BCIU STUDENT ARTWORK SHOWCASE
♦ Julie Bunnick, Lead Creative Specialist, Office of the Executive Director
♦ Amelia Krotee, Marketing Communications Specialist, Office of the Executive Director
♦ Zach Brown, Digital Marketing Specialist, Office of the Executive Director

COMMITTEE-OF-THE-WHOLE MEETING

SPECIAL RECOGNITION
♦ TIMOTHY M. HEFFNER

I. BCIU HONORS
♦ EMPLOYEE-OF-THE-MONTH FOR NOVEMBER 2019
  — Kim Shimko, Software Support Specialist, Office of Information Technology

♦ EMPLOYEE OF THE MONTH FOR JANUARY 2020
  — Kirsten E. Abraham, Paraeducator, Learning Center at Lower Alsace, Office of Early Childhood and Student Services

♦ RETIREES
  — Beverly J. Brisan, Transportation Driver (Muhlenberg), Office of Business Services / Operations

BCIU BOARD MEMBER RECOGNITION
♦ JANUARY 2020 – BOARD APPRECIATION MONTH

II. EXECUTIVE DIRECTOR’S REPORT
A. Executive Director Update
  1. Newslink
  2. Legislative Update
  3. House Education Committee | January 21, 2020 | Cyber Charter Hearing (HB1897)
  4. Mid-Year State of the Unit
  5. ESSA Financial Transparency | Expenditure Reporting
  6. Other Items

B. Agenda Review

III. EXECUTIVE SESSION

REGULAR MEETING

01. CALL TO ORDER
A. Pledge to the Flag and Roll Call

B. Announcements
  1. Executive Session
  2. Agenda Update
  3. Persons Desiring to be Heard
C. To seat the following BCIU representatives as follows:
   a. Steven Miller, Daniel Boone Area School District, to fill the unexpired term of
   b. Kevin L. Manniler, Fleetwood Area School District, to fill the unexpired term of
   c. James Shrawder, Kutztown Area School District, to fill the unexpired term of

D. Election of the President of the BCIU Board of Directors to fill the unexpired term of

E. To acknowledge receipt of bids through the Berks County Joint Purchasing Board
   for Copy Paper on Tuesday, November 26, 2019, at 11:00 A.M.

02. APPROVAL OF MINUTES
   A. Meeting of November 21, 2019

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

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>PAGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2019 Ratifications</td>
<td>1-16</td>
<td>$2,982,917.28</td>
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<tr>
<td>November 2019 Ratifications-PSDLAF</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>December 2019 Ratifications</td>
<td>1-22</td>
<td>$4,881,760.29</td>
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<tr>
<td>December 2019 Ratifications-PSDLAF</td>
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<td>January 2020 Ratifications</td>
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<td>$235,826.06</td>
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<tr>
<td>January 2020 Ratifications-PSDLAF</td>
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<tr>
<td>January 2020 Approvals</td>
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<td>$618,695.08</td>
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<td>TOTAL</td>
<td></td>
<td>$8,756,677.03</td>
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04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – $6,000,000:

<table>
<thead>
<tr>
<th>Amount Outstanding</th>
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<tbody>
<tr>
<td>January 10, 2020</td>
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<tr>
<td>$0</td>
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</table>

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JANUARY 10, 2020:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>120 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Districts</td>
<td>$737,546.38</td>
<td>$1,060,129.21</td>
<td>$497,580.97</td>
<td>$1,413.71</td>
<td>$9,413.51</td>
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<tr>
<td>Commonwealth of PA</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$93,643.65</td>
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<tr>
<td>Other Revenue Sources</td>
<td>$153,344.54</td>
<td>$34,932.99</td>
<td>$17,809.72</td>
<td>$7,515.93</td>
<td>$14,335.70</td>
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<tr>
<td>TOTAL</td>
<td>$890,890.92</td>
<td>$1,095,062.20</td>
<td>$515,390.69</td>
<td>$8,929.64</td>
<td>$117,392.86</td>
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<tr>
<td>GRAND TOTAL</td>
<td>$2,627,666.31</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

06. APPROVAL/RATIFICATION OF HEAD START:
   • Head Start 2020 Notice of Award
   • Financial Statements (November and December 2019)
   • Credit Card Purchases (November and December 2019)
   • Non-Federal Share Report (November and December 2019)
   • Policy Council Minutes/Resolutions (November 2019 and December 2019)
   • Program Information/Updates/Attachments
### 07. COMBINED FINANCIAL REPORT
#### CASH-NOVEMBER 2019

**BEGINNING BALANCE** November 1, 2019: $2,454,146.27

**RECEIPTS**
- 
  - REVENUE RECEIPTS: $12,582,025.29
  - RETURNED CHECKS: $0.00
  - INVESTMENT REDEMPTIONS: $0.00

**DISBURSEMENTS**
- 
  - PRE-BOARD RATIFICATIONS: $2,480,214.56
  - BOARD APPROVALS: $614,695.34
  - POST BOARD RATIFICATIONS:
    - PSDLAF: $0.00
    - POST BOARD RATIFICATIONS IU: $2,982,917.28
  - TOTAL CHECKS WRITTEN: $6,077,827.18
  - CHECKS VOIDED: ($4,952.28)
  - PAYROLL DISTRIBUTIONS: $5,379,278.30

**ENDING BALANCE** - November 30, 2019: $3,584,018.36

#### INVESTMENTS

<table>
<thead>
<tr>
<th></th>
<th>CASH AVAILABLE-November 30, 2019: $3,584,018.36</th>
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</thead>
<tbody>
<tr>
<td>BEGINNING BALANCE</td>
<td>$0.00</td>
</tr>
<tr>
<td>PURCHASES</td>
<td>$0.00</td>
</tr>
<tr>
<td>REDEMPTIONS</td>
<td>$0.00</td>
</tr>
<tr>
<td>ENDING BALANCE</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### CASH-DECEMBER-2019

**BEGINNING BALANCE** December 1, 2019: $3,584,018.36

**RECEIPTS**
- 
  - REVENUE RECEIPTS: $11,415,300.12
  - RETURNED CHECKS: $0.00
  - INVESTMENT REDEMPTIONS: $0.00

**DISBURSEMENTS**
- 
  - PRE-BOARD RATIFICATIONS: $0.00
  - BOARD APPROVALS: $0.00
  - POST BOARD RATIFICATIONS:
    - PSDLAF: $17,144.22
    - POST BOARD RATIFICATIONS IU: $4,881,760.29
  - TOTAL CHECKS WRITTEN: $4,898,904.51
  - CHECKS VOIDED: ($5,885.74)
  - PAYROLL DISTRIBUTIONS: $5,356,282.45

**ENDING BALANCE** - December 31, 2019: $4,750,017.26
INVESTMENTS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BEGINNING BALANCE</th>
<th>PURCHASES</th>
<th>REDEMPTIONS</th>
<th>ENDING BALANCE</th>
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<td>OF DEPOSIT</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

CASH AVAILABLE - December 31, 2019  $4,750,017.26

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

**November 2019**
- Tompkins VIST: $6,807.89
- PNC: $29.59

**December 2019**
- Tompkins VIST: $8,302.86
- PNC: $32.68

09. COMMUNICATIONS

Elizabeth S. Huhn, Secretary
1. Correspondence from Senator Judy Schwank
2. Correspondence from Berks Schuylkill Helping Harvest Fresh Food Bank

10. OLD BUSINESS

11. REPORT OF NEGOTIATIONS COMMITTEE

Gary McEwen, Chair

12. BUDGETS

A. New and Proposed Budgets

   No Items to Consider

B. Initial Budgets

1. Berks County Intermediate Unit General Fund - Program 115

   Office of Business Services
   7/1/20 – 6/30/21  $11,583,476

   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.
C. Changes to Initial Budgets

1. **Prison Program – Program 307**
   - Office of Early Childhood and Student Services
   - 7/1/19 – 6/30/20
   - **Total Proposed Revised Budget: $331,450**
   - 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). This budget change is necessary because less students are projected throughout the year.

2. **Early Intervention – Program 348**
   - Office of Early Childhood and Student Services
   - 7/1/19 – 6/30/20
   - **Total Proposed Revised Budget: $16,604,017**
   - Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983). This budget change is necessary due to additional state funding allocation.

D. Budgetary Transfers

1. **BCIU Pre-K Counts Partnership – Program 231**
   - Office of Early Childhood and Student Services
   - 7/1/19 – 6/30/20
   - **$41,775**
   - Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high quality preschool services to 140 at-risk children, which as defined is living in households below 300 percent of the federal poverty rate, those who are English language learners or are at-risk due to community factors, academic difficulties, or economic disadvantage. BCIU Pre-K Counts is operated in partnership with participating Berks County school districts and two local Child Care centers (since 2016). These transfers are necessary due to a reallocation of pass-through funds.

13. **PERSONNEL MATTERS**  
    —ROB ROSENBERRY, DIRECTOR

A. General

1. To award a professional contract to Lashae Stitt, Teacher, Pre-K Counts, who has completed three years of satisfactory service, effective December 19, 2019.

2. To approve the assignment of Carl D. Blessing as Temporary Business Administrator to support the Office of Business Services, effective December 19, 2019, through January 27, 2020, at the per diem rate of $650.

3. To approve the Senior Health Manager, PA Key position description.

B. Employment – Ratifications

1. Business Services/Operations Office  
   a. Melissa Cancel – Part-time School Bus Driver Trainee  
      Recommended Hourly Rate – $11.90  
      Effective Date – November 18, 2019  
      *Replacement*
b. Paul M. DeLapp – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $14.00, $11.85, and $10.83
   Effective Date – November 18, 2019
   Replacement

c. Megan E. Griffin – Part-time School Bus Driver Trainee
   Recommended Hourly Rate – $11.90
   Effective Date – December 16, 2019
   Replacement

d. Raymond Hernandez – Part-time School Bus Driver Trainee
   Recommended Hourly Rate – $11.90
   Effective Date – December 3, 2019
   Replacement

e. Lysette M. Hodges – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $14.00, $11.85, and $10.83
   Effective Date – December 16, 2019
   Replacement

f. Antoinette B. Johnson – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $14.00, $11.85, and $10.83
   Effective Date – December 3, 2019
   Replacement

g. Galen E. Koller – Part-time School Bus Driver Trainee
   Recommended Hourly Rate – $11.90
   Effective Date – November 18, 2019
   Replacement

h. Freddie A. Morales Soto – Part-time School Bus Driver Trainee
   Recommended Hourly Rate – $11.90
   Effective Date – December 16, 2019
   Replacement

i. Liza M. Velazquez-Velazquez – Part-time Bus/Van Assistant and Misc. Transportation
   Recommended Hourly Rates – $11.85 and $10.83
   Effective Date – December 3, 2019
   Replacement

j. Jacqueline R. Wise – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $14.00, $11.85, and $10.83
   Effective Date – December 3, 2019
   Replacement

2. Early Childhood & Student Services Office
   a. Taylor N. Hartline – Teacher, Head Start
      Recommended Hourly Rate – Level III, Probationary, $19.57
      Effective Date – December 3, 2019
      Replacement
b. Diane Kay – Specialized Preschool Teacher, Early Intervention
   Recommended Annual Salary – Col. 5, Step 12, $72,096 (to be prorated)
   Effective Date – December 9, 2019
   Replacement

c. Grace N. Phillips – Paraeducator, Head Start
   Recommended Hourly Rate – Level I, Probationary, $11.87
   Effective Date – January 6, 2020
   Replacement

d. Elba Rodriguez – Paraeducator, Head Start
   Recommended Hourly Rate – Level II, Probationary, $12.42
   Effective Date – January 6, 2020
   Replacement

e. Andrea E. Torres – Paraeducator, Pre-K Counts
   Recommended Hourly Rate – $12.30
   Effective Date – January 6, 2020
   Replacement

3. Professional Development and Curriculum Office
   a. Paula L. Alcock – Fiscal Contract Supervisor, PA Key
      Recommended Annual Salary – $61,710 (to be prorated)
      Effective Date – January 13, 2020
      Replacement

   b. Amy R. Requa – Senior Health Manager, PA Key
      Recommended Annual Salary – $70,635 (to be prorated)
      Effective Date – January 2, 2020
      New Position

   c. Leslie A. Weaver – Continuing Professional Education (CPE) Instructor
      Recommended Rate – $750 per credit
      Effective Date – December 23, 2019
      Additional Position

C. Change of Status – Ratifications
   1. Business Services/Operations Office
      a. Albert Adams
         Change from Part-time School Bus Driver Trainee to
         Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
         Change Recommended Hourly Rate from $11.90 to $16.70, $14.00, $11.85, and $10.83
         Effective Date – January 3, 2020
         Obtained CDL

      b. Ivanova Campo
         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 – January 6, 2020
         Replacement
c. Bethzaida Cheek – Dispatcher, Transportation
   Recommended Hourly Rate – $15.32
   Effective Date – December 9, 2019
   Replacement - Additional Assignment

d. Jennifer Colon
   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 21, 2019
   Voluntary Reassignment – Date Correction

e. Connie Erickson
   Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to
   Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
   No Change in Recommended Hourly Rates
   Effective Date – May 25, 2018
   Replacement

f. Iamdra Flores
   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 – July 3, 2019
   Voluntary Reassignment

g. Kaja Nichlas
   Change from Substitute Bus/Van Assistant and Misc. Transportation to
   Part-time Bus/Van Assistant and Misc. Transportation
   No Change in Recommended Hourly Rates
   Effective Date – December 17, 2019
   Replacement

h. Kaja Nichlas
   Change from Part-time Bus/Van Assistant and Misc. Transportation to
   Substitute Bus/Van Assistant and Misc. Transportation
   No Change in Recommended Hourly Rates
   Effective Date – January 2, 2020
   Voluntary Reassignment

i. Maira Pascoe
   Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to
   Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
   No Change in Recommended Hourly Rates
   Effective Date – October 28, 2019
   Replacement
j. Leslie Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rates from $13.15, $11.05 and $10.08 to $13.65, $11.55, and $10.58
Effective Date – April 10, 2019
Completed Probationary Period

k. Leslie Rhodes – Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rates from $13.65, $11.55, and $10.58 to $14.00, $11.85, and $10.83
Effective Date – July 1, 2019
Rate Correction per Transportation Compensation & Benefits Agreement

l. Yajaira Rivera
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 23, 2019
Voluntary Reassignment

m. Yajaira Rivera
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – November 19, 2019
Replacement

n. Jocelyn Sass
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 – December 10, 2019
Replacement

o. Shanice Towles – Part-time Driver w/o Bus License
Recommended Hourly Rate – $14.25
Effective Date – November 18, 2019
Additional Assignment

2. Early Childhood & Student Services Office
   a. Christina Argentati – Occupational Therapist, Early Intervention
      Recommended Hourly Rate – $66.65
      Effective Date – November 27, 2019
      Additional Hours (not to exceed 7 hours)

   b. Orquidea Batista – Paraeducator, Head Start
      Change Recommended Hourly Rate from Level I, Probationary, $11.87 to Level I, Entry, $12.42
      Effective Date – November 11, 2019
      Completed Probationary Period
c. Zenaida Calero-Nieves – Paraeducator, Head Start  
   Change Recommended Hourly Rate from Level II, Probationary, $12.42 to 
   Level II, Entry, $12.95  
   Effective Date – November 11, 2019  
   *Completed Probationary Period*

d. Jennifer Chupak – Lead Speech Therapist, Early Intervention  
   Effective Date – November 22, 2019  
   *Remove Additional Assignment*

e. Jennifer Chupak  
   Change from Speech Therapist, Early Intervention to  
   Assistant Program Administrator, Early Intervention  
   Change Recommended Annual Salary from Col. 4, Step 8, $64,042 to 
   $74,664 (to be prorated)  
   Effective Date – November 25, 2019  
   *Replacement*

f. Joanna Cogan-Ferchalk – Psychologist, Early Intervention  
   Recommended Hourly Rate – $54.24  
   Effective Date – December 18, 2019 – June 30, 2020  
   *Additional Days (not to exceed 5 days)*

g. Susan Cornish – Paraeducator, Head Start  
   Change Recommended Hourly Rate from Level I, Probationary, $11.87 to 
   Level I, Entry, $12.42  
   Effective Date – November 11, 2019  
   *Completed Probationary Period*

h. Kayleen Cruz Morales  
   Change from Paraeducator, Child Care to Substitute Paraeducator, Child Care  
   Change Recommended Hourly Rate from $11.02 to $9.68  
   Effective Date – December 27, 2019  
   *Voluntary Reassignment*

i. Jenniffer Dove – Paraeducator, Head Start  
   Change Recommended Hourly Rate from Level I, Probationary, $11.87 to 
   Level I, Entry, $12.42  
   Effective Date – November 11, 2019  
   *Completed Probationary Period*

j. Ad-Beel Gracius – Paraeducator, Head Start  
   Change Recommended Hourly Rate from Level I, Probationary, $11.87 to 
   Level I, Entry, $12.42  
   Effective Date – November 11, 2019  
   *Completed Probationary Period*
k. Michael Hall – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, $11.87 to  
Level I, Entry, $12.42  
Effective Date – November 25, 2019  
*Completed Probationary Period*  

l. Branden Jambeau – Mental Health Specialist, Head Start  
Change Recommended Hourly Rate from Level II, Entry, $23.83 to  
Level III, Entry, $24.38  
Effective Date – November 5, 2019  
*Obtained Additional Credits*  

m. Jamie Kingsbury – Special Education Itinerant Teacher, Special Education  
Change Recommended Annual Salary from Col. 6, Step 6, $62,954 to  
Col. 7, Step 6, $64,339 (to be prorated)  
Effective Date – February 1, 2020  
*Salary Adjustment per BCIUEA Agreement*  

n. Jill Lenhart – Specialized Preschool Teacher – Classroom, Early Intervention  
Change Recommended Annual Salary from Col. 4, Step 9, $72,096 to  
Col. 5, Step 9, $72,789 (to be prorated)  
Effective Date – January 1, 2020  
*Salary Adjustment per BCIUEA Agreement*  

o. Rickiesha Logan – Disabilities/Transition Specialist, Head Start  
Change Recommended Hourly Rate from Level III, Probationary, $23.83 to  
Level III, Entry, $24.38  
Effective Date – December 16, 2019  
*Completed Probationary Period*  

Change Recommended Hourly Rate from Level I, Probationary, $17.93 to  
Level I, Entry, $18.48  
Effective Date – December 23, 2019  
*Completed Probationary Period*  

q. Mary Kate McGuire – Specialized Preschool Teacher – Itinerant, Early Intervention  
Change Recommended Annual Salary from Col. 5, Step 12, $72,096 to  
Col. 6, Step 12, $72,789 (to be prorated)  
Effective Date – January 1, 2020  
*Salary Adjustment per BCIUEA Agreement*  

r. Cynthia Mersinger – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, $11.87 to  
Level I, Entry, $12.42  
Effective Date – November 11, 2019  
*Completed Probationary Period*
s. Yadnnery Morales – Paraeducator, Head Start
   Change Recommended Hourly Rate from Level I, Probationary, $11.87 to Level I, Entry, $12.42
   Effective Date – November 11, 2019
   Completed Probationary Period

t. Adelaida Noguet – Family Engagement Worker, Head Start
   Change Recommended Hourly Rate from Level IV, Probationary, $13.90 to Level IV, Entry, $14.44
   Effective Date – November 4, 2019
   Completed Probationary Period

u. Katherine Palm-Seiler
   Change from Paraeducator, Child Care to Teacher, Child Care
   Change Recommended Hourly Rate from $13.35 to $13.15
   Effective Date – December 19, 2019
   Replacement

v. Kaitlyn Quay – Paraeducator, Head Start
   Change Recommended Hourly Rate from Level I, Probationary, $11.87 to Level I, Entry, $12.42
   Effective Date – November 11, 2019
   Completed Probationary Period

w. Jaime Roshon – Educational Coach, Head Start
   Change Recommended Hourly Rate from Level III Probationary, $23.83 to Level III Entry, $24.38
   Effective Date – December 30, 2019
   Completed Probationary Period

x. Kamie Rothenberger – Enrichment Specialist, Education of Children & Youth Experiencing Homelessness
   Effective Date – December 17, 2019
   Removal of Assignment

y. Kamie Rothenberger – Educational Coach, Head Start
   Change Recommended Hourly Rate from Level II Probationary, $23.30 to Level II Entry, $23.83
   Effective Date – December 23, 2019
   Completed Probationary Period

z. Britanyana Santiago – Paraeducator, Head Start
   Change Recommended Hourly Rate from Level I, Probationary, $11.87 to Level I, Entry, $12.42
   Effective Date – December 30, 2019
   Completed Probationary Period
aa. Jamie Sauselen – Paraeducator, Head Start
   Change Recommended Hourly Rate from Level I, Probationary, $11.87 to
   Level I, Entry, $12.42
   Effective Date – December 16, 2019
   *Completed Probationary Period*

bb. Alice Shomgard
   Change from Paraeducator, Child Care to Teacher, Child Care
   Change Recommended Hourly Rate from $12.97 to $15.65
   Effective Date – December 18, 2019
   *Replacement*

cc. Theresa Soley – Occupational Therapist, Early Intervention
   Change Recommended Hourly Rate from Col. 4, Step 3, $44.06 to Col. 4, Step 3, $45.01
   Effective Date – July 1, 2019
   *Rate Correction*

dd. Mary Stelter – Physical Therapist, Early Intervention
   Change Recommended Annual Salary/Hourly Rate from Col. 1, Step 3, $46,649/$35.07 to
   Col. 1, Step 3, $47,149/$36.21
   Effective Date – July 1, 2019
   *Rate Correction in accordance with BCIUEA Salary Schedule*

ee. Rebecca Thomas – Administrative Assistant, Head Start
   Change Recommended Hourly Rate from Level III, Probationary, $18.36 to
   Level III, Entry, $18.91
   Effective Date – December 3, 2019
   *Completed Probationary Period*

ff. Laura Young – Speech Therapist, Early Intervention
   Recommended Hourly Rate – $56.10
   Effective Date – December 16, 2019 – February 28, 2020
   *Additional Days (not to exceed 2 days)*

3. Professional Development and Curriculum Office
   a. Kelli Harris – Peer Reviewer, PA Key
      Recommended Annual Stipend – $1,000 (to be prorated)
      Effective Date – December 9, 2019 – June 30, 2020
      *Additional Responsibilities*

   b. Beth Simon – Peer Reviewer, PA Key
      Recommended Annual Stipend – $1,000 (to be prorated)
      Effective Date – December 9, 2019 – June 30, 2020
      *Additional Responsibilities*
D. Additions to 2019-2020 Approved Substitute Lists – Ratifications
   Alternative Education
   Marlenny Martinez Inoa, Specialist – Effective December 16, 2019
   Doreen Strausser, Teacher – Effective November 25, 2019
   Jacqueline Vidal, Specialist – Effective January 6, 2020

   Child Care
   Doreen Strausser, Degreed Teacher – Effective December 9, 2019

   Early Intervention
   Marlenny Martinez Inoa, Paraeducator – Effective December 16, 2019
   Doreen Strausser, Teacher – Effective November 25, 2019
   Jacqueline Vidal, Paraeducator – Effective January 6, 2020

   Facilities
   Bethzaida Cheek, Custodian – Effective November 25, 2019
   Iralisa Mercedes, Custodian – Effective January 2, 2020

   Head Start
   Doreen Strausser, Teacher – Effective November 25, 2019
   Jacqueline Vidal, Paraeducator – Effective January 6, 2020

   Pre-K Counts
   Marlenny Martinez Inoa, Paraeducator – Effective December 16, 2019
   Doreen Strausser, Teacher – Effective November 25, 2019
   Jacqueline Vidal, Paraeducator – Effective January 6, 2020

   Special Education
   Marlenny Martinez Inoa, Specialist – Effective December 16, 2019
   Doreen Strausser, Teacher – Effective November 25, 2019
   Jacqueline Vidal, Specialist – Effective January 6, 2020

E. Additions to Approved 2019-2020 Out-Of-Class Substitute Lists – Ratifications
   Head Start
   Elba Rodriguez – Effective January 6, 2020

   Remove from Approved 2019-2020 Out-of-Class Substitute Lists
   Child Care
   Katherine Palm-Seiler – Effective December 19, 2019

F. Remove from 2019-2020 Approved Substitute Lists
   Child Care
   Verna Kinsey, Paraeducator – Effective November 11, 2019
   Shanda Mengel, Teacher – Effective December 16, 2019
   Kimberly Sivak, Paraeducator – Effective December 17, 2019

   Early Intervention
   Kimberly Sivak, Paraeducator – Effective December 17, 2019
Facilities
Yajaira Rivera, Custodian and Delivery Driver – Effective August 23, 2019
Gene Sedoti, Custodian – Effective November 18, 2019

Head Start
Kimberly Sivak, Paraeducator – Effective December 17, 2019

Pre-K Counts
Kimberly Sivak, Paraeducator – Effective December 17, 2019

Transportation
Cindy Emerich, Substitute Bus/Van Assistant and Misc. Transportation
Effective December 9, 2019
William Haines, Substitute Bus/Van Assistant and Misc. Transportation
Effective November 25, 2019
Gene Sedoti, Substitute Fueler, Transportation
Effective November 18, 2019

G. Employment – Approvals
No Items to Consider

H. Change of Status – Approvals
No Items to Consider

I. Leave of Absence Requests
1. Business Services/Operations Office
   Personal Leave (unpaid - without benefits – FMLA)
   a. Charles Weaver – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – November 20, 2019
   b. David Arentz – Level II Custodian, Facilities
      Effective Date – October 9, 2019
   c. Keisha Brown – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – October 24, 2019
   d. Jeremy Tinnin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – September 9, 2019
   e. Nannette Waid – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 18, 2019

   Personal Leave (unpaid - without benefits – not FMLA)
   b. David Arentz – Level II Custodian, Facilities
      Effective Date – October 9, 2019
   c. Keisha Brown – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – October 24, 2019
   d. Jeremy Tinnin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – September 9, 2019
   e. Nannette Waid – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 18, 2019

2. Early Childhood & Student Services Office
   Personal Leave (unpaid - with benefits – FMLA)
   a. Jamie Kingsbury – Special Education Itinerant Teacher, Special Education
      Effective Date – November 18, 2019

3. Professional Development and Curriculum Office
   Personal Leave (unpaid - with benefits – FMLA)
   a. Pamela Eyer – Preschool Program Specialist, PA Key
      Effective Date – October 30, 2019
J. Return from Leave of Absence Requests
1. Business Services/Operations Office
   Personal Leave (unpaid – without benefits – not FMLA)
   a. David Arentz – Level II Custodian, Facilities
      Effective Date – December 3, 2019
   b. Keisha Brown – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 16, 2019
   c. Jeremy Tinnin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 11, 2019
2. Early Childhood & Student Services Office
   Personal Leave (unpaid - with benefits – not FMLA)
   i. Diamond Yulfo – Paraeducator, Head Start
      Effective Date – November 18, 2019
3. Human Resources Office
   Personal Leave (unpaid - without benefits – not FMLA)
   a. Jessica Dawson – Human Resources Specialist
      Effective Date – January 6, 2020
4. Professional Development and Curriculum Office
   Personal Leave (unpaid - with benefits – FMLA)
   a. Pamela Eyer – Preschool Program Specialist, PA Key
      Effective Date – December 9, 2019
K. Retirements
1. Business Services/Operations Office
   a. Beverly J. Brisan – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 20, 2019
   b. Gloria J. Gassert – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – June 5, 2020
   c. James R. Lash – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 20, 2019
   d. Janice M. Rubendall – Part-time Driver w & w/o Bus License, Assistant, Misc. Transportation,
      and Transportation Trainer
      Effective Date – November 27, 2019
   e. Carol A. Wehr – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – November 26, 2019
2. Professional Development and Curriculum Office
   a. Edward J. Dobry, Jr. – Remedial Teacher, Act 89
      Effective Date – June 5, 2020
   b. Mary D. Mazzoni – Educational Consultant, Training and Consultation
      Effective Date – January 31, 2020
   c. Marla Nesbitt-Laws – Infant Early Childhood Mental Health Consultant, PA Key
      Effective Date – January 10, 2020
   d. Teresa A. Schutt – Program Administrator
      Effective Date – June 30, 2020
I. Resignations

1. Business Services/Operations Office
   a. Allen P. Dahl – Custodial Supervisor, Facilities
      Effective Date – January 6, 2020
   b. Tammy L. Gerber – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 20, 2019
   c. Alberto L. Gonzalez-Gonzalez – Dispatcher, Transportation
      Effective Date – December 6, 2019
   d. Antoinette B. Johnson – Part-time Bus/Van Assistant and Misc. Transportation
      Effective Date – December 11, 2019
   e. Samuel J. Marks – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 18, 2019
   f. Maria E. Perez-Vazquez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 20, 2019
   g. Tracy J. Rutkowski – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 18, 2019
   h. Christian J. Sanchez – Part-time School Bus Driver Trainee
      Effective Date – November 20, 2019
   i. Sarah E. Scharf – Part-time Bus/Van Assistant and Misc. Transportation
      Effective Date – December 2, 2019
   j. Gene S. Sedoti – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 18, 2019
   k. Claire A. Shearer – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 20, 2019
   l. George E. Shull, Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – August 20, 2019
   m. Juli S. Suarez – Level III Custodian, Facilities
      Effective Date – January 2, 2020

2. Early Childhood & Student Services Office
   a. Nicole B. Ackley – Family Engagement Worker, Head Start
      Effective Date – January 17, 2020
   b. Jennifer L. Dixon – Specialized Preschool Teacher – Itinerant, Early Intervention
      Effective Date – December 16, 2019
   c. Holly J. Foster – Special Education Teacher, Special Education
      Effective Date – January 16, 2020
   d. Bruna Goncalves – Paraeducator, Pre-K Counts
      Effective Date – December 13, 2019
   e. Adelaida T. Noguet – Family Engagement Worker, Head Start
      Effective Date – December 2, 2019
   f. Christaline Santiago – Family Engagement Worker, Head Start
      Effective Date – November 15, 2019

3. Information Technology Office
   a. Scott M. Robertson – Systems Analyst Developer, Application, Architecture & Development
      Effective Date – December 20, 2019

4. Professional Development and Curriculum Office
   a. Lisbeth Q. Ramos – Infant Early Childhood Mental Health Consultant, PA Key
      Effective Date – December 20, 2019
M. Terminations
1. Business Services/Operations Office
   a. Brandi N. Mays – Part-time Driver w/ w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – January 17, 2020
      Violation of Policy

N. Other
1. Business Services/Operations Office
   a. Lucille K. Gallis – Assistant Director for Finance
      Recommended Annual Salary – $115,000 (to be prorated)
      Effective Date – January 28, 2020
      Date Amended

   b. John C. Micka – Part-time Driver w/ w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 22, 2019
      Deceased

2. Professional Development and Curriculum Office
   a. Lynmarie A. Hilt – Program Administrator
      Recommended Annual Salary – $91,500 (to be prorated)
      Effective Date – December 3, 2019
      Date Amended

14. OTHER MATTERS FOR CONSIDERATION
A. EARLY CHILDHOOD & STUDENT SERVICES
   —MICHELLE REICHARD-HUFF, DIRECTOR
   No Items to Consider

B. PROFESSIONAL DEVELOPMENT & CURRICULUM
   —DANIEL RICHARDS, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Camille Catlett, for Camille Catlett to provide professional services relative to supporting the Office of Child Development and Early Learning (OCDEL) and Institutes of Higher Education across the state in developing strategies that better ensure the competencies, skills, and knowledge that are needed to work with babies, toddlers, and young children are available with their degree programs for a fee of $34,500 effective December 3, 2019, through June 30, 2020 (PA Key).

2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Ellen B. Kagen, for Ellen B. Kagen to provide professional services in support of Pennsylvania’s plan for sustainability of its Early Childhood System by strengthening early childhood professionals’ ability to implement the coach approach framework and skills and implementing a Train the Trainer for the Coach Approach to Adaptive Leadership in Early Childhood for a fee of $247,600 effective August 1, 2019, through June 30, 2020 (PA Key).

3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the American Institutes for Research (AIR), for AIR to conduct a full-day kindergarten study in Pennsylvania for a fee of $199,605 effective November 1, 2019, through June 30, 2020 (PA Key).
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Community College of Philadelphia (CCP), for CCP to deliver Child Development Associate courses to early childhood education professionals within the Commonwealth of Pennsylvania for a fee of $39,200 effective December 3, 2019, through June 30, 2020 (PA Key).

5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Edinboro University, for the Edinboro University to deliver Child Development Associate courses to early childhood education professionals within the Commonwealth of Pennsylvania for a fee of $33,800 effective January 9, 2020, through June 30, 2020 (PA Key).

6. To ratify Amendment #6 to the current agreement between the Berks County Intermediate Unit (BCIU) and New World NOW (NWN), for NWN to modify its scope of services to provide expert consultation to Public Health Management Corporation (PHMC) relative to the implementation of the Professional Development Registry for Philadelphia. This amendment provides for a funding increase of $241,687 for a revised total of $1,674,884.50. All other terms and conditions remain in force (PA Key).

7. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Meghan McDoniel, for Megan McDoniel to modify the scope of services in support of the Preschool Development Grant Birth-5 (PDG B-5) and to extend the term through June 30, 2020. This amendment provides for a funding increase of $10,000 for a revised total of $17,800. All other terms and conditions remain in force (PA Key).

8. To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Aditya Voleti, for Aditya Voleti to modify the scope of services in support of the Office of Child Development and Early Learning’s (OCDEL) implementation of Professional Development Organizations and to extend the term through July 31, 2020. This amendment provides for a funding increase of $8,000 for a revised total of $12,500. All other terms and conditions remain in force (PA Key).

9. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and ZERO TO THREE for ZERO TO THREE to modify its scope of services to provide for a second P-5 Competencies cohort program. This amendment provides for a funding increase of $38,085 for a revised total of $83,435. All other terms and conditions remain in force (PA Key).

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CIO / DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Daniel Boone Area School District, for the BCIU to provide Infinite Campus Standard Support Services, at a cost of $6.00/student, for the period of July 1, 2020, through June 30, 2021.

2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Oley Valley School District, for the BCIU to provide Infinite Campus Standard Support Services, at a cost of $6.00/student, for the period of July 1, 2020, through June 30, 2021.
3. To ratify a 12-month license agreement for the renewal purchase of 20 licenses of Wrike Project Management business licenses at a cost of $5,300 for the term December 8, 2019, through December 7, 2020.

D. BUSINESS SERVICES/OPERATIONS  
—DONNA DELORETTA, CFO / COO
1. To award contracts for Copy Paper through the Berks County Joint Purchasing Board.

2. To approve a change in the mileage allowance rate from 58.0¢ to 57.5¢ per mile to conform with Internal Revenue Service regulations, effective January 1, 2020.

3. To authorize the appropriate officers to execute an addendum to the student transportation contract between the Berks County Intermediate Unit (BCIU) and the Reading School District (RSD), authorizing the BCIU to contract with TransPar Group Inc, for advisory services and technical assistance in support of the original agreement, including but not limited to, the deployment of services from two (2) full time TransPar resources dedicated to transportation for the District, consisting of one (1) Transportation Support Manager and one (1) Transportation Liaison, effective January 17, 2020. The Reading School District will reimburse the BCIU at a cost of $14,062.50 per month.

4. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and TransPar Group, Inc., for TransPar Group, Inc. to provide professional advisory services and technical support related to transportation services for the Reading School District (RSD). TransPar Group, Inc. will provide a Support Manager and a Bi-Lingual Liaison to support the integration of RouteFinderPro software and establish performance statistics and actionable information to increase the efficiency of RSD transportation services, effective January 17, 2020, through June 30, 2021, for a monthly fee of $18,750.

E. ADMINISTRATION  
—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT