Vote**

A motion was made by Huhn, seconded by Carl, 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	2018 Ratifications	1-65	\$5,148,645.04
September	2018 Ratifications	1-15	\$595,796.15
September	2018 Approvals	1-31	\$2,040,818.00
TOTAL			<b>\$7,785,259.19</b>

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2145**

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

<b>Amount Outstanding</b>
September 14, 2018
\$1,200,000

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF SEPTEMBER 14, 2018 (Information item):**

<b>Funding Source</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	<b>120 Days</b>
School Districts	\$220,462.19	\$128,390.28	\$329,386.29	\$24,477.24	\$15,387.14
Commonwealth of PA	\$10,412,638.30	\$0.00	\$2,530,557.	\$0.00	\$750.00
Other Revenue Sources	\$93,588.22	\$90,919.89	\$31,256.43	\$383.70	\$11,582.90
<b>TOTALS</b>	\$10,726,688.79	\$219,310.17	\$2,891,200.	\$24,860.94	\$27,720.04
<b>GRAND TOTAL</b>	<b>\$13,889,780.57</b>				

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

- Notice of Award COLA 2018
- Head Start Five Year Grant Application
- Financial Statements (August 2018)
- Credit Card Purchases (August 2018)
- Non-Federal Share Report (August 2018)
- Policy Council Minutes/Resolutions (August 2018)
- Program Information/Updates/Attachments

**07. COMBINED FINANCIAL REPORT**

**CASH**

**BEGINNING BALANCE - August 1, 2018** **\$814,306.33**

**RECEIPTS**

REVENUE RECEIPTS	\$12,033,327.32	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$12,033,327.32</u>
		\$12,847,633.65

**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$350,952.02	
BOARD APPROVALS	\$223,142.68	
POST BOARD RATIFICATIONS	<u>\$5,148,645.04</u>	
TOTAL CHECKS WRITTEN	\$5,722,739.74	
CHECKS VOIDED	(\$157,725.73)	
PAYROLL DISTRIBUTIONS	<u>\$6,762,156.14</u>	<u>\$12,327,170.15</u>
ENDING BALANCE - August 31, 2018		\$520,463.50

**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
<b>CASH AVAILABLE - August 31, 2018</b>		<b>\$520,463.50</b>

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2146**

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**August 2018**  
Tompkins VIST: \$5,086.66  
PNC: \$33.04

Yeas: Carl; Dennin; Hemberger; Huhn; Lash; Madara; McEwen; Rathgeb; Richard; Specht; Steinbauer; Taylor; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

**09. COMMUNICATIONS**

Secretary Huhn reviewed a letter from John R. Morahan, CEO, Penn State Health St. Joseph, thanking the BCIU Board for selecting Penn State Health St. Joseph as the 2018 BCIU Outstanding Community Partner. He thanked the Board on behalf of the Penn State Health St. Joseph team leaders Andrew Weidman and Michael Jupina. In his letter, he applauded the great work of the BCIU and committed continuing support and collaboration in working together towards the strongly aligned missions of BCIU and Penn State Health St. Joseph.

**COMMUNICATIONS  
Thank You Letter from  
John R. Morahan, CEO,  
Penn State Health St.  
Joseph — Item 09. A.**

Secretary Huhn shared that Dr. Jill Hackman and the BCIU Team will be honored for their commitment to the Centro Hispano and the Greater Reading Community at the 6<sup>th</sup> Annual Holiday Breakfast of Thanks Celebration on Wednesday, December 19, 2018, at the Crowne Plaza Reading.

**Recognition of Dr. Jill  
Hackman and the BCIU  
Team as Valued Partner of  
Centro Hispano  
—Item 09. B.**

**10. OLD BUSINESS**

Secretary Huhn stated that, as shared at the August Board meeting, votes would be taken for the election of PSBA Officers for 2019. All candidates seeking election were running unopposed and were highly recommended by the Leadership Development Committee. After discussion, Mrs. Huhn read the proposed slate of candidates, as follows:

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

- President Elect: Eric Wolfgang, Central York SD (Centre Co.)
- Vice President: Art Levinowitz, SD of Upper Dublin (Montgomery Co.)
- Eastern at Large Representative: Maura Buri, Upper Merion SD (Montgomery Co.)
- Section 8 Advisor: Amy Goldman, Radnor Township SD (Delaware Co.)
- PSBA Insurant Trust Trustees (Three Candidates for a Three-Year Term):  
Dr. Richard Frerichs, Penn Manor SD (Lancaster County)
- William S. LaCoff, Owen J. Robert SD (Chester County)
- Nathan Mains, PSBA CEO

A motion was made by Ziegler, seconded by Carl, to nominate the slate as presented.

<b>Motion carried.</b>	<b>Voice Vote</b>
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Mrs. Huhn told Board members that votes will be registered electronically on behalf of the BCIU.

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2147**

**11. REPORT OF NEGOTIATIONS COMMITTEE**  
*No Items to Report*

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

**BUDGETS  
—Item 12.**

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

**A. New and Proposed Budgets**

**1. Berks Business Education Partnership Grant – Program 282**

Office of Professional Development and Curriculum

6/1/18 – 6/30/19

\$49,990

The BCIU, through an agreement with the County of Berks, will provide a Business-Education Liaison and contracted services to recruit businesses to be part of the Career Ready Berks platform, implement Career Pathways Advisory Groups, plan professional development on workforce trends, and provide a community leadership forum to share current Career Ready Berks initiatives, updates, and next steps as a means of building business-education collaboration and support for Berks County educators and nearly 70,000 students (new).

**2. Berks Teacher in the Workplace Grant - Program 283**

Office of Professional Development and Curriculum

6/1/18 – 6/30/19

\$47,500

The BCIU, through an agreement with the County of Berks, will provide contracted services to recruit businesses to be part of the Career Ready Berks initiatives, develop employer/educator relationships, plan professional development, and implement two Educator in the Workplace programs in support of K-12 educators in Berks County (new).

**B. Initial Budgets**

**1. Head Start - Program 19-165**

Office of Early Childhood and Student Services

1/1/19 – 12/31/19

\$5,633,334

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).

**2. Head Start Training and Technical Assistance - Program 19-175**

Office of Early Childhood and Student Services

1/1/19 – 12/31/19

\$58,512

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 supports the professional development needs of Head Start staff, which may include the cost of trainings, supplies associated with training, costs to attend conferences, and coaching needs. Program funds may also be used to support the professional development and training needs of parents whose children are enrolled in the Head Start program (since 1985).

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2148**

- 3. Individuals with Disabilities Education Act 2004  
(Part B) (IDEA) – Program 18-184**  
Office of Early Childhood and Student Services  
7/1/18 – 9/30/19 \$13,082,429  
Funded by the federal government through the Individuals with Disabilities Education Act 2004—Part B, this budget contains Component 2 which provides professional development and curriculum services to school districts and Component 3 which provides supplementary aides and services/monies to school districts as well as equitable participation for eligible parentally-placed private school children. This budget was formerly known as program 186 (since 1982).
- 4. Title I – Neglected – Program 18-261**  
Office of Early Childhood and Student Services  
7/1/18 – 9/30/19 \$58,548  
Funded by the federal government through the Pennsylvania Department of Education, this program offers remedial reading and math instruction to students in the Immigration Family Shelter facility during the summer of 2019 (since 1996).
- 5. Special Education Contracted Services – Program 302**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19 \$5,495,033  
This proprietary program provides to local school districts special education instructional programs and services including Hearing Impaired classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991).
- 6. Special Education Core – Program 304**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19 \$2,613,206  
Funded by the Pennsylvania Department of Education, this budget covers costs for management, federal/state mandates for special education, direct services, child tracking (Penn Data) services, and administrative functions designed to support the Special Education programs throughout the Berks County Intermediate Unit and our school districts (since 1991).
- 7. Prison Program – Program 307**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19 \$414,345  
Funded by the participant’s resident district, this program provides education services to adjudicated adolescents who are housed in the Adult Prison Program, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997).
- 8. Immigration & Customs Enforcement at Berks Heim – Program 309**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19 \$841,836  
Funded by the federal government through the County of Berks, this program provides education services for youth who have been taken into custody along with adult family members by Immigration Customs Enforcement personnel. Following adjudication, these students and their families may return to their homeland or may be placed with family members in the United States (since 1998).

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2149**

- 9. Alternative Education Program – Learning Academy at Thomas Ford – Program 626**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19 \$2,505,577  
This proprietary program provides alternative education services at Thomas Ford at Gateway to students from grades seven through twelve. A full range of academic courses are provided and there is close staff collaboration with juvenile probation, children and youth services, Service Access Management (SAM), community mental health providers, and drug and alcohol agencies (since 1995).
- 10. Alternative Education Program – Caron Treatment Center – Program 629**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19 \$198,080  
This proprietary program is a partnership between the BCIU and the Caron Foundation to provide a short-term education program to students ages 12 to 19 while they are engaged in treatment for recovery from addiction. Revenue is received from the resident school districts of the students. Non-Pennsylvania students are funded by the Caron Foundation (since 1990).
- 11. Early Childhood Mental Health Initiative - Program 223**  
Office of Professional Development and Curriculum  
7/1/18 – 6/30/19 \$827,104  
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).
- 12. PA Key - Program 225**  
Office of Professional Development and Curriculum  
7/1/18 – 6/30/19 \$28,849,297  
The PDE Office of Child Development and Early Learning and the 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 the 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).
- 13. Project Launch - Program 254**  
Office of Professional Development and Curriculum  
7/1/18 – 6/30/19 \$82,589  
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).

**14. Career Readiness - Program 273**

Office of Professional Development and Curriculum  
7/1/18 – 6/30/19

\$165,780

The BCIU will provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with Every Student Succeeds Act, the Future Ready PA Index, and proposed Pennsylvania graduation requirements (since January 2018).

**15. Professional Development Programs - Program 600**

Office of Professional Development and Curriculum  
7/1/18 – 6/30/19

\$93,201

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).

**16. Operation and Maintenance of Buildings - Program 116**

Office of Business Services  
7/1/18 – 6/30/19

\$4,726,394

This program accounts for the operation and maintenance of the Berks County Intermediate Unit Main Office 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).

**17. Vehicle Maintenance - Program 630**

Office of Business Services  
7/1/18 – 6/30/19

\$1,461,177

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).

**18. Vehicle Maintenance Parts Inventory - Program 631**

Office of Business Services  
7/1/18 – 6/30/19

\$1,141,699

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).

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2151**

**19. BCIU Contracted Transportation - Program 632**

Office of Business Services

7/1/18 – 6/30/19

\$8,904,164

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

**20. Central Inventory Warehouse - Program 698**

Office of Business Services

7/1/18 – 6/30/19

\$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).

**C. Changes to Initial Budgets**

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

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$816,296

**Total Proposed Revised Budget: \$16,373,098**

Child Care Information Services of Berks County provides funding to help Temporary Assistance for Needy Families (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 Head Start Child Care Partnership- Program 17-168**

Office of Early Childhood and Student Services

8/1/17 – 7/31/18

\$1,638

**Total Proposed Revised Budget: \$460,102**

The Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL) has contracted with the BCIU to partner with two local Child Care centers to provide Early Head Start services. The Early Head Start Child Care Partnership (EHS-CCP) will provide full day, full year services designed to promote the development of young children birth to three. Early Head Start promotes the school readiness of low-income children (since 2015). This change is necessary due to year-end adjustments.

**3. Early Intervention - Program 348**

Office of Early Childhood and Student Services

7/1/17 – 6/30/18

\$800,969

**Total Proposed Revised Budget: \$15,526,204**

Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983). The change is necessary due to an additional state funding allocation of \$826,077 and reflects actual expenditures incurred to support preschool children with IEPs.



**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2152**

- 4. Nolde Aides - Program 623**  
Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$251  
**Total Proposed Revised Budget: \$3,927**  
This self-supporting enterprise program provides instructional services to teachers and students visiting the Nolde Environmental Center. Classes in group problem-solving; content instruction in sciences such as ecology, seasons, wildlife, conservation; and sensory information from nature are offered (since 1975). These changes are required to adjust funding to year-end allocations.
- 5. Alternative Education Program - Caron Treatment Center - Program 629**  
Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$1,471  
**Total Proposed Revised Budget: \$186,369**  
This proprietary program is a partnership between the BCIU and the Caron Foundation to provide a short-term education program to students ages 12 to 19 while they are engaged in treatment for recovery from addiction. Revenue is received from the resident school districts of the students. Non-Pennsylvania students are funded by the Caron Foundation (since 1990). These changes are required to adjust funding to year-end allocations.
- 6. BCIU Asian Studies Collaborative (ASC) – Program 147**  
Office of Information Technology  
7/1/17 – 6/30/18 \$1,251  
**Total Proposed Revised Budget: \$193,149**  
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). This change is necessary due to additional year-end adjustments.
- 7. Information Technology Software Services - Program 671**  
Office of Information Technology  
7/1/17 – 6/30/18 \$40,201  
**Total Proposed Revised Budget: \$1,792,015**  
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). This change is necessary due to year-end adjustments.
- 8. Special Education Transportation - Program 344**  
Office of Business Services  
7/1/17 – 6/30/18 \$217,195  
**Total Proposed Revised Budget: \$7,036,175**  
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 projections.

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2153**

**D. Budgetary Transfers**

**1. Early Intervention – School Age - Program 300**

Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$13,283

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 are the responsibility of the home district (since 1983). These transfers are necessary to adjust expenditures to year-end projections.

**2. Prison Program - Program 307**

Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$7,800

Funded by the participant's resident district, this program provides education services to adjudicated adolescents who are housed in the Adult Prison Program, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997). These transfers are necessary to adjust expenditures to year-end projections.

