COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS
   ◆ EMPLOYEE-OF-THE-MONTH FOR OCTOBER 2019
     — Lydia Lopez, Operations Specialist, Office of Business Services / Operations
   ◆ EMPLOYEE OF THE MONTH FOR NOVEMBER 2019
     — Kim Shimko, Software Support Specialist, Office of Information Technology
   ◆ RETIREE
     — Robert A. Adler, Alternative Education Teacher, Office of Early Childhood and Student Services
   ◆ FEATURED PROGRAM
     INSIDE BCIU...JUST FOR YOU!
     Office of Professional Development and Curriculum
     — Dan Richards, Director, Office of Professional Development and Curriculum

II. EXECUTIVE DIRECTOR’S REPORT
   A. Executive Director Update
      1. PSBA Allwein Society
      2. Act 55 – School Board Member Training
      3. Newslink
      4. Berks County Ecosystem (STEM Learning)
      5. Legislative Update
      6. State Mandates Document
      7. Snacks With Santa | Saturday, December 14, 2019 | 9:00 A.M. to 11:00 A.M. – Children’s Activities | 9:30 A.M. to 11:00 A.M. – Visits with Santa | BCIU Main Office
      8. BCIU Staff Holiday Breakfast | Thursday, December 19, 2019 | 7:30 to 10:00 A.M.
      9. Other Items
   B. Agenda Review

III. EXECUTIVE SESSION

REGULAR MEETING

01. CALL TO ORDER
   A. Pledge to the Flag and Roll Call
   B. Announcements
      1. Executive Session
      2. Agenda Update
      3. Persons Desiring to be Heard

02. APPROVAL OF MINUTES
   A. Meeting of October 17, 2019
03. APPROVAL/RATIFICATION OF BCIU GENERAL FUND BILLS (Detailed list of bills are available.)

<table>
<thead>
<tr>
<th>SOURCE</th>
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<th>AMOUNT</th>
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<tbody>
<tr>
<td>October 2019 Ratifications</td>
<td>1-15</td>
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<td>October 2019 Ratifications-PSDLAF</td>
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04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – $6,000,000:

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05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF NOVEMBER 15, 2019:

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<th>Funding Source</th>
<th>Current</th>
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<td>Other Revenue Sources</td>
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06. APPROVAL/RATIFICATION OF HEAD START:
- Financial Statements (October 2019)
- Credit Card Purchases (October 2019)
- Non-Federal Share Report (October 2019)
- Policy Council Minutes/Resolutions (October 2019)
- Program Information/Updates/Attachments

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE October 1, 2019 $4,148,577.17

RECEIPTS
- REVENUE RECEIPTS $10,429,666.62
- RETURNED CHECKS $0.00
- INVESTMENT REDEMPTIONS $0.00 $10,429,666.62 $14,578,243.79

DISBURSEMENTS
- PRE-BOARD RATIFICATIONS $3,860,756.90
- BOARD APPROVALS $631,958.31
- POST BOARD RATIFICATIONS
- PSDLAF $14,709.64
- POST BOARD RATIFICATIONS IU $2,240,516.79
- TOTAL CHECKS WRITTEN $6,747,941.64
- CHECKS VOIDED ($37,047.07)
- PAYROLL DISTRIBUTIONS $5,413,202.95 $12,124,097.52

ENDING BALANCE - October 31, 2019 $2,454,146.27
Board of Directors Meeting  
November 21, 2019  
Dr. Jill M. Hackman, Executive Director  
AGENDA – Page 3

**INVESTMENTS**

<table>
<thead>
<tr>
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<th>OF DEPOSIT</th>
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<tr>
<td>ENDING BALANCE</td>
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**CASH AVAILABLE-October 31, 2019**  
$2,454,146.27

08. **INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**October 2019**

- Tompkins VIST  $8,627.76
- PNC $35.21

09. **COMMUNICATIONS**

Elizabeth S. Huhn, *Secretary*

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. **Alternative Education Program – GED Preparation – Program 20-308**

Office of Early Childhood and Student Services  
1/1/20 – 12/31/20

The GED Preparation program and support classes are designed to provide an educationally conducive instructional environment for adults on behalf of the Berks County Jail System. The GED Preparation class, Adult Basic Education class, and English Language Support class are designed so that inmates age 18 or older, or those age 16-17 that have officially withdrawn from secondary education, are able to continue their educational progress while incarcerated with the goal of obtaining their GED or high school diploma equivalency. There is close staff collaboration with the officials at the Berks County Jail System for supports and services. This program is funded by the Berks County Jail System (since 2018).
2. **Berks County Intermediate Unit Child Care - Program 551**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20  
$3,527,484  
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 thirteen months through twelve years (since 1971).

3. **Title II – Non-Public - Program 19-191**  
Office of Professional Development and Curriculum  
7/1/19 – 9/30/20  
$133,536  
The Title II federally funded program provides funding to provide private school personnel with high-quality, personalized professional development that is evidence-based and focused on improving teaching and student learning and achievement. The Berks County public school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible nonpublic schools within Berks County. The Title II professional development services for nonpublic school teachers and administrators are developed in consultation with officials of the nonpublic schools and in accordance with federal regulations (since 2017).

4. **Title IV – Non-Public - Program 19-192**  
Office of Professional Development and Curriculum  
7/1/19 – 9/30/20  
$97,551  
The Title IV federally funded program provides opportunities for student support and academic enrichment to improve students’ academic achievement by increasing the capacity of States, local educational agencies, schools, and local communities to:  
1. Provide all students with access to a well-rounded education;  
2. Improve school conditions for student learning;  
3. Improve the use of technology in order to improve the academic achievement and digital literacy of all students.  
The Berks County public school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible nonpublic schools within Berks County. The Title IV services for nonpublic school students are developed in consultation with officials of the nonpublic schools and in accordance with federal regulations (since 2017).

5. **Project Launch – Program 254**  
Office of Professional Development and Curriculum  
7/1/19-9/30/19  
$14,727  
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 through September 2019 to support an Early Childhood Wellness Expert for this project (since 2015).
C. Changes to Initial Budgets

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

Office of Early Childhood and Student Services
7/1/18 – 6/30/19

Total Proposed Revised Budget: $799,254

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

2. Project Elect/Fatherhood Initiative
(Education Leading to Employment and Career Training) – Program 235

Office of Early Childhood and Student Services
7/1/18 – 6/30/19

Total Proposed Revised Budget: $645,863.90

Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993). These budget changes are necessary to make year-end adjustments.

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

Office of Early Childhood and Student Services
7/1/18 – 6/30/19

Total Proposed Revised Budget: $2,529,634

This proprietary program provides alternative education services at Learning Academy at Thomas Ford 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 changes are necessary to make year-end adjustments.

4. Title II NonPublic – Program 18-191

Office of Professional Development and Curriculum
7/1/18 – 9/30/20

Total Proposed Revised Budget: $167,030

The Title II federally funded program provides funding to provide private school personnel with high-quality, personalized professional development that is evidence-based and focused on improving teaching and student learning and achievement. The Berks County public school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible nonpublic schools within Berks County. The Title II professional development services for nonpublic school teachers and administrators are developed in consultation with officials of the nonpublic schools and in accordance with federal regulations (since 2017). These budget changes are necessary to make year-end adjustments.
5. **Title IV NonPublic – Program 18-192**  
Office of Professional Development and Curriculum  
7/1/18 – 9/30/20  
**Total Proposed Revised Budget: $101,935**  
The Title IV federally funded program provides opportunities for student support and academic enrichment to improve students’ academic achievement by increasing the capacity of States, local educational agencies, schools, and local communities to:  
1. Provide all students with access to a well-rounded education;  
2. Improve school conditions for student learning;  
3. Improve the use of technology in order to improve the academic achievement and digital literacy of all students.

The Berks County public school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible nonpublic schools within Berks County. The Title IV services for nonpublic school students are developed in consultation with officials of the nonpublic schools and in accordance with federal regulations (since 2017). These budget changes are necessary to make year-end adjustments.

6. **Early Childhood Mental Health Initiative (PA Key) Program 223**  
Office of Professional Development and Curriculum  
7/1/18 – 6/30/19  
**Total Proposed Revised Budget: $829,249**  
Funded by the federal government through BCIU IDEA Section-619 and BCIU State Early Intervention funds, this program provides funding for mental health consultants in the six regional keys as well as provides support and monitoring to Pre-K Counts, Head Start State Supplemental and Accountability Block Grant programs throughout the state (since 2009). This budget change reflects the additional funding provided in FY 18/19.

7. **PA Key Program 225**  
Office of Professional Development and Curriculum  
7/1/18 – 6/30/19  
**Total Proposed Revised Budget: $29,350,003**  
The PDE Office of Child Development and Early Learning and BCIU collaborate to provide statewide leadership in the development of an integrated system of quality early childhood education programs. PA Key works to develop a statewide quality improvement plan that includes professional development, technical assistance, career lattices, and a data management system for all preschool, childcare, and Head Start centers. This program is federally funded through Child Care Development Fund, the Head Start Fund, the American Reinvestment and Recovery Act (ARRA) Child Development Fund, and the Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program Fund (since 2005). This budget change reflects funding adjustments that provided additional funds for the Race to the Top Initiatives and special initiatives.
8. **PA Pre-K Counts – OCDEL Program 228**  
Office of Professional Development and Curriculum  
7/1/19 – 6/30/20  
**Total Proposed Revised Budget:** $2,467,310  
Funded by the Pennsylvania Department of Education through a contract with the BCIU, this program provides monitoring, technical assistance, consultation, and training and materials for all Pennsylvania Pre-K Counts approved providers. In addition, the BCIU will administer a sub-grant program for two faith-based Pennsylvania Pre-K Counts approved providers (since 2007). The change is necessary due to an increase in the funding for the faith-based providers based on an approved increase in the cost per child served, and an additional increase of administrative funding for the FY 19/20 Pre-K Counts expansion.

9. **BCIU Print Service Center - Program 605**  
Office of Information Technology Services  
7/1/18 – 6/30/19  
**Total Proposed Revised Budget:** $483,128  
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 changes are necessary to make year-end adjustments.

10. **Operation and Maintenance of Buildings - Program 116**  
Office of Business Services  
7/1/18 – 6/30/19  
**Total Proposed Revised Budget:** $5,144,316  
This program accounts for the operation and maintenance of the Berks County Intermediate Unit Rivers Chase building, the BCIU Learning Center at Hamburg, the Reading Crest building, the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul’s, the BCIU Learning Center at the Education Centre and the BCIU Transportation Center. Expenditures include salaries and benefits for building and maintenance staff, custodians, safety coordinator, utilities, insurance, contracted repairs, maintenance, supplies, equipment, and interest and principal payments. Revenues include rent from programs, meeting room rental income, repair services, first aid/CPR fees, and the state share of FICA and Retirement (since 1989). These budget changes are necessary due to year-end adjustments.

D. **Budgetary Transfers**  
1. **Special Education Contracted Services – Program 302**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19  
**Total Proposed Revised Budget:** $575,229  
This proprietary program provides to local school districts special education instructional programs and services including Hearing Impaired classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991). These budget transfers are necessary to reflect actual expenditures.
2. **Extended School Year Program – Program 303**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19  
Funded by contracts with districts using Component 4 IDEA dollars, this six-week program serves students who demonstrate regression and limited ability to recoup academic information during planned school breaks (since 1988). These budget transfers are necessary to reflect actual expenditures.  

3. **Special Education Core – Program 304**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19  
Funded by the Pennsylvania Department of Education, this budget covers costs for management, federal/state mandates for special education, direct services, child tracking (Penn Data) services, and administrative functions designed to support the Special Education programs throughout the Berks County Intermediate Unit and our school districts (since 1991). These budget transfers are necessary to reflect actual expenditures.

4. **Prison Program – Program 307**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19  
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 budget transfers are necessary to reflect actual expenditures.

5. **Alternative Education Program – GED Preparation – Program 18-308**  
Office of Early Childhood and Student Services  
1/1/18 – 12/31/18  
The GED Preparation program and support classes are designed to provide an educationally conducive instructional environment for adults on behalf of the Berks County Jail System. The GED Preparation class, Adult Basic Education class, and English Language Support class are designed so that inmates age 18 or older, or those age 16-17 that have officially withdrawn from secondary education, are able to continue their educational progress while incarcerated with the goal of obtaining their GED or high school diploma equivalency. There is close staff collaboration with the officials at the Berks County Jail System for supports and services. This program is funded by the Berks County Jail System (since 2018). These budget transfers are necessary to reflect actual expenditures.

6. **Alternative Education Program for Immigration & Customs Enforcement at Berks Heim – Program 309**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19  
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 budget transfers are necessary to reflect actual expenditures.
7. **Berks County Intermediate Unit Child Care – Program 551**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19  
$161,792  
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 thirteen months through twelve years (since 1971). These budget transfers are necessary to reflect actual expenditures.

8. **Caron Treatment Center Alternative Education Program – Program 629**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19  
$585  
This proprietary program is a partnership between BCIU and 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 district of the students. Non-Pennsylvania students are funded by the Caron Foundation (since 1990). These budget transfers are necessary to reflect actual expenditures.

9. **Driver Education – Program 633**  
Office of Early Childhood and Student Services  
7/1/18 – 6/30/19  
$11,948  
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 are necessary to reflect actual expenditures.

10. **Head Start State Supplemental Assistance Program – Program 170**  
Office of Professional Development and Curriculum  
7/1/18 – 6/30/19  
$30,400  
Funded by the federal government through the Pennsylvania Department of Education and the Head Start State Collaboration Office, this program provides monitoring and technical assistance to Head Start State Supplemental grantees throughout the state (since 2005). These budget transfers are necessary to reflect actual expenditures.

11. **Title II NonPublic – Program 17-191**  
Office of Professional Development and Curriculum  
7/1/17 – 9/30/19  
$79,000  
The Title II federally funded program provides funding to provide private school personnel with high-quality, personalized professional development that is evidence-based and focused on improving teaching and student learning and achievement. The Berks County public school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible nonpublic schools within Berks County. The Title II professional development services for nonpublic school teachers and administrators are developed in consultation with officials of the nonpublic schools and in accordance with federal regulations (since 2017). These budget transfers are necessary to reflect actual expenditures.
12. **Title IV NonPublic – Program 17-192**  
Office of Professional Development and Curriculum  
7/1/17 – 9/30/19  
$9,525  
The Title IV federally funded program provides opportunities for student support and academic enrichment to improve students’ academic achievement by increasing the capacity of States, local educational agencies, schools, and local communities to:  
1. Provide all students with access to a well-rounded education;  
2. Improve school conditions for student learning;  
3. Improve the use of technology in order to improve the academic achievement and digital literacy of all students.  

The Berks County public school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible nonpublic schools within Berks County. The Title IV services for nonpublic school students are developed in consultation with officials of the nonpublic schools and in accordance with federal regulations (since 2017). These budget transfers are necessary to reflect actual expenditures.

13. **PA Pre-K Counts – OCDEL - Program 228**  
Office of Professional Development and Curriculum  
7/1/18 – 6/30/19  
$128,000  
Funded by the Pennsylvania Department of Education through a contract with the BCIU, this program provides monitoring, technical assistance, consultation, and training and materials for all Pennsylvania Pre-K Counts approved providers. In addition, the BCIU will administer a sub-grant program for two faith-based Pennsylvania Pre-K Counts approved providers (since 2007). These budget transfers are necessary to reflect actual expenditures.

14. **Project Launch - Program 254**  
Office of Professional Development and Curriculum  
7/1/18 – 6/30/19  
$5,000  
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 through September 2019 to support an Early Childhood Wellness Expert for this project (since 2015). These budget transfers are necessary to reflect actual expenditures.

15. **Berks Online Learning - Program 680**  
Office of Professional Development and Curriculum  
7/1/18 – 6/30/19  
$200  
This proprietary program is a partnership between BCIU and multiple cyber course providers to offer local school districts online education options for K-12 students (since 2008) These budget transfers are necessary to reflect actual expenditures.
16. **Information Technology Software Services - Program 671**
   Office of Information Technology Services  
   7/1/18 – 6/30/19  
   $19,409
   Comprised of two sub-budgets, this proprietary fund accounts for expenditures and revenue related to supplemental services internal and external to the Berks County Intermediate Unit. These services include software as a service hosting, application development, software support and training, documentation, and technology consultation (since 1994). These budget transfers are necessary to reflect actual expenditures.

17. **Intermediate Unit General Fund - Program 115**
   Office of Business Services  
   7/1/18 – 6/30/19  
   $783,275
   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 are necessary to reflect actual expenditures.

18. **Vehicle Maintenance - Program 630**
   Office of Business Services  
   7/1/18 – 6/30/19  
   $107,740
   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 budget transfers are necessary to reflect actual expenditures.

19. **Vehicle Maintenance Parts Inventory - Program 631**
   Office of Business Services  
   7/1/18 – 6/30/19  
   $30,000
   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 are necessary to reflect actual expenditures.

20. **BCIU Contracted Transportation - Program 632**
   Office of Business Services  
   7/1/18 – 6/30/19  
   $265,375
   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 budget transfers are necessary to reflect actual expenditures.
13. PERSONNEL MATTERS
—ROB ROSENBERRY, DIRECTOR

A. General
1. To approve the Data Systems Project Manager, PA Key position description.

2. To acknowledge receipt of the list containing salaries of eleven (11) PA Key employees for Board approval, effective July 1, 2019.

3. To approve the 2020-2021 BCIU Holiday Calendar.

4. To approve a Compensation and Benefits Plan for the Chief Financial Officer / Chief Operating Officer, Donna L. DeLoretta. This is not an employment contract but rather a summary of compensated benefits for Donna L. DeLoretta as the Chief Financial Officer / Chief Operating Officer for the Berks County Intermediate Unit through June 30, 2023. This Plan shall be effective January 6, 2020

B. Employment – Ratifications
1. Business Services/Operations Office
   a. Patricia A. Care – Part-time School Bus Driver Trainee
      Recommended Hourly Rate - $11.90
      Effective Date – October 21, 2019
      Replacement

   b. Hector Centeno – Part-time School Bus Driver Trainee
      Recommended Hourly Rate - $11.90
      Effective Date – November 4, 2019
      Replacement

   c. Timothy E. Devlin – Part-time School Bus Driver Trainee
      Recommended Hourly Rate - $11.90
      Effective Date – November 4, 2019
      Replacement

   d. Maytte M. Espinal – Part-time School Bus Driver Trainee
      Recommended Hourly Rate - $11.90
      Effective Date – November 4, 2019
      Replacement

   e. Tammy L. Gerber – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates - $14.00, $11.85, and $10.83
      Effective Date – October 28, 2019
      Replacement

   f. Frank J. McKenzie – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates - $14.00, $11.85, and $10.83
      Effective Date – October 21, 2019
      Replacement
2. Early Childhood & Student Services Office
   a. Carolina Casteneda Escobar – Paraeducator, Head Start
      Recommended Hourly Rate - Level I, Probationary, $11.87
      Effective Date – October 21, 2019
      New Position

   b. Rebecca E. Ceccola – Teacher, Head Start
      Recommended Hourly Rate - Level III, Probationary, $19.57
      Effective Date – October 28, 2019
      Replacement

   c. Jamie L. Hivner – Teacher, Head Start
      Recommended Hourly Rate - Level III, Probationary, $19.57
      Effective Date – November 4, 2019
      Replacement

   d. Steven B. Long – Teacher, Pre-K Counts
      Recommended Annual Salary - Col. 1, Step 1, $35,000 (to be prorated)
      Effective Date – October 14, 2019
      Replacement

   e. Marlenny Martinez Inoa – Paraeducator, Head Start
      Recommended Hourly Rate - Level II, Probationary, $12.42
      Effective Date – November 11, 2019
      New Position

   f. Vicki L. Ravert – Early Childhood Data Specialist, Office of Early Childhood and Student Services
      Recommended Annual Salary - $43,173 (to be prorated)
      Effective Date – November 4, 2019
      New Position

   g. Marian E. Stoltzfus – Paraeducator, Early Intervention
      Recommended Hourly Rate - $10.95
      Effective Date – October 28, 2019
      Replacement
h. Madison T. VanPelt – Family Engagement Worker, Head Start
   Recommended Hourly Rate - Level VI, Probationary, $14.95
   Effective Date – October 28, 2019
   
3. Professional Development and Curriculum Office
   a. Elizabeth J. Fox-Parks – Early Head Start Specialist, PA Key
      Recommended Annual Salary - $55,845 (to be prorated)
      Effective Date – November 11, 2019
      
   b. Leslie A. Rapsey – Infant Early Childhood Mental Health Consultant, PA Key
      Recommended Annual Salary - $51,765 (to be prorated)
      Effective Date – November 14, 2019
      
C. Change of Status – Ratifications

   1. Business Services/Operations Office
      a. Terry Campbell – Level VI Clerk, Fiscal Services
         Recommended Hourly Rate - $20.47
         Effective Date – October 29, 2019
         Additional Assignment

      b. Jose Chavez
         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 – November 8, 2019
         Voluntary Reassignment

      c. 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 – October 21, 2019
         Voluntary Reassignment

      d. Donna DeLoretta – Acting Chief Financial Officer / Chief Operating Officer
         Recommended Monthly Stipend - $2,698.68
         Effective Date – October 28, 2019 – January 5, 2020
         Temporary Additional Responsibilities

      e. Geovany Hernandez Ruiz
         Change from Part-time Driver w/ & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/ & w/o Bus License, Assistant, and Misc. Transportation
         No Change in Recommended Hourly Rates
         Effective Date – October 21, 2019
         Voluntary Reassignment
f. Michael Molina  
   Change from Part-time Driver w/ & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/ & w/o Bus License, Assistant, and Misc. Transportation  
   No Change in Recommended Hourly Rates  
   Effective Date – October 28, 2019  
   Voluntary Reassignment

g. Erika Montoya  
   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 – November 18, 2019  
   Voluntary Reassignment

h. Juan Orsini, Jr.  
   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 – October 17, 2019  
   Voluntary Reassignment

i. Julie Roman  
   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 – November 7, 2019  
   Voluntary Reassignment

j. Mildry Santana – Part-time Driver w/o Bus License  
   Recommended Hourly Rate - $14.00  
   Effective Date – October 23, 2019  
   Additional Assignment

k. Lesly Torres  
   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 – November 8, 2019  
   Voluntary Reassignment

l. Lesly Torres - Fueler  
   Effective Date – November 8, 2019  
   Removal of Assignment

m. Andrea Wolf - Part-time Driver w/ & w/o Bus License, Assistant, and Misc. Transportation  
   Effective Date – November 4, 2019  
   Removal of Assignments
n. Sheila Wyatt
   Change from Dispatcher, Part-time Driver w/ & w/o Bus License, Assistant, and Misc.
   Transportation to Supervisor, Transportation, Muhlenberg, Head Start and Antietam,
   Transportation
   Change Recommended Hourly Rates from $16.65, $19.80, $17.20, $14.58, and $13.35 to
   Annual Salary, $40,616 (to be prorated)
   Effective Date – October 21, 2019
   Replacement

2. Early Childhood & Student Services Office
   a. Jennifer Dixon
      Change from Alternative Education Teacher, Alternative Education to
      Specialized Preschool Teacher – Itinerant, Early Intervention
      No Change in Recommended Annual Salary
      Effective Date – October 30, 2019
      Replacement

   b. Jasmine Rodriquez
      Change from Paraeducator, Head Start to Floating Teacher, Head Start
      Change Recommended Hourly Rate from Level III, Probationary, $12.95 to Level I,
      Probationary, $17.93
      Effective Date – November 11, 2019
      Replacement

   c. Michelle Whitehouse – Special Education Itinerant Teacher, Special Education
      Change Recommended Annual Salary from Col. 5, Step 7, $63,498 to Col. 6, Step 7,
      $64,191
      Effective Date – September 1, 2019
      Salary Adjustment per BCIUEA Agreement

3. Professional Development and Curriculum Office
   a. William Gallagher
      Change from Data Systems Coordinator, PA Key to Data Systems Project Manager, PA Key
      Change Recommended Annual Salary from $54,753 to $65,790 (to be prorated)
      Effective Date – October 28, 2019
      Reorganization

   b. Karen Heiland – Remedial Teacher, Act 89
      Change Recommended Annual Salary from Col. 5, Step 9, $65,972 to Col. 6, Step 9, $66,664
      Effective Date – September 1, 2019
      Salary Adjustment per BCIUEA Agreement

   c. Rebecca Lamar
      Change from Career Pathway Manager, PA Key to Manager of Higher Education Initiatives,
      PA Key
      No Change in Recommended Annual Salary
      Effective Date – October 28, 2019
      New Position
d. Megan Pittsinger
   Change from Regional Program Quality Assessor, PA Key to
   Regional Program Quality Supervisor, PA Key
   Change in Recommended Annual Salary from $51,765 to $58,395 (to be prorated)
   Effective Date – November 11, 2019
   New Position

D. Additions to 2019-2020 Approved Substitute Lists – Ratifications
   Act 89
   Alia Emery, Remedial Teacher – Effective November 11, 2019

   Transportation
   Dary Esther Del Orbe Rosa, Part-time Driver w/o Bus License, Assistant and Misc. Transportation
   Effective October 21, 2019

E. Additions to Approved 2019-2020 Out-Of-Class Substitute Lists – Ratifications
   Head Start
   Marlenny Martinez Inoa – Effective November 11, 2019
   Jasmine Rodriguez, Level I, Probationary - Effective August 12, 2019

F. Remove from 2019-2020 Approved Substitute Lists
   Head Start
   Jasmine Rodriguez, Out of Class Teacher – Effective November 11, 2019

   Transportation
   Cynthia Gonzalez, Part-time Driver w/ & w/o Bus License, Assistant, and Misc. Transportation
   Effective October 29, 2019

G. Employment – Approvals
   1. Business Services/Operations Office
      a. Lucille K. Gallis – Assistant Director for Finance
         Recommended Annual Salary - $115,000 (to be prorated)
         Effective Date – to be determined pending pre-employment process
         Replacement

   2. Professional Development and Curriculum Office
      a. Lynmarie A. Hilt – Program Administrator
         Recommended Annual Salary - $91,500 (to be prorated)
         Effective Date – to be determined pending pre-employment process
         Replacement

H. Change of Status – Approvals
   1. Business Services/Operations Office
      a. Eric Clemmer
         Change from Program Administrator, Operations to Assistant Director for Operations
         Change Recommended Annual Salary from $81,255.61 to $101,000 (to be prorated)
         Effective Date – November 25, 2019
         Reorganization
b. Donna DeLoretta  
   Change from Assistant Director, Fiscal Services to Chief Financial Officer /  
   Chief Operating Officer  
   Change Recommended Annual Salary from $115,000 to $147,384.20 (to be prorated)  
   Effective Date – January 6, 2020  
   Replacement  

2. Early Childhood & Student Services Office  
   a. Jordyn Katrinak  
      Change from Paraeducator, Early Intervention to Substitute Paraeducator, Early Intervention  
      Change in Recommended Hourly Rate from $12.37 to $9.73  
      Effective Date – December 19, 2019  
      Voluntary Reassignment  

I. Leave of Absence Requests  
   1. Business Services/Operations Office  
      Personal Leave (unpaid - without benefits – not FMLA)  
      a. Jael Rivera – Part-time Bus/Van Assistant and Misc. Transportation  
         Effective Date – October 21, 2019  

   2. Early Childhood & Student Services Office  
      Personal Leave (unpaid - with benefits - FMLA)  
      a. Michelle Whitehouse – Special Education Itinerant Teacher, Special Education  
         Effective Date – September 27, 2019  

   3. Professional Development and Curriculum Office  
      Personal Leave (unpaid - with benefits – not FMLA)  
      a. Lakia Taylor – Administrative Assistant, PA Key  
         Effective Date – October 30, 2019  

J. Return from Leave of Absence Requests  
   1. Business Services/Operations Office  
      Personal Leave (unpaid – with benefits – FMLA)  
      a. Lori Shimko – Level V Accounting Clerk, Fiscal Services  
         Effective Date – November 4, 2019  
      Personal Leave (unpaid – without benefits – not FMLA)  
      b. Alicia Kachel – Part-time Driver w/ & w/o Bus License, Assistant, and Misc. Transportation  
         Effective Date – August 20, 2019  

   2. Early Childhood & Student Services Office  
      Personal Leave (unpaid - with benefits – FMLA)  
      a. Michelle Whitehouse – Special Education Itinerant Teacher, Special Education  
         Effective Date – September 30, 2019  
      Personal Leave (unpaid - with benefits – not FMLA)  
      b. Misty Esslinger – Teacher, Pre-K Counts  
         Effective Date – August 14, 2019  
      c. Carmen Gonzalez – Paraeducator, Head Start  
         Effective Date – September 20, 2019  
      d. Claire Stednitz – Paraeducator, Early Intervention  
         Effective Date – October 17, 2019  

3. Professional Development and Curriculum Office
   Personal Leave (unpaid - with benefits – not FMLA)
   a. Melissa Evans – Infant Early Childhood Mental Health Consultant, PA Key
      Effective Date – November 4, 2019
   b. Lakia Taylor – Administrative Assistant, PA Key
      Effective Date – November 7, 2019

K. Retirements
1. Early Childhood & Student Services Office
   a. Robert A. Adler – Alternative Education Teacher, Alternative Education
      Effective Date – January 2, 2020

L. Resignations
1. Business Services/Operations Office
   a. Karen L. Baize – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – October 25, 2019
   b. Kathyria N. Diaz – Part-time Bus/Van Assistant and Misc. Transportation
      Effective Date – November 1, 2019
   c. James H. Dotzenroth, Jr. - Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – October 25, 2019
   d. Bruce L. Dutt - Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – October 18, 2019
   e. George M. Longridge – Chief Financial Officer / Chief Operating Officer
      Effective Date – December 31, 2019
   f. Deborah H. Miccicke - Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – October 31, 2019

2. Early Childhood & Student Services Office
   a. Erika L. Cortez – Paraeducator, Early Intervention
      Effective Date – November 22, 2019
   b. Susanna Cortez – Emotional Support Specialist, Alternative Education
      Effective Date – November 1, 2019
   c. Lauren M. Hammond – Tutor, Education of Children & Youth Experiencing Homelessness
      Effective Date – October 16, 2019
   d. Heather Shelly – Specialized Preschool Teacher – Classroom, Early Intervention
      Effective Date – December 18, 2019
   e. Sarah J. Troester – Alternative Education Teacher, Immigration and Customs Enforcement
      Effective Date – November 21, 2019
   f. Kelsey N. Weber – Paraeducator, Child Care
      Effective Date – October 11, 2019

3. Human Resources Office
   a. Taryn E. DeWald – Human Resources Specialist
      Effective Date – November 8, 2019

M. Terminations
1. Business Services/Operations Office
   a. Michelle L. Geisinger - Part-time School Bus Driver Trainee
      Effective Date – November 22, 2019
      Job Abandonment
N. Other
   1. Business Services/Operations Office
      a. George M. Longridge – Chief Financial Officer / Chief Operating Officer
         To approve all terms of a separation between the Berks County Intermediate Unit
         and George M. Longridge as per the Separation Agreement.

14. OTHER MATTERS FOR CONSIDERATION
A. EARLY CHILDHOOD & STUDENT SERVICES
   —MICHELLE REICHARD-HUFF, DIRECTOR

   1. To approve the Early Intervention Program Calendar for July 1, 2020, through
      June 30, 2021.

   2. To approve the BCIU Child Care Rate Schedule for Private Clients, effective

B. PROFESSIONAL DEVELOPMENT & CURRICULUM
   —DANIEL RICHARDS, DIRECTOR

   1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Child Care
      Professionals Network (CCPN), for CCPN to deliver Child Development Associate courses to
      early childhood education professionals within the Commonwealth of Pennsylvania for a fee
      of $51,000 effective October 1, 2019, through June 30, 2020 (PA Key).

   2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and District
      1199C Training and Upgrading Fund, for District 1199C Training and Upgrading Fund to
      deliver Child Development Associate courses to early childhood education professionals
      within the Commonwealth of Pennsylvania for a fee of $22,000 effective October 1, 2019,
      through June 30, 2020 (PA Key).

   3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the
      Pennsylvania Association for the Education of Young Children (PennAEYC), for PennAEYC
      to deliver Child Development Associate courses to early childhood education professionals
      within the Commonwealth of Pennsylvania for a fee of $49,564 effective October 1, 2019,
      through June 30, 2020 (PA Key).

   4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lola M.
      Rooney, for Lola M. Rooney to deliver Child Development Associate courses to early
      childhood education professionals within the Commonwealth of Pennsylvania for a fee of
      $12,000 effective October 1, 2019, through June 30, 2020 (PA Key).

   5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lehigh
      Carbon Community College (LCCC), for LCCC to deliver Child Development Associate
      courses to early childhood education professionals within the Commonwealth of Pennsylvania
      for a fee of $43,020 effective November 1, 2019, through June 30, 2020 (PA Key).

   6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and 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 March 31, 2020
      (PA Key).
7. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and the Alliance for the Advancement of Infant Mental Health (AAIMH), for AAIMH to modify its scope of services to include reflective consultation for two (2) hours per month for up to four (4) additional staff members. This amendment provides for a funding increase of $7,200 for a revised total of $165,069 for the period March 19, 2019, through June 30, 2021 (PA Key).

8. To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and the Fred Rogers Center at Saint Vincent College, for the Fred Rogers Center to work with partner learning organizations to identify, capture, and highlight existing family engagement practices and the development of a broad professional learning resource to support learning organizations and families in building relationships. This amendment provides for a funding increase of $175,000 for a revised total of $180,000 for the period July 1, 2019, through June 30, 2020 (PA Key).

C. INFORMATION TECHNOLOGY
   —SCOTT MAJOR, CIO / DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit and BCC Software, for the renewal of subscription licensing for the Satori Architect Mail software utilized to provide discounted postal costs for our tax billing service offering. The cost of this service is $7,700 for the term of December 1, 2019, through November 30, 2020.

2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Lincoln Intermediate Unit, for an Erate Consulting Services partnership to provide services to the schools of Berks County for the Erate Funding Year 2020-2021. The BCIU will receive a one-time stipend of $250 for each successful school district referral in Berks County. The one-year agreement becomes effective at signing.

3. To approve the Resolution and the execution of the Consortium Agreement with PAIUnet to receive 20 gigabit per second wide area network telecommunications service and Internet Access service, if applicable, and to pay for the services in accordance with the Consortium Agreement. This Consortium Agreement shall be in effect for an initial term through June 30, 2025, for wide area network telecommunications service and through June 30, 2022, for Internet Access service. Annual (pre-erate) fees for the WAN services and administration will total $59,465.59.

D. BUSINESS SERVICES/OPERATIONS
   —DONNA DELORETTA, ACTING CFO / COO

1. To approve the 2020-2021 proposed Budget Calendar.

2. To authorize the appropriate officers to execute a fifth amendment to the lease agreement between the Berks County Intermediate Unit and Third & Locust, LP, for rental of approximately 2,454 square feet of additional office space known as Suite 201 located on the second floor for the PA Key program. The rate of $14.75/square foot remains the same for this space located at 200 N. Third St., Harrisburg, PA, effective January 1, 2020, and shall increase $.50/square foot on April 1, 2020, and subsequent anniversaries until termination on March 31, 2022. The revised total rentable square footage within the building will be approximately 14,627 (PA Key).
E. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To approve the Safe Schools Initiative Competitive Targeted Equipment Grant agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Education, for the BCIU to furnish all qualified personnel, facilities, materials, and other services and, in consultation with the PDE, provide the services as detailed in the grant. The grant amount of $14,261.66 shall be used to defray program costs incurred from July 1, 2019, to June 30, 2020, and will be effective on the date the agreement is fully executed by all required parties, and terminate on June 30, 2020.

2. To appoint Rob Rosenberry, Human Resources Director, as the BCIU Management representative to the Berks County School Districts Health Trust (BCSDHT), to fill the unexpired term of George Longridge, effective November 22, 2019, through June 30, 2020.

3. To appoint Donna DeLoretta as Open Records Officer in accordance with Act 3 of 2008, Pennsylvania Right-to-Know Law, with alternate Scott Major, effective November 22, 2019.

4. To appoint Donna DeLoretta as the Berks County Intermediate Unit School Safety and Security Coordinator as per Section 1309-B of Act 44 of 2018, amending the Public School Code, effective November 22, 2019.

5. To set the 2020 Berks County Intermediate Unit Board of Directors’ regular meeting dates for the third Thursday of the month, with the Committee-of-the-Whole to begin at 6:15 P.M. and the regular meeting to begin no earlier than 7:00 P.M. immediately following the Committee-of-the-Whole, and to authorize the administration to advertise these meeting dates in accordance with Act 84 (Sunshine Law).

6. To cancel the December 19, 2019, meeting of the Berks County Intermediate Unit Board of Directors and to authorize the officers and administration to take the necessary steps to pay bills and salaries until the next regular meeting of the BCIU Board on January 16, 2020.

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT