The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, October 17, 2019, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Timothy Heffner called the meeting to order 7:29 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Bill Carl*; Jill A. Dennin*; Elizabeth S. Huhn; Jean Kelleher; Linda R. Lash*; David Rathgeb; Ralph C. Richard; Ann Sellers; Brian Specht; James Ulrich; Carl Ziegler. and Timothy M. Heffner.

*attended via phone; two votes counted as per Board policy.

Absent: Dr. David Hemberger; Dr. Amy Kennedy; Randall R. Madara; Oscar Manbeck; Gary McEwen; and Terrie Taylor, LSW

Intermediate Unit: Dr. Jill M. Hackman; George Longridge; Scott Major; Michelle Reichard-Huff; Dan Richards; Rob Rosenberry; and Jan Krotee

Solicitor: John Stott, Esquire

Guest/s: None

Press: Keith Smoker

Following the pledge of allegiance and roll call, President Heffner noted that an executive session was not necessary.

President Heffner asked if anyone present would like to speak regarding an agenda item. No one desired to speak.

A motion was made by Carl, seconded by Rathgeb, to approve the minutes of the meeting of Thursday, September 19, 2019.

Motion carried.

A motion was made by Huhn, seconded by Ziegler, to ratify / approve / acknowledge the following:

03. **APPROVAL/RATIFICATION OF BCIU GENERAL FUND BILLS**

(Detailed list of bills is available.)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>PAGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2019 Ratifications</td>
<td>1-13</td>
<td>$1,026,370.69</td>
</tr>
<tr>
<td>September 2019 Ratifications-PSDLAF</td>
<td>1-2</td>
<td>$5,934.07</td>
</tr>
<tr>
<td>October 2019 Ratifications</td>
<td>1-7</td>
<td>$3,860,756.90</td>
</tr>
<tr>
<td>October 2019 Approvals</td>
<td>1-7</td>
<td>$631,958.31</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>5,525,019.97</td>
</tr>
</tbody>
</table>

Announcements & Agenda Update

Persons Desiring to Be Heard

Approval of Minutes

—Item 02.

IU Bills and Financial Reports—Items 03., 04., 05., 06., 07., & 08.

(Detailed list of bills available for review.)
04. **Tompkins/Vist Revenue Anticipation Note – $6,000,000 (Information Item):**

<table>
<thead>
<tr>
<th>Amount Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11, 2019</td>
</tr>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

05. **Accounts Receivable Aging Report as of October 11, 2019 (Information item):**

<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>$275,062.87</td>
<td>$55,145.70</td>
<td>$15.61</td>
<td>$511,037.37</td>
<td>$1,136,518.49</td>
</tr>
<tr>
<td>Commonwealth of PA</td>
<td>$6,034,823.76</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$160,386.98</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Revenue Sources</td>
<td>$239,898.71</td>
<td>$36,635.93</td>
<td>$4,653.00</td>
<td>$20,812.79</td>
<td>$2,433.00</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$6,549,785.34</td>
<td>$91,781.63</td>
<td>$4,668.61</td>
<td>$692,237.14</td>
<td>$1,138,951.49</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$8,477,424.21</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

06. **Approval/Ratification of Head Start:**
- Financial Statements (September 2019)
- Credit Card Purchases (September 2019)
- Non-Federal Share Report (September 2019)
- Policy Council Minutes/Resolutions (September 2019)
- Program Information/Updates/Attachments

07. **Combined Financial Report**

**CASH**

<table>
<thead>
<tr>
<th>BEGINNING BALANCE September 1, 2019</th>
<th>$1,157,253.18</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIPTS</td>
<td></td>
</tr>
<tr>
<td>REVENUE RECEIPTS</td>
<td>$10,397,911.51</td>
</tr>
<tr>
<td>RETURNED CHECKS</td>
<td>$0.00</td>
</tr>
<tr>
<td>INVESTMENT REDEMPTIONS</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$10,397,911.51</td>
</tr>
<tr>
<td></td>
<td>$11,555,164.69</td>
</tr>
<tr>
<td>DISBURSEMENTS</td>
<td></td>
</tr>
<tr>
<td>PRE-BOARD RATIFICATIONS</td>
<td>$756,140.44</td>
</tr>
<tr>
<td>BOARD APPROVALS</td>
<td>$662,190.66</td>
</tr>
<tr>
<td>POST BOARD RATIFICATIONS</td>
<td></td>
</tr>
<tr>
<td>PSDLA F</td>
<td>$5,934.07</td>
</tr>
<tr>
<td>POST BOARD RATIFICATIONS IU</td>
<td>$1,026,370.69</td>
</tr>
<tr>
<td>TOTAL CHECKS WRITTEN</td>
<td>$2,450,635.86</td>
</tr>
<tr>
<td>CHECKS VOIDED</td>
<td>($173,290.86)</td>
</tr>
<tr>
<td>PAYROLL DISTRIBUTIONS</td>
<td>$5,129,242.52</td>
</tr>
<tr>
<td></td>
<td>$7,406,587.52</td>
</tr>
<tr>
<td>ENDING BALANCE - September 30, 2019</td>
<td>$4,148,577.17</td>
</tr>
<tr>
<td><strong>INVESTMENTS</strong></td>
<td></td>
</tr>
<tr>
<td>CERTIFICATES OF DEPOSIT</td>
<td></td>
</tr>
<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>
<tr>
<td><strong>CASH AVAILABLE-September 30, 2019</strong></td>
<td>$4,148,577.17</td>
</tr>
</tbody>
</table>
08. **INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**September 2019**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tompkins VIST</td>
<td>$7,115.22</td>
</tr>
<tr>
<td>PNC</td>
<td>$37.58</td>
</tr>
</tbody>
</table>

Yeas: Carl; Huhn; Kelleher; Lash; Rathgeb; Richard; Sellers; Specht; Ulrich; Ziegler; Heffner.  
Nays: None.  Motion carried.

09. **COMMUNICATIONS**

*No Items to Report.*

10. **OLD BUSINESS**

*No Items to Report.*

11. **REPORT OF NEGOTIATIONS COMMITTEE**

*No Items to Report.*

A motion was made by Ulrich, seconded by Ziegler, to approve the following budget items:

A. **New and Proposed Budgets**

1. **PA Career Readiness State Training Plan – Program 272**

   Office of Professional Development and Curriculum  
   7/1/19 – 6/30/20  
   $81,750

   The BCIU, through an agreement with the Allegheny Intermediate Unit (AIU3), will serve as the liaison for Career Ready Region 10 for the PA Career Readiness State Training Plan. Region 10 includes Berks County IU (14), Bucks County IU (22), Chester County IU (24), Delaware County IU (25), Montgomery County IU (23), and Philadelphia IU (26). The BCIU, under this agreement, is charged with facilitating LEA trainings designed by State Training Plan Partners, providing Teacher in the Workplace training, and supporting schools in strategies, action planning, and technical assistance as it relates to career readiness (new).

2. **Early Childhood Social Emotional Marketing Campaign – Program 199**

   Office of Administration  
   6/1/19 – 6/30/20  
   $212,487

   The BCIU Executive Office Creative Team, through a memorandum of understanding with the PA Key Office and the Office of Childhood Development and Early Learning (OCDEL), will provide contracted services for the Pennsylvania Key Early Childhood Social Emotional marketing campaign (new).
B. Initial Budgets

1. Head Start Training & Technical Assistance - Program 20-175
   Office of Early Childhood and Student Services
   1/1/20 – 12/31/20
   Funded by federal dollars through the Department of Health and Human Services, Administration for Children and Families, the Head Start Training and Technical Assistance Program supports the professional development needs of Head Start staff, which may include the cost of trainings, supplies associated with training, costs to attend conferences, and coaching needs. Program funds may also be used to support the professional development and training needs of parents whose children are enrolled in the Head Start program (since 1985).

   Funded by federal dollars through the Department of Health and Human Services, Administration for Children and Families, the Head Start Training and Technical Assistance Program supports the professional development needs of Head Start staff, which may include the cost of trainings, supplies associated with training, costs to attend conferences, and coaching needs. Program funds may also be used to support the professional development and training needs of parents whose children are enrolled in the Head Start program (since 1985).

   1/1/20 – 12/31/20
   $58,512

2. Early Childhood Mental Health Initiative – Program 223
   Office of Professional Development and Curriculum
   7/1/19-6/30/20
   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).

   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).

   7/1/19-6/30/20
   $901,146

3. Comprehensive Support and Improvement – Program 284
   Office of Professional Development and Curriculum
   7/1/19-6/30/20
   The BCIU, through an agreement with the Allegheny Intermediate Unit (AIU3), will provide services associated with the overall system for school improvement and specifically services associated with the Comprehensive Support and Improvement (CSI) that AIU3 has contracted with the Pennsylvania Department of Education to provide statewide. The BCIU’s services will include the recruitment, hiring, logistics, and supervision of the Statewide School Improvement Dashboard Manager. The BCIU will also serve as a lead partner and advisory member for CSI statewide services (since 2018).

   The BCIU, through an agreement with the Allegheny Intermediate Unit (AIU3), will provide services associated with the overall system for school improvement and specifically services associated with the Comprehensive Support and Improvement (CSI) that AIU3 has contracted with the Pennsylvania Department of Education to provide statewide. The BCIU’s services will include the recruitment, hiring, logistics, and supervision of the Statewide School Improvement Dashboard Manager. The BCIU will also serve as a lead partner and advisory member for CSI statewide services (since 2018).

   7/1/19-6/30/20
   $394,432

4. Operation and Maintenance of Buildings– Program 116
   Office of Business Services
   7/1/19-6/30/20
   This program accounts for the operation and maintenance of the Berks County Intermediate Unit Main Office building, the BCIU Learning Center at Hamburg, the Reading Crest building, the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul’s, the BCIU Learning Center at the Education Centre, and the BCIU Transportation Center. Expenditures include salaries and benefits for building and maintenance staff, custodians, safety coordinator, utilities, insurance, contracted repairs, maintenance, supplies, equipment, and interest and principal payments. Revenues include rent from programs, meeting room rental income, repair services, first aid/CPR fees, and the state share of FICA and Retirement (since 1989).

   This program accounts for the operation and maintenance of the Berks County Intermediate Unit Main Office building, the BCIU Learning Center at Hamburg, the Reading Crest building, the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul’s, the BCIU Learning Center at the Education Centre, and the BCIU Transportation Center. Expenditures include salaries and benefits for building and maintenance staff, custodians, safety coordinator, utilities, insurance, contracted repairs, maintenance, supplies, equipment, and interest and principal payments. Revenues include rent from programs, meeting room rental income, repair services, first aid/CPR fees, and the state share of FICA and Retirement (since 1989).

   7/1/19-6/30/20
   $5,004,303
C. Changes to Initial Budgets

1. Early Intervention ACCESS - Program 215
   Office of Early Childhood and Student Services
   7/1/19 – 6/30/20
   **Total Proposed Revised Budget: $776,290**
   Funded by the state, this program, now referred to as School-Based Access Program (SBAP), is an avenue for the BCIU to receive additional federal funding through Medicaid dollars for medical/mental health related special education services to students in the PA Medical Assistance Program (since 1991). This change reflects an increase to our reimbursement target.

2. Early Intervention - Program 348
   Office of Early Childhood and Student Services
   7/1/18 – 6/30/19
   **Total Proposed Revised Budget: $15,932,526**
   Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983). The change is necessary due to an additional state funding allocation of $71,316.

3. Early Intervention - Program 348
   Office of Early Childhood and Student Services
   7/1/19 – 6/30/20
   **Total Proposed Revised Budget: $15,985,675**
   Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983). The change is necessary due to an additional state funding allocation of $35,658 and a $35,658 increased MA target.

4. Budgetary Transfers
   **No Items to Consider**

Yea: Carl; Huhn; Kelleher; Lash; Rathgeb; Richard; Sellers; Specht; Ulrich; Ziegler; Heffner.
Nay: None. Motion carried.

13. PERSONNEL MATTERS
   —ROB ROSENBERRY, DIRECTOR

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

A. General

Resolved, for the Board of Directors to approve the following Atlas Transportation employees to be assigned to the Berks County Intermediate Unit to provide transportation services according to the terms of the agreement with Atlas Transportation:
   a. Charlotte Cruz Rodriguez
   b. Jesus Paula Delossantos

To approve the following position descriptions:
   a. Manager of Higher Education Initiatives, PA Key
   b. Technical Support Specialist, PA Key
To ratify the unpaid internships as noted below:


c. Katie Riddle, Wyomissing High School student interested in Speech Pathology, under the supervision of Lauren Wasmuth, Speech Therapist, effective September 18, 2019, through May 22, 2020.

d. Lauren McCormick, Kutztown University undergraduate student majoring in Early Ed PreK-4 and Visual Impairments Birth-21, under the supervision of Amanda Kutzura, Vision Itinerant, effective October 21, 2019, through December 12, 2019.

To ratify the unpaid externship placement as noted below:


To ratify the unpaid Level 1 field experience as noted below:


B. Employment – Ratifications

1. Business Services/Operations Office

   a. Michelle L. Geisinger – Part-time School Bus Driver Trainee
      Recommended Hourly Rate - $11.90
      Effective Date – September 23, 2019
      Replacement

   b. Kim M. Kugler – Coordinator – Payroll Services, Fiscal Services
      Recommended Annual Salary - $54,753 (to be prorated)
      Effective Date – September 16, 2019
      Replacement

   c. Deborah D. Miccike – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
      Recommended Hourly Rates - $14.00, $11.85, and $10.83
      Effective Date – October 7, 2019
      Replacement
2. Early Childhood & Student Services Office
   a. Christian A. Burggraf – Security Specialist, Alternative Education
      Recommended Annual Salary - $30,861 (to be prorated)
      Effective Date – September 23, 2019
      Replacement

   b. Evelyn Gonzalez – Bilingual Enrollment Specialist, Pre-K Counts
      Recommended Hourly Rate - $14.25
      Effective Date – September 23, 2019
      Replacement

   c. Tsehay A. Jackson – Alternative Education Teacher, Alternative Education
      Recommended Annual Salary - Col. 3, Step 6, $51,626 (to be prorated)
      Effective Date – September 30, 2019
      Replacement

   d. June E. Malocu – Health and Nutrition Specialist, Head Start
      Recommended Hourly Rate - Level I, Probationary, $17.93
      Effective Date – September 23, 2019
      New Position

   e. Stacey L. Orth – Paraeducator, Early Intervention
      Recommended Hourly Rate - $10.95
      Effective Date – September 16, 2019
      New Position

   f. Kristina M. Rhodes – Specialized Preschool Teacher – Itinerant, Early Intervention
      Recommended Annual Salary - Col. 4, Step 6, $61,569 (to be prorated)
      Effective Date – September 16, 2019
      Replacement

   g. Jaime L. Roshon – Educational Coach, Head Start
      Recommended Hourly Rate - Level III, Probationary, $23.83
      Effective Date – September 30, 2019
      New Position

   h. Britanyana Santiago – Paraeducator, Head Start
      Recommended Hourly Rate - Level I, Probationary, $11.87
      Effective Date – September 30, 2019
      Replacement

   i. Jamie A. Sauselen – Paraeducator, Head Start
      Recommended Hourly Rate - Level I, Probationary, $11.87
      Effective Date – September 16, 2019
      New Position
j. Jennifer R. Schaffer – Level V Program Secretary, Early Intervention
   Recommended Hourly Rate - $14.43
   Effective Date – October 7, 2019
   Replacement

3. Professional Development and Curriculum Office
   a. Lauren R. Kryston – Infant Early Childhood Mental Health Consultant, PA Key
      Recommended Annual Salary - $55,080 (to be prorated)
      Effective Date – September 30, 2019
      New Position

C. Change of Status – Ratifications
   Ratifications – Change of Status — Items 13. C.
   1. Business Services/Operations Office
      a. Carmen Colon
         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 – October 1, 2019
         Replacement

      b. Jessenia Diaz
         Change from Part-time School Bus Driver Trainee to Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation
         Change Recommended Hourly Rate from $11.90 to $16.70, $14.00, $11.85 and $10.83
         Effective Date – September 12, 2019
         Obtained CDL

      c. Deborah Fisher – Part-time Bus/Van Assistant and Misc. Transportation
         Change Recommended Hourly Rates from $11.35 and $10.33 to $11.85 and $10.83
         Effective Date – September 5, 2019
         Completed Probationary Period

      d. 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 – September 5, 2019
         Replacement
e. 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 – September 30, 2019
   Voluntary Reassignment

f. Elisabeth Oxenreider – Part-time Driver w/ Bus License
   Recommended Hourly Rate - $16.70
   Effective Date – December 7, 2018
   Obtained CDL

h. Leslie Schilling
   Change from Part-time School Bus Driver Trainee to Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation
   Change Recommended Hourly Rate from $11.90 to $16.70, $14.00, $11.85 and $10.83
   Effective Date – September 13, 2019
   Obtained CDL

h. Jacqueline Torres
   Change from Part-time Driver w/o Bus License, Assistant and Misc. Transportation to Substitute Driver w/o Bus License, Assistant and Misc. Transportation
   No Change in Recommended Hourly Rates
   Effective Date – September 16, 2019
   Voluntary Reassignment

i. Stephanie Wolfe
   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 – September 24, 2019
   Replacement

2. Early Childhood & Student Services Office
   a. Elizabeth Angstadt – Assistant Program Administrator, Early Intervention
      Recommended Monthly Stipend - $800.00
      Effective Date – October 1, 2019
      Temporary Additional Responsibilities

   b. Esmeralda Calderon
      Change from Enrollment Specialist, Pre-K Counts to Substitute Enrollment Specialist, Pre-K Counts
      No Change in Recommended Hourly Rate
      Effective Date – October 7, 2019
      Voluntary Reassignment
c. Tiffany DeJesus
Change from Substitute Paraeducator, Head Start to
Paraeducator, Head Start
Change Recommended Hourly Rate from $9.68 to Level
I, Entry, $12.42
Effective Date – September 30, 2019
Replacement

d. Shirley Fantozzi
Change from Floating Teacher, Head Start to Substitute
Teacher, Head Start
Change Recommended Hourly Rate from Level III,
Entry, $20.11 to $14.73
Effective Date – September 30, 2019
Voluntary Reassignment

e. Susan Gernert
Change from Paraeducator, Head Start to Paraeducator,
Pre-K Counts
Change Recommended Hourly Rate from Level II,
Entry, $12.95 to $12.30
Effective Date – October 7, 2019
Replacement

f. Heather Grim – Assistant Program Administrator, Early
Intervention
Recommended Monthly Stipend - $800.00
Effective Date – October 1, 2019
Temporary Additional Responsibilities

g. Linda Johnson
Change from Paraeducator, Head Start to Teacher, Head
Start
Change Recommended Hourly Rate from Level III,
Probationary, $12.95 to
Level II, Probationary, $18.48
Effective Date – October 14, 2019
Replacement

h. Rickiesha Logan
Change from Teacher, Head Start to
Disabilities/Transition Specialist, Head Start
Change Recommended Hourly Rate from Level V,
Entry $21.20 to Level III, Probationary, $23.83
Effective Date – September 16, 2019
Replacement

i. Kamie Rothenberger – Enrichment Specialist, Education
of Children & Youth Experiencing Homelessness
Effective Date – June 12, 2019
Voluntary Removal of Assignment
j. Kamie Rothenberger – Tutor, Education of Children & Youth Experiencing Homelessness  
   Effective Date – June 12, 2019  
   *Voluntary Removal of Assignment*

k. Kamie Rothenberger  
   Change from Teacher, Head Start to Educational Coach, Head Start  
   Change Recommended Hourly Rate from Level III, Entry $20.11 to Level II, Probationary, $23.30  
   Effective Date – September 23, 2019  
   *New Position*

l. Audra Schappell – Security Specialist, Alternative Education  
   Change Recommended Annual Salary from $30,861 to $32,361 (to be prorated)  
   Effective Date – October 14, 2019  
   *Equity Adjustment*

3. Professional Development and Curriculum Office  
   a. Gina Bongiovanni – Educational Consultant, Training and Consultation  
      Change Recommended Annual Salary from Col. 5, Step 8, $64,735 to Col. 6, Step 8, $65,427  
      Effective Date – September 1, 2019  
      *Salary Adjustment per BCIUEA Agreement*

D. **Additions to 2019-2020 Approved Substitute Lists – Ratifications**

   Alternative Education  
   Esmeralda Calderon, Specialist – Effective October 7, 2019  
   Emily Guilbe, Specialist – Effective September 9, 2019

   Child Care  
   Esmeralda Calderon, Paraeducator – Effective October 7, 2019  
   Nancy Echevarria, Paraeducator – Effective October 14, 2019

   Early Intervention  
   Esmeralda Calderon, Paraeducator – Effective October 7, 2019  
   Emily Guilbe, Paraeducator – Effective September 9, 2019

   Head Start  
   Esmeralda Calderon, Paraeducator – Effective October 7, 2019  
   Emily Guilbe, Paraeducator – Effective September 9, 2019

   Pre-K Counts  
   Esmeralda Calderon, Paraeducator – Effective October 7, 2019  
   Emily Guilbe, Paraeducator – Effective September 9, 2019

   Ratifications – Additions to 2019-2020 Approved Substitute Lists  
   —Item 13. D.
Special Education
Esmeralda Calderon, Specialist – Effective October 7, 2019
Emily Guilbe, Specialist – Effective September 9, 2019

Transportation
Clarissa Arroyo, Part-time Driver w/o Bus License, Assistant and Misc. Transportation – Effective September 23, 2019
Alyssa Strauss, Fueler – Effective September 12, 2019
Luke Troutman, Fueler – Effective September 12, 2019

E. Additions to Approved 2019-2020 Out-Of-Class Substitute Lists – Ratifications

Head Start
Linda Johnson, Teacher, Level II, Probationary – Effective September 3, 2019

Special Education
Audrianna Faria – Effective September 23, 2019

F. Remove from 2019-2020 Approved Substitute Lists

Alternative Education
Yariliza Nazario Rijo, Specialist – Effective September 16, 2019
Sallie Reid, Teacher – Effective September 6, 2019
Kari Wolfe, Specialist – Effective September 30, 2019

Child Care
Cynthia Boyer, Paraeducator – Effective September 30, 2019
Nancy Echevarria, Aide – Effective October 11, 2019
Yariliza Nazario Rijo, Aide – Effective September 16, 2019
Kari Wolfe, Paraeducator – Effective September 30, 2019

Early Intervention
Yariliza Nazario Rijo, Paraeducator – Effective September 16, 2019
Kari Wolfe, Paraeducator – Effective September 30, 2019

Head Start
Linda Johnson, Out of Class Teacher – Effective October 4, 2019
Yariliza Nazario Rijo, Paraeducator – Effective September 16, 2019
Kari Wolfe, Paraeducator – Effective September 30, 2019

Pre-K Counts
Cynthia Boyer, Paraeducator – Effective September 30, 2019
Yariliza Nazario Rijo, Paraeducator – Effective September 16, 2019
Kari Wolfe, Paraeducator – Effective September 30, 2019

Special Education
Yariliza Nazario Rijo, Specialist – Effective September 16, 2019
Kari Wolfe, Specialist – Effective September 30, 2019
Transportation
Ada Alvarado, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Nilda Aponte, Part-time Bus/Van Assistant and Misc. Transportation – Effective August 5, 2019
Shelly Bechtel, Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Ezequiel Cosme-Nieves, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Darigrey Del Orbe Rosa, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Rebecca Drakely, Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Robert Fair, Jr., Part-time Bus/Van Assistant and Misc. Transportation – Effective September 27, 2019
Wendy Gingrich, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Christian Gutierrez, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Ethan Hardy, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Samuel Hardy, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Kimberly Keller, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Roslynn Kreisher, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Jose Lopez, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Lydia Mendez, Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Connie Oakes, Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Magaly Ortiz, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Mercedes Perales, Part-time Bus/Van Assistant and Misc. Transportation – Effective August 5, 2019
Marly Peralta, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Jennifer Perez, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Damaris Rosario, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Robert Scherer, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Jennie Stricker, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Mary Torres-Santos, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation – Effective August 5, 2019
Deborah Wagner, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation –
Effective August 5, 2019
Craig Westervelt, Part-time Driver w/o Bus License, Assistant, and Misc. Transportation –
Effective August 5, 2019

G. Employment – Approvals
No Items to Consider

H. Change of Status – Approvals
1. Early Childhood & Student Services Office
   a. Elizabeth Angstadt
      Change from Assistant Program Administrator, Early Intervention to
      Program Administrator, Early Intervention
      Change Recommended Annual Salary from $76,157.28 to $88,000 (to be prorated)
      Effective Date – October 21, 2019

I. 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 – September 23, 2019

2. Early Childhood & Student Services Office
   Personal Leave (unpaid - with benefits – not FMLA)
   a. Claire Stednitz – Paraeducator, Early Intervention
      Effective Date – September 6, 2019
   b. Diamond Yulfo – Paraeducator, Head Start
      Effective Date – September 23, 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 – October 4, 2019

J. Return from Leave of Absence Requests
1. Business Services/Operations Office
   Personal Leave (unpaid - without benefits - not FMLA)
   a. Neishlarie Santiago-Cabrera – Level IV Clerk, Fiscal Services
      Effective Date – September 3, 2019

2. Early Childhood & Student Services Office
   Personal Leave (unpaid - without benefits - not FMLA)
   a. Jocelyn Richardson – Paraeducator, Child Care
      Effective Date – September 9, 2019
K. Retirements

No Items to Consider.

L. Resignations
1. Business Services/Operations Office
   a. Diana R. Caba – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
      Effective Date – October 11, 2019
   b. Taira M. Colon – Part-time Bus/Van Assistant and Misc. Transportation
      Effective Date – September 25, 2019
   c. Denisa Rivera-Torres – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
      Effective Date – September 16, 2019
   d. Mayelyn Ulerio DeLeon – Part-time Bus/Van Assistant and Misc. Transportation
      Effective Date – October 11, 2019
2. Early Childhood & Student Services Office
   a. Kelsey J. Bingaman – Specialized Preschool Teacher – Classroom, Early Intervention
      Effective Date – October 1, 2019
   b. Tammy L. Gravinese – Paraeducator, Head Start
      Effective Date – August 30, 2019
   c. Carla A. Guss – Tutor, Education of Children & Youth Experiencing Homelessness
      Effective Date – June 12, 2019
   d. Danielle P. Hilton – Teacher, Head Start
      Effective Date – September 11, 2019
   e. Carol A. Knapp – Paraeducator, Child Care
      Effective Date – October 2, 2019
   f. Jennifer L. Krasley – Paraeducator, Head Start
      Effective Date – October 18, 2019
   g. Crystal A. Rowles – Specialized Preschool Teacher – Itinerant, Early Intervention
      Effective Date – October 25, 2019
   h. Jodie A. Sweigart – Paraeducator, Child Care
      Effective Date – September 27, 2019
3. Professional Development and Curriculum Office
   a. Charles J. Trovato – Program Administrator
      Effective Date – December 3, 2019

M. Terminations

No Items to Consider
N. Other

1. Business Services/Operations Office
   a. Gene A. East – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
      Effective Date – September 6, 2019
      Deceased
   b. Kimberly M. Osborne – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
      Effective Date – September 12, 2019
      Resignation Date Amended

Yeas: Carl; Huhn; Kelleher; Lash; Rathgeb; Richard; Sellers; Specht; Ulrich; Ziegler; Heffner.
Nays: None. Motion carried.

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

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

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District, for the Reading School District to provide services to the ELECT students at a cost of $71,000 effective July 1, 2019, through June 30, 2020.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM
   —DAN RICHARDS, DIRECTOR

To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Research for Action, Inc. (RFA), for the RFA to support PA DHS – Office of Child Development and Learning (“OCDEL”) for research services for the Raising the bar, Raising the Floor: Systems Building for the Future of Pennsylvania’s Early Care and Education System project in support of the Preschool Development Grant. This amendment provides for a funding increase of $30,000 for a revised total of $345,000 for the period July 1, 2018, through December 30, 2019 (PA Key).

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Trying Together, for Trying Together to deliver Child Development Associate courses to early childhood education professionals within the Commonwealth of Pennsylvania for a fee of $64,900 effective September 1, 2019, through June 30, 2020 (PA Key).

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Northampton Community College (NCC), for NCC to deliver Child Development Associate courses to early childhood education professionals within the Commonwealth of Pennsylvania for a fee of $40,632 effective September 1, 2019, through June 30, 2020 (PA Key).
C. INFORMATION TECHNOLOGY
   —SCOTT MAJOR, DIRECTOR

To approve a lease schedule with HP, Inc. for a three-year lease for 110 laptop computers at a cost not to exceed $79,860 effective upon receipt of equipment.

To ratify a purchase agreement between the Berks County Intermediate Unit (BCIU) and PowerSchool Group, LLC, for PowerSchool Group, LLC for to provide the professional services required to upgrade to Cognos 11 for our eFinancePLUS clients. The total cost of $9,150 includes project management, technical services, and training.

To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the Boyertown 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, 2019, through June 30, 2020.

To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the Downingtown Area School District, for the BCIU to provide Infinite Campus Technical Support Services, at an hourly rate of $110/hour total not to exceed a total of $27,500 beginning August 1, 2019.

To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District, for the BCIU to provide PIMS Administration and Support Services, at a rate of $100/hour not to exceed a total of $7,500 for the period of July 1, 2019, through June 30, 2020.

To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the Fleetwood Area School District, for the BCIU to provide Software Support Services for eSchoolPLUS/IEPPLUS, at current board approved rates, for the period of July 1, 2019, through June 30, 2020.

To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the Hamburg Area School District, for the BCIU to provide Software Support Services for eSchoolPLUS/IEPPLUS, at current board approved rates, for the period of July 1, 2019, through June 30, 2020.

To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the Oley Valley School District, for the BCIU to provide Software Support Services for eSchoolPLUS/IEPPLUS, at current board approved rates, for the period of July 1, 2019, through June 30, 2020.

To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the Daniel Boone Area School District, for the BCIU to provide Software Support Services for eSchoolPLUS/IEPPLUS, at current board approved rates, for the period of July 1, 2019, through June 30, 2020.

Lease Schedule with HP, Inc. / 110 Laptops

Purchase Agreement with PowerSchool Group, LLC

Service Agreement with Boyertown ASD / Infinite Campus Support Services
   —Item 14. C. 3.


Agreement with Oley Valley SD / Software Support Services for eSchoolPLUS/IEPPLUS —Item 14. C. 8.

Agreement with Daniel Boone ASD / Software Support Services for eSchoolPLUS/IEPPLUS
To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the Abraxas Academy, for the BCIU to provide Software Support Services for eSchoolPLUS/IEPPLUS, at current board approved rates, for the period of July 1, 2019, through June 30, 2020.

To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District, for the BCIU to provide Software Support Services for eSchoolPLUS/IEPPLUS, at current board approved rates, for the period of July 1, 2019, through June 30, 2020.

D. BUSINESS SERVICES/OPERATIONS
— GEORGE LONGRIDGE, CFO / COO

To ratify an agreement between the Berks County Intermediate Unit and Atlas Transportation, for Atlas Transportation to provide transportation services as follows:

a. 9-passenger van to transport Early Intervention students to/from Lower Alsace at $535/day, effective September 18, 2019.

E. ADMINISTRATION
— DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider

<table>
<thead>
<tr>
<th>Yea</th>
<th>Carl; Huhn; Kelleher; Lash; Rathgeb; Richard; Sellers; Specht; Ulrich; Ziegler; Heffner.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nay</td>
<td>None. Motion carried.</td>
</tr>
</tbody>
</table>

Roll Call Vote

Mr. Ulrich thanked everyone for their calls, cards, and prayers during his recovery.

A motion was made by Richard, seconded by Carl, to adjourn the meeting at 7:57 p.m.

Adjournment

Voice Vote

Approved by,

Elizabeth S. Huhn, Secretary
THE FOLLOWING TOOK PLACE PRIOR TO THE REGULAR BOARD MEETING, DURING COMMITTEE-OF-THE-WHOLE:

Donna DeLoretta, Assistant Director in the Business Office, introduced Judy Keller to the Board upon her retirement. Mrs. DeLoretta shared that Judy is the Payroll Coordinator in the Office of Business Services. Judy has been a dedicated and committed employee since she began at the BCIU in 1993. Judy’s knowledge about the ins and outs of the payroll office is unsurpassed and she will truly be missed.

Judy was accompanied by Don Cramer to the Board meeting. She thanked Mrs. DeLoretta, Board members, and her co-workers, and said she has enjoyed her employment at the BCIU.

Dr. Hackman told the Board that Lydia Lopez, Operations Specialist in the Operations Department, was named Employee of the Month for October. She was unable to attend the Board meeting, so will be honored in November.

The second edition of Inside BCIU... Just for You! featured the Office of Information Technology. The video shared tips, tools, training, and software benefits available to BCIU employees.

In addition, in honor of National Cybersecurity Awareness Month, the video provided an overview of some of the resources available at the BCIU to protect both the organization and employees at work and at home.