**3. Immigration & Customs Enforcement at Berks Heim - Program 309**

Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$107,033

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

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

Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$146,456

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 430 children, ages 13 months through 12 years (since 1971). These budget transfers were necessary to make year-end adjustments.

**5. Alternative Education Program – Learning Academy at  
Thomas Ford - Program 626**

Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$239,025

This proprietary program provides alternative education services at Thomas Ford at Gateway to students from grades seven through twelve. A full range of academic courses are provided and there is close staff collaboration with juvenile probation, children and youth services, Service Access Management (SAM), community mental health providers, and drug and alcohol agencies (since 1995). These budget transfers were necessary to make year-end adjustments.

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2154**

- 6. Driver Education Program – Program 633**  
Office of Early Childhood and Student Services  
7/1/17 – 6/30/18 \$2,430  
This proprietary program offers a PDE approved after-school and/or weekend standardized driver training course of students in Berks County area school districts. Thirty hours of in-class instruction and six hours of behind-the-wheel training is featured. Fees are paid directly by parents or the school district. Driver education theory is available online through an arrangement with Edward Savioz Driver Training School (since 1993). These budget transfers were necessary to make year-end adjustments.
- 7. Project Launch – Program 254**  
Office of Professional Development and Curriculum  
7/1/17 – 6/30/18 \$75  
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 budget transfers were necessary to make year-end adjustments.
- 8. BCIU Print Service Center - Program 605**  
Office of Information Technology  
7/1/17 – 6/30/18 \$3,800  
This proprietary program provides printing and duplicating and document imaging services to all BCIU programs and to school districts choosing these services (since 1971). These budget transfers were necessary to make year-end adjustments.
- 9. Network and Computer Services- Program 670**  
Office of Information Technology  
7/1/17 – 6/30/18 \$2,374  
Comprised of two sub-budgets including the Berks County Wide Area Network (WAN) project, this program combines networking, PAIUNET, and other technology-related services for external customers (since 1989). These transfers are necessary for year-end audit adjustments.
- 10. BCIU General Fund – Program 115**  
Office of Business Services  
7/1/17 – 6/30/18 \$757,923  
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 budget transfers were necessary to make year-end adjustments.

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2155**

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

Office of Business Services

7/1/17 – 6/30/18

\$129,070

This program accounts for the operation and maintenance of the Berks County Intermediate Unit Main Office 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 budget transfers were necessary to make year-end adjustments.

**12. Vehicle Maintenance – Program 630**

Office of Business Services

7/1/17 – 6/30/18

\$52,925

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 to adjust expenditures to year-end projections.

**13. Vehicle Maintenance Parts Inventory – Program 631**

Office of Business Services

7/1/17 – 6/30/18

\$18,000

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). These budget transfers were necessary to make year-end adjustments.

**14. BCIU Contracted Transportation – Program 632**

Office of Business Services

7/1/17 – 6/30/18

\$262,151

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

Yeas:	Carl; Dennin; Hemberger; Huhn; Lash; Madara; McEwen; Rathgeb; Richard; Specht; Steinbauer; Taylor; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2156**

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

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

**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 27 (Seniority) of the collective bargaining agreement to add a Bilingual Clerical seniority unit for furlough and bumping within classification purposes.
2. To approve a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and the Pennsylvania Social Services Union, Local 668, Service Employees International Union, AFL-CIO (SEIU) which provides for an amendment to Article 5 (Hours of Work/Days of Work) of the collective bargaining agreement to increase the hours of work for Pre-K Counts paraeducators to sixty-five (65) hours per two (2) week pay period.
3. To approve the following position descriptions:
  - a. Intern; Education for Children and Youth Experiencing Homelessness (ECYEH)
  - b. Tutor; Education for Children and Youth Experiencing Homelessness (ECYEH)
4. To approve the revised Substitute Wage Rates, effective September 20, 2018.
5. To award a professional contract to Ann Marie Hopley, Teacher, Alternative Education, who has completed three years of satisfactory Service, effective September 21, 2018.

**B. Employment – Ratifications**

1. Business Services/Operations Office
  - a. Jennifer L. Colon – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.55 and \$10.58  
Effective Date – August 27, 2018  
*Replacement*
  - b. Darryl Damiani – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.65, \$11.55, and \$10.58  
Effective Date – August 27, 2018  
*Replacement*

**PERSONNEL MATTERS**

**General —Item 13. A.  
Memorandum of  
Understanding with  
AFSCME / Bilingual  
Clerical Seniority  
—Item 13. A. 1.**

**Memorandum of  
Understanding with  
PSSU / Pre-K Counts  
Paraeducators Work  
Hours —Item 13. A. 2.**

**Position Descriptions  
ECYEH Intern and Tutor  
—Item 13. A. 3.**

**Revised Substitute Wage  
Rates —Item 13. A. 4.**

**Professional Contract for  
Ann Marie Hopley  
—Items 13. A. 5**

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

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2157**

- c. Jolene R. Hess – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.60  
Effective Date – September 10, 2018  
*Replacement*
  - d. Ruth E. Kull – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$13.65, \$11.55, and \$10.58  
Effective Date – September 10, 2018  
*Replacement*
  - e. Mercedes Perales – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.55 and \$10.58  
Effective Date – August 27, 2018  
*Replacement*
  - f. Sarah E. Scharf – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.55 and \$10.58  
Effective Date – August 27, 2018  
*Replacement*
  - g. Andrea C. Wolf – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.60  
Effective Date – September 10, 2018  
*Replacement*
2. Early Childhood & Student Services Office
- a. Taylor A. D’Antonio – Speech Therapist, Early Intervention  
Recommended Annual Salary – Col. 4, Step 1, \$57,111 (to be prorated)  
Effective Date – September 10, 2018  
*Replacement*
  - b. Michele L. Daubert – Teacher, Child Care  
Recommended Hourly Rate – \$12.50  
Effective Date – September 10, 2018  
*Replacement*
  - c. Daniel A. Peek – School Psychologist, Special Education  
Recommended Annual Salary – Col. 6, Step 1, \$58,496  
Effective Date – August 13, 2018  
*Replacement*
  - d. Kara D. Robinson – Paraeducator, Early Intervention  
Recommended Hourly Rate – \$11.90  
Effective Date – September 4, 2018  
*Replacement*
  - e. Christaline Santiago – Family Engagement Worker, Head Start  
Recommended Hourly Rate – Level III, Probationary, \$13.66  
Effective Date – August 20, 2018  
*Replacement*

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2158**

- f. Nicole M. Scholl – Specialized Preschool Teacher – Itinerant, Early Intervention  
Recommended Annual Salary – Col. 3, Step 5, \$49,889 (to be prorated)  
Effective Date – August 20, 2018  
*Replacement*
- g. Alexis N. Templin – Level V Program Secretary, Early Childhood and Student Services  
Recommended Hourly Rate – \$14.43  
Effective Date – August 13, 2018  
*Replacement*
- h. Rebecca M. Winson – ESL Teacher, Special Education  
Recommended Annual Salary – Col. 3, Step 1, \$47,168  
Effective Date – August 16, 2018  
*New Position*
- i. Maria Yopez – Paraeducator, Head Start  
Recommended Hourly Rate – Level III, Probationary, \$12.72  
Effective Date – August 27, 2018  
*New Position*
- j. Maritza Zoumas – Level V Program Secretary, Special Education  
Recommended Hourly Rate – \$14.43  
Effective Date – August 13, 2018  
*Replacement*
- 3. Professional Development and Curriculum Office
  - a. Edward L. Myers – Continuing Professional Education (CPE) Instructor  
Recommended Rate - \$750 per credit  
Effective Date – August 13, 2018  
*Reclassified Position*
  - b. Danielle A. Nuhfer – Continuing Professional Education (CPE) Instructor  
Recommended Rate - \$750 per credit  
Effective Date – August 27, 2018  
*Reclassified Position*
  - c. Pamela S. Wetzel – Continuing Professional Education (CPE) Instructor  
Recommended Rate - \$750 per credit  
Effective Date – August 13, 2018  
*Reclassified Position*

**C. Change of Status – Ratifications**

- 1. Business Services/Operations Office
  - a. Brian Bachman – Lead Mechanic, Operations  
Recommended Hourly Rate - \$19.67  
Effective Date – August 30, 2018  
*Additional Assignment*

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

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2159**

- b. Vera Bilbow  
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Part-Time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Change in Recommended Hourly Rates from \$13.90, \$11.75 and \$10.78 to \$16.30, \$13.90, \$11.75 and \$10.78  
Effective Date – August 20, 2018  
*Replacement/Obtained CDL*
- c. Diana Caba  
Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 23, 2018  
*Replacement*
- d. Rosa Caba  
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 Recommended Hourly Rates  
Effective Date – August 22, 2018  
*Voluntary Reassignment*
- e. Ezequiel Cosme-Nieves  
Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 22, 2018  
*Replacement*
- f. Marlene Dawson  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 31, 2018  
*Voluntary Reassignment*
- g. Monica Fleischmann  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 24, 2018  
*Voluntary Reassignment*
- h. Tammy Gerber  
Change from Part-time School Bus Driver Trainee to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Change in Recommended Hourly Rate from \$11.60 to \$13.90, \$11.75, and \$10.78  
Effective Date – September 4, 2018  
*Replacement*



**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2160**

- i. Ethan Hardy  
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 Recommended Hourly Rates  
Effective Date – September 17, 2018  
*Voluntary Reassignment*
- j. Geovanny Hernandez Acosta, Jr.  
Change from Part-time School Bus Driver Trainee to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Change in Recommended Hourly Rate from \$11.60 to \$13.90, \$11.75, and \$10.78  
Effective Date – August 23, 2018  
*Replacement*
- k. David Kapaona, Jr.  
Change from Substitute Custodian to Level III, Custodian, Facilities  
Change Recommended Hourly Rate from \$11.75 to \$13.57  
Effective Date – September 11, 2018  
*Replacement*
- l. Carolyn Marquardt  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 29, 2018  
*Voluntary Reassignment*
- m. Randall Miller  
Change from Part-time School Bus Driver Trainee to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$11.60 to \$16.30, \$13.90, \$11.75, and \$10.78  
Effective Date – August 8, 2018  
*Replacement/Obtained CDL*
- n. Paterish Moore  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 10, 2018  
*Voluntary Reassignment*
- o. Maira Pascoe  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 21, 2018  
*Voluntary Reassignment*

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2161**

- p. Carol Wehr – Transportation Driver / Garage Assistant, Transportation  
Effective Date – August 27, 2018  
*Remove Assignment*
  
- 2. Early Childhood & Student Services Office
  - a. Kathryn Bates – Pre-K Counts Teacher, Pre-K Counts  
Recommended Hourly Rate - \$37.19  
Effective Date – August 8, 2018  
*Additional Hours (not to exceed 7 hours)*
  
  - b. Marlaina Biagi-Schlegel – Specialized Preschool Teacher - Classroom,  
Early Intervention  
Recommended Hourly Rate - \$42.12  
Effective Date – August 7, 2018 – August 9, 2018  
*Additional Hours (not to exceed 21 hours)*
  
  - c. Emilee Chambers – Specialized Preschool Teacher – Itinerant, Early Intervention  
Change Recommended Annual Salary from Col. 5, Step 4, \$59,288 to Col. 6, Step 4,  
\$59,980  
Effective Date – July 1, 2018  
*Salary Adjustment per BCIUEA Agreement*
  
  - d. Aleli Cortes  
Change from Paraeducator, Head Start to Teacher, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.20 to Level III,  
Probationary, \$19.23  
Effective Date – September 4, 2018  
*Replacement*
  
  - e. David Kapaona, Jr.  
Change from Security Specialist, Alternative Education to Substitute Custodian,  
Facilities  
Change Recommended Annual Salary from \$25,284 to an Hourly Rate of \$11.75  
Effective Date – August 21, 2018  
*Voluntary Reassignment*
  
  - f. Amy Kauffman  
Change from Paraeducator, Pre-K Counts to Teacher, Head Start  
Change Recommended Hourly Rate from \$11.90 to Level III, Probationary, \$19.23  
Effective Date – August 27, 2018  
*Replacement*
  
  - g. Mindy Keim – Specialized Preschool Teacher - Classroom, Early Intervention  
Recommended Hourly Rate - \$48.80  
Effective Date – July 23, 2018 – August 20, 2018  
*Additional Hours (not to exceed 18 hours)*

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2162**

- h. Jamie Kingsbury – Special Education Teacher, Special Education  
Change Recommended Annual Salary from Col. 5, Step 5, \$60,525 to  
Col. 6, Step 5, \$61,217  
Effective Date – September 1, 2018  
*Salary Adjustment per BCIUEA Agreement*
- i. Denise Laguidara – Pre-K Counts Teacher, Pre-K Counts  
Recommended Hourly Rate - \$28.49  
Effective Date – August 7, 2018  
*Additional Hours (not to exceed 7 hours)*
- j. Tara Leshner – Pre-K Counts Teacher, Pre-K Counts  
Recommended Hourly Rate - \$32.28  
Effective Date – August 16, 2018 – August 24, 2018  
*Additional Hours (not to exceed 28 hours)*
- k. Depetra McMaster – Out of Class Teacher, Head Start  
Change Recommended Hourly Rate from \$18.14 to \$15.60  
Effective Date – July 1, 2018  
*Rate Correction*
- l. Tracey Miller – Special Education Teacher, Special Education  
Change Recommended Annual Salary from Col. 7, Step 16,  
\$88,380 to Col. 8, Step 16, \$89,630  
Effective Date – September 1, 2018  
*Salary Adjustment per BCIUEA Agreement*
- m. Gina Mocchi – Pre-K Counts Teacher, Pre-K Counts  
Recommended Hourly Rate - \$31.16  
Effective Date – August 16, 2018  
*Additional Hours (not to exceed 7 hours)*
- n. Erika Obiegbu – Speech Therapist, Early Intervention  
Recommended Hourly Rate - \$45.00  
Effective Date – August 20, 2018  
*Additional Hours (not to exceed 3.5 hours)*
- o. Karina Peralta – Pre-K Counts Paraeducator, Pre-K Counts  
Recommended Hourly Rate - \$11.90  
Effective Date – August 7, 2018  
*Additional Hours (not to exceed 6 hours)*
- p. Nicole Peters – Family Engagement Worker, Head Start  
Effective Date – August 17, 2018  
*Remove Assignment*
- q. Anginette Rodriguez – Pre-K Counts Paraeducator, Pre-K Counts  
Recommended Hourly Rate - \$12.30  
Effective Date – August 16, 2018  
*Additional Hours (not to exceed 7 hours)*

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2163**

- r. Audra Schappell  
Change from Community Coordination Specialist, Special Education to  
Security Specialist, Alternative Education  
No Change in Recommended Annual Salary  
Effective Date – August 21, 2018  
*Replacement*
- s. Amy Slovick – Speech Therapist, Early Intervention  
Recommended Hourly Rate - \$48.80  
Effective Date – August 7, 2018  
*Additional Hours (not to exceed 7 hours)*
- t. Lashae Stitt – Pre-K Counts Teacher, Pre-K Counts  
Recommended Hourly Rate - \$28.49  
Effective Date – August 24, 2018 – August 31, 2018  
*Additional Hours (not to exceed 14 hours)*
- u. Maria Velazquez Guerrero  
Change from Substitute Paraeducator, Head Start to Paraeducator, Head Start  
Change Recommended Hourly Rate from \$9.40 to Level I, Probationary, \$11.66  
Effective Date – August 21, 2018  
*Replacement*
- 3. Human Resources Office
  - a. Kellilyn Aten – Acting Supervisor, Transportation, Wilson School District  
No Change in Recommended Annual Salary  
Effective Date – September 11, 2018  
*Temporary Assignment*
- 4. Professional Development and Curriculum Office
  - a. Molly Basilio – Remedial Teacher, Act 89  
Change Recommended Annual Salary from Col. 6, Step 12, \$72,289 to Col. 7,  
Step 12, \$73,674  
Effective Date – September 1, 2018  
*Salary Adjustment per BCIUEA Agreement*
  - b. Rasheeda Coston  
Change from Preschool Project Manager, PA Key to Director of Coaching, PA Key  
Change Recommended Annual Salary from \$63,275.10 to \$70,000 (to be prorated)  
Effective Date – August 20, 2018  
*New Position*
  - c. Melissa Kauffman – Remedial Teacher, Title I Summer Reading Camp  
Recommended Hourly Rate - \$28.00  
Effective Date – August 7, 2018 – August 9, 2018  
*Additional Assignment*
  - d. Tara Osborne  
Change from Administrator Coordinator, PA Key to Office Supervisor, PA Key  
Change Recommended Annual Salary from \$46,741 to \$54,753 (to be prorated)  
Effective Date – September 17, 2018  
*Reorganization*

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2164**

- e. James Powell  
Change from Fiscal Data Coordinator, PA Key to Business Manager, PA Key  
Change Recommended Annual Salary from \$55,779 to \$60,000 (to be prorated)  
Effective Date – September 17, 2018  
*Reorganization*

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

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

Alternative Education

Zenaida Calero-Nieves, Specialist – Effective August 20, 2018  
Amy Kauffman, Specialist – Effective August 6, 2018  
Shelly Olexa Marino, Specialist – Effective August 20, 2018  
Jennifer Stine, Specialist – Effective August 27, 2018  
Diamond Yulfo, Specialist – Effective August 27, 2018

Child Care

Zenaida Calero-Nieves, Teacher – Effective August 20, 2018  
Amy Kauffman, Degreed Teacher – Effective August 6, 2018  
Shelly Olexa Marino, Aide – Effective August 20, 2018  
Jennifer Stine, Paraeducator – Effective August 27, 2018  
Diamond Yulfo, Aide – Effective August 27, 2018

Early Intervention

Zenaida Calero-Nieves, Paraeducator – Effective August 20, 2018  
Amy Kauffman, Paraeducator – Effective August 6, 2018  
Shelly Olexa Marino, Paraeducator – Effective August 20, 2018  
Jennifer Stine, Paraeducator – Effective August 27, 2018  
Diamond Yulfo, Paraeducator – Effective August 27, 2018

Head Start

Zenaida Calero-Nieves, Teacher – Effective August 20, 2018  
Amy Kauffman, Teacher – Effective August 6, 2018  
Shelly Olexa Marino, Paraeducator – Effective August 20, 2018  
Jennifer Stine, Paraeducator – Effective August 27, 2018  
Diamond Yulfo, Paraeducator – Effective August 27, 2018

Pre-K Counts

Zenaida Calero-Nieves, Teacher – Effective August 20, 2018  
Jennifer Stine, Paraeducator – Effective August 27, 2018  
Diamond Yulfo, Paraeducator – Effective August 27, 2018

Special Education

Zenaida Calero-Nieves, Specialist – Effective August 20, 2018  
Amy Kauffman, Specialist – Effective August 6, 2018  
Shelly Olexa Marino, Specialist – Effective August 20, 2018  
Jennifer Stine, Specialist – Effective August 27, 2018  
Diamond Yulfo, Specialist – Effective August 27, 2018

Transportation

Jordan Whaley, Substitute Diver w/o Bus License, Assistant, and Misc. Transportation  
Effective – August 27, 2018

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2165**

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

*No Items to Consider*

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

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

Alternative Education

Rodana Gorman, Specialist – Effective September 4, 2018

Cameron Powell, Teacher – Effective August 20, 2018

Keya Williams, Teacher – Effective August 20, 2018

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

Business Services/Operations Office

Ridge Kepley, Vehicle Maintenance Technician Intern – Effective August 24, 2018

Child Care

Valerie Auton, Paraeducator, Summer – Effective August 20, 2018

Cynthia Boyer, Paraeducator, Summer – Effective August 6, 2018

Licette Carrasquillo, Paraeducator – Effective August 9, 2018

Rodana Gorman, Paraeducator – Effective September 4, 2018

Susan Hartman, Paraeducator, Summer – Effective August 17, 2018

Jelyssa Martinez, Aide – Effective August 20, 2018

Olivia Murray, Paraeducator – Effective September 4, 2018

Cameron Powell, Teacher – Effective August 20, 2018

Darlene Schenck, Paraeducator, Summer – Effective August 6, 2018

Cynthia Smith, Paraeducator, Summer – Effective August 13, 2018

Tiffany Weitzel, Aide – Effective September 4, 2018

Keya Williams, Teacher – Effective August 20, 2018

Early Intervention

Licette Carrasquillo, Paraeducator – Effective August 9, 2018

Jelyssa Martinez, Aide – Effective August 20, 2018

Olivia Murray, Paraeducator – Effective September 4, 2018

Cameron Powell, Teacher – Effective August 20, 2018

Tiffany Weitzel, Paraeducator – Effective September 4, 2018

Keya Williams, Teacher – Effective August 20, 2018

Head Start

Aleli Cortes, Out of Class Teacher – Effective September 4, 2018

Rodana Gorman, Paraeducator – Effective September 4, 2018

Amy Kauffman, Teacher – Effective September 26, 2018

Olivia Murray, Teacher – Effective September 4, 2018

Cameron Powell, Teacher – Effective August 20, 2018

Tiffany Weitzel, Paraeducator – Effective September 4, 2018

Keya Williams, Teacher – Effective August 20, 2018

Pre-K Counts

Zenaida Calero-Nieves, Paraeducator – Effective August 17, 2018

Rodana Gorman, Paraeducator – Effective September 4, 2018

Olivia Murray, Paraeducator – Effective September 4, 2018

Cameron Powell, Teacher – Effective August 20, 2018

Keya Williams, Teacher – Effective August 20, 2018

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2166**

**G. Employment – Approvals**

1. Professional Development and Curriculum Office
  - a. Julie L. Innes James – Remedial Teacher, Act 89  
Recommended Hourly Rate – Col. 4, Step 3, \$43.68  
Effective Date – to be determined pending pre-employment process  
*Replacement*

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

**H. Change of Status – Approvals**

*No Items to Consider*

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

**I. Leave of Absence Requests**

1. Business Services/Operations Office  
Personal Leave (unpaid – without benefits – not FMLA)
  - a. John Micka – Part-time Driver w & w/o Bus License,  
Assistant, and Misc. Transportation  
Effective – August 29, 2018
2. Early Childhood and Student Services Office  
Personal Leave (unpaid – with benefits – not FMLA)
  - a. Monica Dean – Paraeducator, Early Intervention  
Effective Date – September 19, 2018

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

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

1. Business Services/Operations Office  
Personal Leave (unpaid – without benefits – not FMLA)
  - a. Kariana Basabe Garay – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Effective – August 16, 2018
  - b. Maria Vargas – Part-time Driver w/o Bus License, Assistant, and  
Misc. Transportation  
Effective – August 21, 2018
  - c. Quentin Veil – Part-time Driver w/o Bus License, Assistant, and  
Misc. Transportation  
Effective – August 7, 2018

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

**K. Retirements**

1. Business Services/Operations Office
  - a. Barbara J. Helm – Part-time Bus/Van Assistant and Misc.  
Transportation  
Effective Date – August 22, 2018
  - b. William F. Mathues – Part-time Bus/Van Assistant and Misc.  
Transportation  
Effective Date – August 20, 2018
  - c. Thomas M. Shirk – Part-time Driver w & w/o Bus License,  
Assistant, and Misc. Transportation  
Effective Date – August 20, 2018

**Retirements  
—Item 13. K.**

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2167**

**L. Resignations**

1. Business Services/Operations Office
  - a. Yolanda Carino – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – August 23, 2018
  - b. Nicholas G. Denton – Part-time Driver w/o Bus License, Assistant, Misc. Transportation and First Aid and CPR Instructor  
Effective Date – August 29, 2018
  - c. Joppie N. Piri – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – August 17, 2018
  - d. Aracely Santiago-Justiniano – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – August 17, 2018
  - e. Maria D. Vargas – Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Effective Date – August 28, 2018
  - f. Lori D. Williams – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – September 14, 2018
2. Early Childhood and Student Services Office
  - a. Tiffany E. Anderson – Nolde Aide, Special Education  
Effective Date – August 29, 2018
  - b. Courtney L. Anoaia – Alternative Education Teacher, Alternative Education  
Effective Date – August 13, 2018
  - c. Allison L. Barker – Teacher, Child Care  
Effective Date – September 10, 2018
  - d. Ramona A. Beltre DeRodriguez – Family Engagement Worker, Head Start  
Effective Date – August 24, 2018
  - e. Tara M. Berger – Teacher, Head Start  
Effective Date – August 19, 2018
  - f. Philip A. Melcher – Paraeducator, Head Start  
Effective Date – September 14, 2018
  - g. Yameiry Perez – Paraeducator, Early Intervention  
Effective Date – August 30, 2018
  - h. Jeriko J. Reyes – Security Specialist, Alternative Education  
Effective Date – August 20, 2018
  - i. John R. Utsey – Security Specialist, Alternative Education  
Effective Date – August 30, 2018

**Resignations**

**—Item 13. L.**

**M. Terminations**

*No Items to Consider*

**Terminations**

**—Item 13. M.**



**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2168**

**N. Other**

**Other—Item 13. N.**

1. Early Childhood and Student Services Office
  - a. Nicole Peters – Family Engagement Worker, Head Start  
Effective Date – August 17, 2018  
*Rescinded Resignation*
  - b. Vicki L. Ravert – Child Care Information Services  
Supervisor, Child Care Information Services  
Effective Date – August 31, 2018  
*Position Eliminated*
  - c. Barbara A. Starkey – Program Administrator, Child Care  
Information Services,  
Child Care Information Services  
Effective Date – August 31, 2018  
*Position Eliminated*
  
2. Professional Development and Curriculum Office
  - a. Karen L. Sphar – Community Innovation Zone Specialist, PA F  
Effective Date – September 14, 2018  
*Position Eliminated*

Yeas:	Carl; Dennin; Hemberger; Huhn; Lash; Madara; McEwen; Rathgeb; Richard; Specht; Steinhauer; Taylor; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

A motion was made by Huhn, seconded by Carl, 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, DIRECTOR**

To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and the Early Learning Community, Inc. (the Pre-K Counts Partner Agency), for the Early Learning Community, Inc. to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan to serve seventeen (17) full-day children, five (5) days a week, five (5) hours per day for 180 days at their facility on behalf of the BCIU for the grant amount of \$137,785 effective July 1, 2018, through June 30, 2019.

**Partner Agency Agreement  
with the Early Learning  
Community, Inc. / Administer  
Pre-K Counts Services  
—Item 14. A. 1.**

To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and Touching the Future, LLC (the Pre-K Counts Partner Agency), for Touching the Future, LLC to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan to serve seventeen (17) full-day children, five (5) days a week, five (5) hours per day for 180 days at their facility on behalf of the BCIU for the grant amount of \$137,785 effective July 1, 2018, through June 30, 2019.

**Partner Agency Agreement  
with Touching the Future,  
LLC / Administer Pre-K  
Counts Services  
—Item 14. A. 2.**

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2169**

To ratify Amendment #3 in agreement (#ICA-184683-16) between the Berks County Intermediate Unit (BCIU) and the County of Berks, to extend the original agreement for an additional one (1) year-term effective August 1, 2018, through July 31, 2019. The rates for alternative education services for youth who reside in the Berks County Residential Center remain the same.

**Amendment to County of Berks Agreement / Extension of Term for Alternative Education Services at Berks County Residential Center  
—Item 14. A. 3.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Community Prevention Partnership of Berks County, Inc., for the Community Prevention Partnership of Berks County, Inc. to provide two full-time case workers and one supervisor for the ELECT/Fatherhood Program at a fee of \$36.41/hour, effective July 1, 2018, through June 30, 2019.

**Agreement with Community Prevention Partnership of Berks County, Inc. / ELECT / Fatherhood Program  
—Item 14. A. 4.**

To ratify an agreement between Berks County Intermediate Unit (BCIU) and the Reading School District, for the Reading School District to provide services to the ELECT students at a cost of \$71,000 effective July 1, 2018, through June 30, 2019.

**Agreement with the Reading School District. / ELECT Services  
—Item 14. A. 5.**

To approve an amendment to the BCIU Child Care Rate Schedule for Private Clients effective November 5, 2018.

**Child Care Rate Schedule for Private Clients  
—Item 14. A. 6.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Richard J. Caron Foundation, for the BCIU to provide education services for the Caron Extended Alternative Education Program and the Caron Primary Care Alternative Education Program at a rate of \$80 per day per student for all students not enrolled in public secondary school and non-Pennsylvania residents, effective July 1, 2018, through June 30, 2019.

**Agreement with Richard J. Caron Foundation / Education Services for Caron Extended Alternative Education Program and the Caron Primary Care Alternative Education Program  
—Item 14. A. 7.**

To acknowledge receipt and accept the Berks County Intermediate Unit Head Start Program Policy Council By-Laws.

**Acknowledge Receipt / Accept BCIU Head Start Program Policy Council By-Laws  
—Item 14. A. 8.**

To approve the submission of the Head Start five-year grant application inclusive of following application documents:

- a. Program Narrative
- b. Program Goals
- c. School Readiness Goals
- d. Training Plans
- e. Budget
- f. Self-Assessment Summary
- g. Community Needs Assessment
- h. Selection Criteria
- i. Annual Report 2017

**Approve Submission of Head Start Five-Year Grant Application  
—Item 14. A. 9.**

To acknowledge receipt and approve the Berks County Head Start Training and Technical Assistance Plan.

**Acknowledge Receipt /Approve Berks County Head Start Training and Technical Assistance Plan  
—Item 14. A.10.**

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2170**

To acknowledge receipt of the 2017-2018 Berks County Head Start Performance Indicator Report Summary.

**Acknowledge Receipt of 2017-2018 Berks County Head Start Performance Indicator Report Summary—Item 14. A.11.**

To approve the submission of the supplemental application to the U.S. Department of Health and Human Services for funding to increase the program hours of the Berks County Head Start Program.

**Approve Submission of Supplemental Application to U.S. Dept. of Health and Human Services for Increased Funding for Head Start Program—Item 14. A.12.**

To acknowledge receipt of the 2018 allocation in the amount of \$267,566 from the United Way of Berks County for the BCIU to provide child care services to low-income families.

**Acknowledge Receipt of 2018 United Way Allocation for Child Care Services—Item 14. A.13.**

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DR. CHRISTINA FOEHL, ASSISTANT DIRECTOR

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title 1 services to students who reside within Title I eligible schools and attend nonpublic schools, effective August 1, 2018, through June 15, 2019:

**Agreements for Title 1 Services—Item 14. B. 1.**

School District	Total Services (\$)
Antietam	20,952.00
Fleetwood Area	10,933.00
Oley Valley	3,776.00
Wilson	13,427.00
Upper Perkiomen	3,114.40

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title II services to students who reside within Title II eligible schools and attend nonpublic schools, effective August 1, 2018, through August 31, 2019:

**Agreements for Title II Services—Item 14. B. 2.**

School District	Total Services (\$)
Antietam	1,086.00
Wilson	7,597.00

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts for the BCIU to provide Title IV services to students who reside within Title IV eligible schools and attend nonpublic schools, effective August 1, 2018, through August 31, 2019:

**Agreements for Title IV Services—Item 14. B. 3.**

School District	Total Services (\$)
Antietam	2,183.00
Wilson	2,304.00

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2171**

To authorize the appropriate officers to execute agreements between the Berks County Intermediate Unit 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 September 1, 2018, through August 31, 2021 (2018-2019 figures shown below):

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

<b>School District</b>	<b>Total Services (\$)</b>
Boyertown Area	4,075.00
Reading	598,763.92

To authorize the appropriate officers to execute agreements between the Berks County Intermediate Unit 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 September 1, 2018, through August 31, 2021 (2018-2019 figures shown below):

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

<b>School District</b>	<b>Total Services (\$)</b>
Boyertown Area	7,270.00
Reading	109,935.00

To authorize the appropriate officers to execute agreements between the Berks County Intermediate Unit 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 September 1, 2018, through August 31, 2021 (2018-2019 figures shown below):

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

<b>School District</b>	<b>Total Services (\$)</b>
Boyertown Area	2,076.00
Reading	81,652.00

To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Drexel University (Drexel), for Drexel to implement the PA Pre-K-4 Principal Instructional Leadership Collaborative. This second amendment provides a modified scope of work to align with a budget reduction of \$25,000. Contractor will reallocate Operations budget categories Other Purchased Professional and Technical Services and Other Purchased Services to Salaries and Benefits as noted in Appendix A, effective July 12, 2018 (PA Key).

**Amendment to Agreement with Drexel University / Implementation of PA Pre-K-4 Principal Instructional Leadership Collaborative / Modified Scope of Work (PA Key)—Item 14. B. 7.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU) / Center for Schools and Communities, for CSIU to provide evaluation services for the Head Start homeless on behalf of the Head Start State Supplemental Collaboration Office administered by the PA Key, for a fee of \$20,000 effective July 1, 2018, through June 30, 2019 (PA Key).

**Agreement with Central Susquehanna IU / Center for Schools and Communities for Evaluation Services for Head Start Homeless (PA Key)—Item 14. B. 8.**

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2172**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Forum for Youth Investment (Forum), for the Forum to provide support for the implementation of a quality assessment and improvement process based on the research-based Youth Program Quality Intervention on behalf of BCIU / PA Key, for a fee of \$19,900 effective July 1, 2018, through December 31, 2018 (PA Key).

**Agreement with Forum for Youth Investment / Youth Program Quality Intervention (PA Key) —Item 14. B. 9.**

To ratify an agreement between the Berks County Intermediate Unit and the Pennsylvania Department of Education, for the BCIU to receive funds for the Pennsylvania Pre-K Counts Grant Agreement in the amount of \$2,849,654. The grant shall be used to defray program costs incurred effective July 1, 2018, to June 30, 2019.

**Agreement with PDE / PA Pre-K Counts Grant (PA Key) —Item 14. B. 10.**

To ratify agreements between the Berks County Intermediate Unit and the following organizations, for the noted organizations to provide professional services related to the Pennsylvania Pre-K Counts Program, effective July 1, 2018, through June 30, 2019 (PA Key):

**Agreements with Lancaster Mennonite School and Imani Christian Academy for Pre-K Counts Program Professional Services (PA Key) —Item 14. B. 11.**

<u>ENTITY</u>	<u>ALLOCATION</u>	<u>CHILDREN SERVED</u>
Lancaster Mennonite School	\$340,000.00	40 Full Day
Imani Christian Academy	\$153,000.00	18 Full Day

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Research for Action, Inc. (RFA), for RFA to perform a study to examine the current status of non-traditional, non-predictable, and overnight childcare in Pennsylvania. This study is being conducted in partnership with, and jointly funded by, the Office of Child Development and Early Learning (OCDEL) and The Heinz Endowments, for a total amount of \$100,000 effective July 1, 2018, through January 31, 2019 (PA Key).

**Agreement with Research for Action, Inc. / Study in Partnership with OCDEL and Heintz Endowments (PA Key)—Item 14. B. 12.**

To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and New World Now (NWN), for NWN to provide the following additional functionality to the Professional Development Registry site: Individual Training Needs Assessment; Individual Professional Development Plan; Conference Module; Trainer Background Screening; and Trainer Reporting Requirements. This amendment modifies the scope of work to align with an increase of \$118,395 for a revised agreement total of \$503,270 and extends the period effective from July 1, 2017, through December 31, 2018 (PA Key).

**Agreement with New World Now / Professional Development Registry (PA Key) —Item 14. B. 13.**

To ratify a memorandum of understanding between the Berks County Intermediate Unit and the Berks County Head Start program, for the Early Head Start Child Care Partnership program for BCIU Head Start to expand high quality early learning opportunities to infants and toddlers, for a fee of \$450,742 to serve 32 children, effective August 1, 2018, through July 31, 2019 (PA Key).

**Agreement with Berks County Head Start Program (PA Key)—Item 14. B. 14.**

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2173**

To ratify agreements between the Berks County Intermediate Unit and the following contractors, for the Early Head Start Child Care Partnership program to expand high quality early learning opportunities to infants and toddlers, effective August 1, 2018, through July 31, 2019 (PA Key):

- Lawrence County Social Services, Inc. d/b/a Lawrence County Community Action Partnership, for a fee of \$563,427 to serve 40 children
- Chester County Intermediate Unit d/b/a Chester County Head Start, for a fee of \$2,141,023 to serve 152 children
- Child Development Centers, Inc., for a fee of \$563,427 to serve 40 children
- Huntingdon County Child and Adult Development Corp, for a fee of \$225,371 to serve 16 children
- Lancaster-Lebanon IU 13, for a fee of \$1,239,539 to serve 88 children

**C. INFORMATION TECHNOLOGY**

—CHERIE ZIMMERMAN, ASSISTANT DIRECTOR

To approve a three-year renewal of Samanage Service Desk and Asset Management cloud services software at an annual cost of \$15,444.96. Service Term is November 16, 2018, to November 15, 2021.

**D. BUSINESS SERVICES/OPERATIONS**

—CARL BLESSING, CFO AND DIRECTOR

To approve a 60-month lease agreement between Berks County Intermediate Unit and Bob Fisher Chevrolet, for a 2019 Chevrolet 2500 extended cab utility pick-up with monthly payments of \$438.86 (15,000 miles per year).

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Conrad Siegel Actuaries, for Conrad Siegel Actuaries to provide professional services for the completion of Affordable Care Act (ACA) reporting for the 2018 calendar year at a projected fee of \$7,500 (no increase).

**E. ADMINISTRATION**

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

To appoint Carl Blessing as the Berks County Intermediate Unit contact person for the Safe2Say Something school safety anonymous tip program, pursuant to Act 44 of 2018.

To approve the first reading of Policy 237 – Electronic Devices (New).

**Agreements with Lawrence County Social Services, Inc., Chester County IU, Child Development Centers, Inc., Huntingdon County Child and Adult Development Corp., and Lancaster County IU 13 (PA Key)  
—Item 14. B. 15.**

**Renewal of Samanage Service Desk and Asset Management Cloud Service Software—Item 14. C. 1.**

**Lease Agreement with Bob Fisher Chevrolet for Extended Cab Utility Pick-Up—Item 14. D. 1.**

**Agreement with Conrad Siegel Actuaries for Professional Services—Item 14. D. 2.**

**Appoint Carl Blessing as BCIU Contact for Safe2Say Something—Item 14. E. 1.**

**Policy 237 – Electronic Devices (New) – First Reading—Item 14. E. 2.**

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2174**

Yeas: Carl; Dennin; Hemberger; Huhn; Lash; Madara; McEwen; Rathgeb; Richard; Specht; Steinhauer; Taylor; Ziegler; Heffner.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

No one desired to speak.

**Board Members Desiring to  
be Heard**

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

**Adjournment**

Motion carried.	<b>Voice Vote</b>
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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:**

Donna DeLoretta, Assistant Director of the Office of Business Services, introduced Beth Stewart as Employee of the Month for August. Beth has served as an assistant payroll specialist since 2014. Beth started at the BCIU in January 2004 as an accounts payable clerk. She has also worked in other positions in the offices of Early Childhood and Student Services and Human Resources. Having worked in other departments of the BCIU prior to her start in payroll, she brought a wealth of experience and understanding into her role.

**EMPLOYEE OF THE  
MONTH – AUGUST 2018  
— Beth A. Stewart, Office  
of Business Services**

Mrs. DeLoretta shared that Beth is a tremendous asset to the Business Office. She is always looking to expand her knowledge; has sought ways to streamline her daily, monthly, and annual processes; and has looked for additional assignments to further her own professional growth. As time allows, she provides support to fiscal program management by assisting with budget preparation and closing procedures. She is extremely responsive to BCIU employees, business office staff, and external reporting entities, and can be counted on to provide complete and timely responses to all inquiries.

Beth expressed her gratitude to the Board. She was accompanied to the Board meeting by her husband Corey.

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
SEPTEMBER 20, 2018  
PAGE 2175**

Jade Sedoti, Early Intervention Program Administrator, introduced Christina Argentati to the Board as Employee of the Month for September. Christina is the Lead Occupational Therapist in the Early Intervention Program. She has served 24 years at the BCIU and was nominated by six fellow employees, who all stated that she is a wonderful role model and a huge asset to the team. Mrs. Sedoti shared comments from the employees who nominated Christina. All concurred that Christina is always professional in her approach and discussions with families and staff. She is supportive, encouraging, resourceful, and knowledgeable. There has never been a time when they could not count on Christina's assistance, as she always makes herself available for questions and concerns.

Christina was accompanied to the Board meeting by her husband of 26 years, Dave. She thanked the Board for recognizing her as EOM for September. She stated that it is a gift to serve at the BCIU and work with so many great people.

Cyber Security / Network (Office of Information Technology) was highlighted in the September InsideBCIU video. During the video, IT Department employees shared useful security tips.

**EMPLOYEE OF THE  
MONTH – SEPTEMBER  
2018— Christina Argentati,  
Office of Early Childhood  
and Student Services**

**INSIDE BCIU  
CYBER SECURITY /  
NETWORK**

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