

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
AUGUST 15, 2019  
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, August 15, 2019, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

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

Intermediate Unit Board: Jill A. Dennin; Dr. David Hemberger; Jean Kelleher; Dr. Amy Kennedy; Linda R. Lash; Randall R. Madara; Oscar Manbeck; Gary McEwen; David Rathgeb; Terrie Taylor, LSW; James Ulrich (via phone); and Timothy M. Heffner.

Absent: Bill Carl; Elizabeth S. Huhn; Ralph C. Richard; Ann Sellers; Brian Specht; and Carl Ziegler

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

Solicitor: John Stott, Esquire  
James Mancuso, Esquire

Guest/s: Dr. Kevin Andreyo

Press: None

Following the pledge of allegiance and roll call, President Heffner noted that an executive session was necessary prior to the meeting to discuss personnel matters, specifically a termination.

**Announcements  
& Agenda Update**

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

**Persons Desiring to Be  
Heard**

A motion was made by McEwen, seconded by Kelleher, to acknowledge receipt of bids for the replacement and repair of the roof at the BCIU Main Office on Monday, August 5, 2019, at 2:00 P.M.

**Receipt of Bids for Roof  
at BCIU Main Office  
—Item 01. C.**

**Motion carried.**

**Voice Vote**

A motion was made by Dennin, seconded by Taylor, to approve the minutes of the meeting of Thursday, June 20, 2019.

**Approval of Minutes  
—Item 02.**

**Motion carried.**

**Voice Vote**

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A motion was made by Lash, seconded by Kelleher, to ratify / approve / acknowledge the following:

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

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

SOURCE		PAGE	AMOUNT
June	2019 Ratifications	1-30	\$3,010,630.29
July	2019 Ratifications	1-49	\$3,236,716.73
June	2019 Ratifications-PSDLAF	1-2	\$24,617.00
July	2019 Ratifications-PSDLAF	1-2	\$9,083.44
August	2019 Ratifications	1-10	\$325,014.83
August	2019 Approvals	1-13	\$1,508,451.65
<b>TOTAL</b>			<b>\$8,114,513.94</b>

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

Amount Outstanding
August 9, 2019
\$0

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF AUGUST 9, 2019** *(Information item):*

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$51,892.51	\$1,651,836.70	\$17,519.61	\$501,739.05	\$693,862.42
Commonwealth of PA	\$0.00	\$37,025.00	\$1,926,992.3	\$0.00	\$0.00
Other Revenue Sources	\$54,351.59	\$192,901.25	\$548.00	\$7,404.00	\$1,408.00
<b>TOTALS</b>	\$106,244.10	\$1,881,762.95	\$1,945,059.9	\$509,143.05	\$695,270.42
<b>GRAND TOTAL</b>	<b>\$5,137,480.49</b>				

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

- Head Start Grant Agreement Renewal Notice
- Financial Statements (June and July 2019)
- Credit Card Purchases (June and July 2019)
- Non-Federal Share Report (June and July 2019)
- Policy Council Minutes/Resolutions (June and July)
- Program Information/Updates/Attachments

**07. COMBINED FINANCIAL REPORT**

**CASH**

<b>BEGINNING BALANCE - June 1, 2019</b>		<b>\$211,062.54</b>
<b>RECEIPTS</b>		
REVENUE RECEIPTS	\$13,403,355.61	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	\$0.00	\$13,403,355.61
		<b>\$13,614,418.15</b>

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**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$644,797.19	
BOARD APPROVALS	\$1,908,667.87	
POST BOARD RATIFICATIONS	<u>\$3,035,247.29</u>	
TOTAL CHECKS WRITTEN	\$5,588,712.35	
CHECKS VOIDED	(\$71,073.30)	
PAYROLL DISTRIBUTIONS	<u>\$5,531,736.75</u>	<u>\$11,049,375.80</u>
ENDING BALANCE - June 30, 2019		\$2,565,042.35

**INVESTMENTS**

**CERTIFICATES**

	<u>OF DEPOSIT</u>	<u>TOTAL</u>
BEGINNING BALANCE	\$0.00	\$0.00
PURCHASES	\$0.00	\$0.00
REDEMPTIONS	<u>\$0.00</u>	<u>\$0.00</u>
ENDING BALANCE	\$0.00	\$0.00
<b>CASH AVAILABLE - June 30, 2019</b>		<b>\$2,565,042.35</b>

**CASH**

**BEGINNING BALANCE - July 1, 2019** **\$2,565,042.35**

**RECEIPTS**

REVENUE RECEIPTS	\$10,694,563.81	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,694,563.81</u>
		\$13,259,606.16

**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$0.00	
BOARD APPROVALS	\$0.00	
POST BOARD RATIFICATIONS	<u>\$3,245,800.17</u>	
TOTAL CHECKS WRITTEN	\$3,245,800.17	
CHECKS VOIDED	(\$1,695.58)	
PAYROLL DISTRIBUTIONS	<u>\$4,389,441.78</u>	<u>\$7,633,546.37</u>
ENDING BALANCE - July 31, 2019		\$5,626,059.79

**INVESTMENTS**

**CERTIFICATES**

	<u>OF DEPOSIT</u>	<u>TOTAL</u>
BEGINNING BALANCE	\$0.00	\$0.00
PURCHASES	\$0.00	\$0.00
REDEMPTIONS	<u>\$0.00</u>	<u>\$0.00</u>
ENDING BALANCE	\$0.00	\$0.00
<b>CASH AVAILABLE - July 31, 2019</b>		<b>\$5,626,059.79</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

	<b>June 2019</b>		<b>July 2019</b>
Tompkins VIST	\$10,815.21	Tompkins VIST	\$4,256.54
PNC	\$40.16	PNC	\$47.37

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Yeas:	Dennin; Hemberger; Kelleher; Kennedy; Lash; Madara; Manbeck; McEwen; Rathgeb; Taylor; Ulrich; Heffner.	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

**09. COMMUNICATIONS**  
*No Items to Report.*

**COMMUNICATION**  
**—Item 09. A.**

**10. OLD BUSINESS**  
*No Items to Report.*

**Old Business—Item 10.**

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

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

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

**A. New and Proposed Budgets**  
*No Items to Consider.*

**BUDGETS**

**B. Initial Budgets**

**1. Early Intervention – IDEA Section 619 - Program 185**

Office of Early Childhood and Student Services  
7/1/19 – 6/30/20

\$844,330

This program is federally funded for Early Intervention under the provisions of P.L. 99-457. It supplements Early Intervention services, by funding office rent, property and liability insurance, professional legal fees, and other supplemental expenditures. \$485,000 will be funding for Early Childhood Mental Health programs (since 1986).

**2. Individuals with Disabilities Education (IDEA 2004)  
Act 2004 (Part B) - Program 186**

Office of Early Childhood and Student Services  
7/1/19 – 6/30/20

\$1,364,491

The federal funding source for this program is P.L. 108-446, Individuals with Disabilities Education Act 2004 – Part B. This budget is Component 1 which supports Early Intervention services such as speech, educational itinerant and assistant teacher staff in addition to supplemental staff expenditures (since 1982/83).

**3. Early Intervention - ACCESS - Program 215**

Office of Early Childhood and Student Services  
7/1/19 – 6/30/20

\$740,632

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).

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- 4. Early Intervention - School Age Program - Program 300**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$612,624  
Mandated by the Department of Education and contracted through a MAWA (Mutually Agreed Upon Written Agreement), this program serves preschool children identified with special education needs who are transitioning to placement in their respective districts. In the year prior to eligibility for school age placement, parents have the option to maintain placement for their child in the Early Intervention Program for an additional year. Educational costs for school age students who remain in the EI Program is the responsibility of the home district (since 1983).
- 5. Special Education Core - Program 304**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$2,665,354  
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).
- 6. Alternative Education Program For Immigration & Customs Enforcement at Berks Heim - Program 309**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$559,702  
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).
- 7. Early Intervention - Program 348**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$15,914,359  
Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983).
- 8. Individuals with Disabilities Education Act 2004 (Part B) – Program 19-184**  
Office of Professional Development and Curriculum  
7/1/19 – 9/30/20 \$13,143,768  
Funded by the federal government through the Individuals with Disabilities Education Act 2004—Part B, this budget contains Component 2 which provides professional development and curriculum services to school districts and Component 3 which provides supplementary aides and services/monies to school districts as well as equitable participation for eligible parentally-placed private school children (since 1982).

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**9. Staff Development Workshops – Program 609**

Office of Professional Development and Curriculum

7/1/19 – 6/30/20

\$256,172

This proprietary program provides in-service opportunities on a non-credit basis to school district and intermediate unit personnel. Professional staff and support staff are eligible to participate in these programs designed to increase an individual's skills and knowledge (since 1987).

**10. Vehicle Maintenance - Program 630**

Office of Business Services

7/1/19 – 6/30/20

\$1,413,418

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).

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

Office of Business Services

7/1/19 – 6/30/20

\$1,219,287

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).

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

Office of Business Services

7/1/19 – 6/30/20

\$9,341,581

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).

**C. Changes to Initial Budgets**

*No Items to Consider*

**D. Budgetary Transfers**

**1. Berks Academic Challenge – Program 625**

Office of Early Childhood and Student Services

7/1/18 – 6/30/19

\$34

This proprietary program features academic quiz competition based on a student's general scholastic knowledge and is designed to recognize the high level of scholastic achievement in Berks County and to provide role models for younger students in areas of scholarly pursuit (since 1985). These transfers are necessary due to year-end projections.

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

Office of Professional Development and Curriculum

7/1/18 – 6/30/19

\$311

This budget is a proprietary program which provides Continuing Professional Education Courses and charges an appropriate fee to cover the costs of instructors, materials, lab costs, clerical support, and advertising (since 1982). These transfers are necessary due to year-end projections.

**3. Staff Development Workshops - Program 609**

Office of Professional Development and Curriculum

7/1/18 – 6/30/19

\$21,254

This proprietary program provides in-service opportunities on a non-credit basis to school district and intermediate unit personnel. Professional staff and support staff are eligible to participate in these programs designed to increase an individual's skills and knowledge (since 1987). These transfers are necessary due to year-end projections.

Yeas:	Dennin; Hemberger; Kelleher; Kennedy; Lash; Madara; Manbeck; McEwen; Rathgeb; Taylor; Ulrich; Heffner.	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**PERSONNEL MATTERS**

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

**A. General**

**GENERAL**

To award a professional contract to Lindsay Nester, Speech Therapist, Early Intervention, who has completed three years of satisfactory service, effective August 8, 2019.

**Professional Contract to Lindsay Nester  
—Item 13. A. 1.**

To award a professional contract to Kaitlin M. Cushner, Speech Therapist, Early Intervention, who has completed three years of satisfactory service, effective August 28, 2019.

**Professional Contract to Kaitlin M. Cushner  
—Item 13. A. 2.**

To approve the following position description for Infant Toddler Supervisor, PA Key.

**Infant Toddler Supervisor,  
PA Key Position Description  
—Item 13. A. 3.**

To acknowledge receipt of the list containing 2019-2020 hourly rates for Summer Child Care employees.

**Receipt of Rate List for  
Summer Child Care  
Employees—Item 13. A.4.**

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**B. Employment – Ratifications**

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

1. Business Services/Operations Office
  - a. Natasha E. Bolden - Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates - \$16.70, \$14.00, \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
  - b. Arialis Caballero-Hernandez - Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates - \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
  - c. Jeanette A. Carlo DelValle - Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates - \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
  - d. Jose A. Cintron-Silva - Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates - \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
  - e. Erlic Ann Colon - Part-time School Bus Driver Trainee  
Recommended Hourly Rate - \$11.90  
Effective Date - July 15, 2019  
*Replacement*
  - f. Christina M. Cooper - Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates - \$14.00, \$11.85 and \$10.83  
Effective Date - July 1, 2019  
*Replacement*
  - g. Jessenia Diaz - Part-time School Bus Driver Trainee  
Recommended Hourly Rate - \$11.90  
Effective Date - July 15, 2019  
*Replacement*
  - h. James H. Dotzenroth, Jr. - Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates - \$14.00, \$11.85 and \$10.83  
Effective Date - July 1, 2019  
*Replacement*



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- i. Carissa L. Eisenhauer - Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates - \$19.80, \$14.00, \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
- j. Iamdra Flores - Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates - \$13.65, \$11.55 and \$10.58  
Effective Date - May 13, 2019  
*Replacement*
- k. Darlene C. Fornwalt - Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates - \$19.80, \$14.00, \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
- l. Brittany L. Hamm - Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates - \$14.00, \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
- m. Susan M. Hettrick - Part-time School Bus Driver Trainee  
Recommended Hourly Rate - \$11.90  
Effective Date - July 15, 2019  
*Replacement*
- n. Tracy L. Karabaich - Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates - \$14.00, \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
- o. Dahiana M. Pena - Part-time School Bus Driver Trainee  
Recommended Hourly Rate - \$11.90  
Effective Date - July 1, 2019  
*Replacement*
- p. Timothy A. Rakowiecki - Part-time School Bus Driver Trainee  
Recommended Hourly Rate - \$11.90  
Effective Date - August 5, 2019  
*Replacement*

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- q. Jael Rivera - Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates - \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
- r. Christian J. Sanchez - Part-time School Bus Driver Trainee  
Recommended Hourly Rate - \$11.90  
Effective Date - August 5, 2019  
*Replacement*
- s. Leslie L. Schilling - Part-time School Bus Driver Trainee  
Recommended Hourly Rate - \$11.90  
Effective Date - July 15, 2019  
*Replacement*
- t. Joanne M. Sierra - Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates - \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
- u. Maritza Vargas - Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates - \$11.85 and \$10.83  
Effective Date - August 5, 2019  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Elizabeth Fortuner - Specialist, Education of Children & Youth Experiencing Homelessness  
Recommended Annual Salary - \$40,616 (to be prorated)  
Effective Date - July 22, 2019  
*Replacement*
  - b. Molly K. Lenko - Speech Therapist, Early Intervention  
Recommended Annual Salary - Col. 4, Step 1, \$57,611  
Effective Date - July 1, 2019  
*Replacement*
  - c. Adelaida T. Noguet - Family Engagement Worker, Head Start  
Recommended Hourly Rate - Level IV, Probationary, \$13.90  
Effective Date - August 5, 2019  
*Replacement*
  - d. Beth A. Scull - Physical Therapist, Early Intervention  
Recommended Annual Salary - Col. 4, Step 8, \$64,042  
Effective Date - July 8, 2019  
*Replacement*

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3. Professional Development and Curriculum Office
  - a. Jennifer H. Austad - Infant Early Childhood Mental Health Consultant, PA Key  
Recommended Annual Salary - \$55,845 (to be prorated)  
Effective Date - July 25, 2019  
*New Position*
  - b. Penny L. Cordera - Infant Early Childhood Mental Health Consultant, PA Key  
Recommended Annual Salary - \$51,765 (to be prorated)  
Effective Date - July 29, 2019  
*New Position*
  - c. Melissa E. Evans - Infant Early Childhood Mental Health Consultant, PA Key  
Recommended Annual Salary - \$51,000 (to be prorated)  
Effective Date - July 29, 2019  
*New Position*
  - d. Michele N. Farleman - Preschool Program Specialist, PA Key  
Recommended Annual Salary - \$51,000 (to be prorated)  
Effective Date - August 6, 2019  
*Replacement*
  - e. Colleen M. Ferry - Preschool Program Specialist, PA Key  
Recommended Annual Salary - \$55,080 (to be prorated)  
Effective Date - July 22, 2019  
*Replacement*
  - f. Carrie A. Kitchen - Infant Early Childhood Mental Health Consultant, PA Key  
Recommended Annual Salary - \$55,845 (to be prorated)  
Effective Date - August 5, 2019  
*New Position*
  - g. Rebecca S. Lamar - Career Pathway Manager, PA Key  
Recommended Annual Salary - \$70,635 (to be prorated)  
Effective Date - August 5, 2019  
*New Position*
  - h. Colleen E. Lombard - Infant Early Childhood Mental Health Consultant, PA Key  
Recommended Annual Salary - \$51,765 (to be prorated)  
Effective Date - August 1, 2019  
*New Position*
  - i. Judy L. Rusnock - Preschool Program Specialist, PA Key  
Recommended Annual Salary - \$51,765 (to be prorated)  
Effective Date - August 5, 2019  
*Replacement*

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- j. Lindsay L. Van Dyke - Infant Early Childhood Mental Health Supervisor, PA Key  
Recommended Annual Salary - \$61,710 (to be prorated)  
Effective Date - July 22, 2019  
*New Position*
- k. Barbara J. Willier - Coaching Coordinator, PA Key  
Recommended Annual Salary - \$59,160 (to be prorated)  
Effective Date - July 22, 2019  
*New Position*

**C. Change of Status – Ratifications**

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

- 1. Business Services/Operations Office
  - a. Kelly Carter - Part-time School Bus Fueler  
Recommended Hourly Rate - \$16.90  
Effective Date - June 20, 2019  
*Additional Assignment*
  - b. Kelly Carter - Part-time School Bus Fueler  
Recommended Hourly Rate - \$17.20  
Effective Date - July 1, 2019  
*Additional Assignment*
  - c. Kimberly Ernst - Level VI Clerk, Fiscal Services  
Change of Schedule from 35 to 40 Hours a Week  
No Change in Recommended Hourly Rate  
Effective Date - August 12, 2019  
*Change in Hours*
  - d. Richard Ewen - Part-time School Bus Fueler  
Recommended Hourly Rate - \$16.90  
Effective Date - February 8, 2019  
*Additional Assignment*
  - e. Karen Fantozzi - Part-time School Bus Fueler  
Recommended Hourly Rate - \$16.90  
Effective Date - June 20, 2019  
*Additional Assignment*
  - f. Karen Fantozzi - Part-time School Bus Fueler  
Recommended Hourly Rate - \$17.20  
Effective Date - July 1, 2019  
*Additional Assignment*
  - g. Dorinda Kauffman - Part-time School Bus Fueler  
Recommended Hourly Rate - \$16.90  
Effective Date - June 20, 2019  
*Additional Assignment*

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- h. Dorinda Kauffman - Part-time School Bus Fueler  
Recommended Hourly Rate - \$17.20  
Effective Date - July 1, 2019  
*Additional Assignment*
- i. Lydia Lopez  
Change from Supervisor, Transportation, Muhlenberg, Head  
Start and Antietam to Operations Specialist, Transportation  
No Change in Recommended Annual Salary  
Effective Date - July 8, 2019  
*New Position*
- j. Ana Lugo-Pino  
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 - July 19, 2019  
*Obtained CDL*
- k. James Mahoney  
Change from Part-time Driver w/o Bus License, Assistant  
and Misc. Transportation to Substitute Driver w/o Bus  
License, Assistant and Misc. Transportation  
No Change in Hourly Rates  
Effective Date - July 22, 2019  
*Voluntary Reassignment*
- l. Baudys Ramirez - Part-time Van Fueler  
Recommended Hourly Rate - \$14.20  
Effective Date - May 6, 2019  
*Additional Assignment*
- m. Leslie Rhodes  
Change from Part-time Driver w/o Bus License, Assistant  
and Misc. Transportation to Substitute Driver w/o Bus  
License, Assistant and Misc. Transportation  
No Change in Hourly Rates  
Effective Date - May 6, 2019  
*Voluntary Reassignment*
- n. Kristy Stoudt - Part-time School Bus Fueler  
Recommended Hourly Rate - \$16.90  
Effective Date - June 20, 2019  
*Additional Assignment*
- o. Kristy Stoudt - Part-time School Bus Fueler  
Recommended Hourly Rate - \$17.20  
Effective Date - July 1, 2019  
*Additional Assignment*

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- p. Jose Valdez - Part-time School Bus Fueler  
Recommended Hourly Rate - \$16.90  
Effective Date - June 20, 2019  
*Additional Assignment*
- q. Jose Valdez - Part-time School Bus Fueler  
Recommended Hourly Rate - \$17.20  
Effective Date - July 1, 2019  
*Additional Assignment*
- 2. Early Childhood & Student Services Office
  - a. Zenaida Calero-Nieves  
Change from Substitute Head Start Teacher to Paraeducator,  
Head Start  
Change in Hourly Rate from \$14.73 to Level II,  
Probationary, \$12.42  
Effective Date - August 12, 2019  
*Voluntary Reassignment*
  - b. Misty Esslinger - Teacher, Pre-K Counts  
Recommended Hourly Rate - \$26.32  
Effective Date - August 14, 2019 - August 30, 2019  
*Additional Days (not to exceed 2 days)*
  - c. Elizabeth Good  
Change from Specialized Preschool Itinerant Teacher, Early  
Intervention to Itinerant Teacher, Special Education  
No Change to Recommended Annual Salary  
Effective Date - July 1, 2019  
*New Position*
  - d. Tracey Gardner Miller - Teacher, Special Education  
Recommended Hourly Rate - \$68.84  
Effective Date - July 15, 2019 - August 19, 2019  
*Additional Days (not to exceed 20 days)*
  - e. Amanda Potteiger - Teacher, Pre-K Counts  
Recommended Hourly Rate - \$32.28  
Effective Date - August 7, 2019  
*Additional Hours (not to exceed 4.5 hours)*
  - f. Sallie Reid - Alternative Education  
Change from Substitute Teacher, Long-Term to Substitute  
Teacher, Day-to-Day  
Change Recommended Annual Salary from Col. 1, Step 1,  
\$45,659 to Recommended Hourly Rate \$17.08  
Effective Date - June 21, 2019  
*Completion of Assignment*

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- g. Marisa Solis - Speech Therapist, Early Intervention  
Recommended Hourly Rate - \$50.25  
Effective Date - August 5, 2019 - August 19, 2019  
*Additional Hours (not to exceed 8 hours)*
- h. Kaitlyn Umberger - Teacher, Pre-K Counts  
Recommended Hourly Rate - \$26.32  
Effective Date - July 8, 2019, July 10, 2019 & August 16, 2019  
*Additional Hours (not to exceed 21 hours)*
- 3. Executive Office
  - a. Antonia Cramp - Program Administrator  
Change from Office of Human Resources to Executive Director Office  
No Change in Recommended Annual Salary  
Effective Date - July 1, 2019  
*Reorganization*
- 4. Professional Development and Curriculum Office
  - a. Stephanie M. Camoni - Peer Reviewer, PA Key  
Recommended Annual Stipend - \$1,000  
Effective Date - July 1, 2019 - June 30, 2020  
*Additional Responsibilities*
  - b. Makenzie Gammon - Data Verification Associate, PA Key  
Change Recommended Annual Salary from AS1, \$40,770 to AS2, \$44,770  
Effective Date - July 1, 2019  
*Salary Adjustment per PA Key Compensation & Benefits Plan*
  - c. Lisa Hagelston - Data Verification Associate, PA Key  
Change Recommended Annual Salary from AS3, \$41,520 to AS4, \$45,520  
Effective Date - July 1, 2019  
*Salary Adjustment per PA Key Compensation & Benefits Plan*

**D. Additions to 2018-2019 Approved Substitute Lists – Ratifications**  
Alternative Education  
Melissa Hassler, Specialist - Effective June 24, 2019  
Tiffany Weitzel, Specialist - Effective June 24, 2019

Child Care  
Tiffany Weitzel, Paraeducator - Effective June 24, 2019

**Ratifications – Additions to  
2018-2019 Approved  
Substitute Lists  
—Item 13. D.**

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Early Intervention

Melissa Hassler, Paraeducator - Effective June 24, 2019

Tiffany Weitzel, Paraeducator - Effective June 24, 2019

Head Start

Tiffany Weitzel, Paraeducator - Effective June 24, 2019

Pre-K Counts

Melissa Hassler, Paraeducator - Effective June 24, 2019

Tiffany Weitzel, Paraeducator - Effective June 24, 2019

Special Education

Melissa Hassler, Specialist - Effective June 24, 2019

Tiffany Weitzel, Specialist - Effective June 24, 2019

Transportation

Frankie Alers, Transportation Fueler - Effective February 2, 2019

Margaret Gitler, School Bus Fueler - Effective September 7, 2018

**Additions to 2019-2020 Approved Substitute Lists**

Alternative Education

Yelisa Candelario, Specialist - Effective July 15, 2019

Melissa Hassler, Specialist - Effective July 1, 2019

Tiffany Weitzel, Specialist - Effective July 1, 2019

Child Care

Yelisa Candelario, Paraeducator - Effective July 15, 2019

Tiffany Weitzel, Paraeducator - Effective July 1, 2019

Early Intervention

Yelisa Candelario, Paraeducator - Effective July 15, 2019

Katherine Frederick, Language Interpreter - Effective July 15, 2019

Melissa Hassler, Paraeducator - Effective July 1, 2019

Tiffany Weitzel, Paraeducator - Effective July 1, 2019

Head Start

Yelisa Candelario, Paraeducator - Effective July 15, 2019

Tiffany Weitzel, Paraeducator - Effective July 1, 2019

Pre-K Counts

Yelisa Candelario, Paraeducator - Effective July 15, 2019

Melissa Hassler, Paraeducator - Effective July 1, 2019

Maryzel Herrera, Teacher - Effective July 1, 2019

Tiffany Weitzel, Paraeducator - Effective July 1, 2019

Special Education

Yelisa Candelario, Specialist - Effective July 15, 2019

Melissa Hassler, Specialist - Effective July 1, 2019

Tiffany Weitzel, Specialist - Effective July 1, 2019

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



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Transportation

Frankie Alers, Transportation Fueler - Effective February 2, 2019  
Bruce L. Dutt, Part-time Driver w/o Bus License, Assistant and Misc.  
Transportation -  
Effective August 5, 2019  
Margaret Gitler, School Bus Fueler - Effective September 7, 2018  
Walter G. Weidner, Vehicle Maintenance Technician, Intern -  
Effective July 1, 2019

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

*No Items to Consider*

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

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

Alternative Education

Taylor Straub, Teacher/Specialist - Effective May 5, 2019

**Remove from 2018-2019  
Approved Substitute Lists  
—Item 13. F.**

Child Care

Taylor Straub, Teacher - Effective May 5, 2019

Early Intervention

Taylor Straub, Teacher - Effective May 5, 2019

Head Start

Taylor Straub, Teacher - Effective May 5, 2019

Pre-K Counts

Taylor Straub, Paraeducator - Effective May 5, 2019

Special Education

Jane Fetter, Educational Interpreter - Effective January 5, 2019  
Taylor Straub, Teacher - Effective May 5, 2019

**Remove from 2019-2020 Approved Substitute Lists**

Alternative Education

Zahid Hussain, Teacher/Specialist - Effective August 7, 2019  
Beth Lerario, Teacher - Effective August 5, 2019  
Elizabeth Majewski, Specialist - Effective August 7, 2019  
Jocelyn Mierzejewski, Specialist - August 7, 2019  
Sonia Oviedo, Specialist - August 5, 2019  
Lynette Rohrbach, Teacher/Specialist - Effective July 8, 2019

**Remove from 2019-2020  
Approved Substitute Lists  
—Item 13. F.**

Child Care

Jane Armstrong, Paraeducator - Effective July 8, 2019  
Jenna Bartman, Paraeducator - Effective July 22, 2019  
Zahid Hussain, Teacher - Effective August 7, 2019  
Beth Lerario, Teacher - Effective August 5, 2019  
Elizabeth Majewski, Teacher - Effective August 7, 2019

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Child Care (cont.)

Jocelyn Mierzejewski, Aide - August 7, 2019  
Sonia Oviedo, Paraeducator - August 5, 2019  
Lynette Rohrbach, Teacher - Effective July 8, 2019  
Heidi Wilson, Paraeducator - Effective August 7, 2019  
Taylor Williams, Paraeducator - Effective July 20, 2019

Early Intervention

Zahid Hussain, Teacher - Effective August 7, 2019  
Beth Lerario, Teacher - Effective August 5, 2019  
Elizabeth Majewski, Paraeducator - Effective August 7, 2019  
Jocelyn Mierzejewski, Paraeducator - August 7, 2019  
Sonia Oviedo, Paraeducator - August 5, 2019  
Lynette Rohrbach, Teacher - Effective July 8, 2019  
Taylor Williams, Paraeducator - Effective July 20, 2019

Head Start

Zahid Hussain, Teacher - Effective August 7, 2019  
Beth Lerario, Teacher - Effective August 5, 2019  
Elizabeth Majewski, Teacher - Effective August 7, 2019  
Jocelyn Mierzejewski, Paraeducator - August 7, 2019  
Yudelka Nunez, Paraeducator - Effective July 29, 2019  
Sonia Oviedo, Paraeducator - August 5, 2019  
Lynette Rohrbach, Teacher - Effective July 8, 2019  
Taylor Williams, Paraeducator - Effective July 20, 2019

Pre-K Counts

Zahid Hussain, Teacher - Effective August 7, 2019  
Beth Lerario, Teacher - Effective August 5, 2019  
Elizabeth Majewski, Paraeducator - Effective August 7, 2019  
Jocelyn Mierzejewski, Paraeducator - August 7, 2019  
Sonia Oviedo, Paraeducator - August 5, 2019  
Lynette Rohrbach, Teacher - Effective July 8, 2019  
Taylor Williams, Paraeducator - Effective July 20, 2019

Special Education

Audrey Buckley, Teacher - Effective August 5, 2019  
Zahid Hussain, Teacher - Effective August 7, 2019  
Beth Lerario, Teacher - Effective August 5, 2019  
Elizabeth Majewski, Specialist - Effective August 7, 2019  
Jocelyn Mierzejewski, Specialist - August 7, 2019  
Sonia Oviedo, Specialist - August 5, 2019  
Lynette Rohrbach, Teacher - Effective July 8, 2019

Transportation

Elizabeth Cintron, Part-time Driver w & w/o Bus License, Assistant  
and Misc. Transportation  
Effective Date - July 17, 2019  
Janice Cole, Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date - July 12, 2019

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Transportation (cont.)

Kathy Eidle, Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation

Effective Date - July 24, 2019

Vernon Levengood, Part-time Bus/Van Assistant and Misc. Transportation

Effective Date - July 25, 2019

Paterish Moore, Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation

Effective Date - July 22, 2019

**G. Employment – Approvals**

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

1. Executive Office
  - a. Zachary C. Brown - Web Design Specialist  
Recommended Annual Salary - \$45,500 (to be prorated)  
Effective Date - to be determined pending pre-employment process  
*New Position*
2. Human Resources Office
  - a. Cynthia C. Shires - Benefit Specialist  
Recommended Annual Salary - \$46,000 (to be prorated)  
Effective Date - to be determined pending pre-employment process  
*Replacement*

**H. Change of Status – Approvals**

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

1. Early Childhood & Student Services Office
  - a. Jenniffer Dove  
Change from Substitute Paraeducator, Head Start to Paraeducator, Head Start  
Change Recommended Hourly Rate from \$9.68 to Level I, Probationary, \$11.87  
Effective Date - August 12, 2019  
*Replacement*
  - b. Cynthia Mersinger  
Change from Substitute Paraeducator, Head Start to Paraeducator, Head Start  
Change Recommended Hourly Rate from \$9.68 to Level I, Probationary, \$11.87  
Effective Date - August 20, 2019  
*Replacement*

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**I. Leave of Absence Requests**

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

1. Business Services/Operations Office  
Personal Leave (unpaid - without benefits - not FMLA)
  - a. Alicia Kachel - Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation  
Effective Date - June 6, 2019
  - b. Barry Staudt - Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Effective Date - May 8, 2019
2. Early Childhood & Student Services Office  
Personal Leave (unpaid - with benefits - not FMLA)
  - a. Misty Esslinger - Teacher, Pre-K Counts  
Effective Date - May 28, 2019
  - b. Carmen Gonzalez - Paraeducator, Head Start  
Effective Date - May 30, 2019
3. Executive Office  
Personal Leave (unpaid - with benefits - FMLA)
  - a. Amelia Krotee - Web Design Specialist  
Effective Date - July 22, 2019

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

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

1. Business Services/Operations Office  
Personal Leave (unpaid - without benefits - not FMLA)
  - a. Susan Chesser - Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation  
Effective Date - May 20, 2019
  - b. Barry Staudt - Part-time Driver w/o Bus License, Assistant and Misc. Transportation
2. Effective Date - May 15, 2019 Early Childhood & Student Services Office  
Personal Leave (unpaid - with benefits - FMLA)
  - a. Valerie Martin - Speech Therapist, Early Intervention  
Effective Date - July 8, 2019  
Personal Leave (unpaid - with benefits - not FMLA)
  - b. Julia Breneiser - Paraeducator, Early Intervention  
Effective Date - July 8, 2019  
Personal Leave (unpaid - without benefits - not FMLA)
  - c. Jodie Sweigart - Paraeducator, Child Care
3. Effective Date - June 17, 2019 Executive Office  
Personal Leave (unpaid - with benefits - FMLA)
  - a. Amelia Krotee - Web Design Specialist  
Effective Date - August 5, 2019

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4. Professional Development and Curriculum Office  
Personal Leave (unpaid - without benefits - not FMLA)
  - a. Janae Wright - Data Verification Associate, PA Key  
Effective Date - July 29, 2019

**K. Retirements**

**Retirements  
—Item 13. K.**

1. Business Services/Operations Office
  - a. Joseph Cardell - Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation  
Effective Date - July 22, 2019
  - b. Judy Keller - Payroll Specialist, Fiscal Services  
Effective Date - November 23, 2019
2. Early Childhood & Student Services Office
  - a. Cheryl Dennis - Teacher, Pre-K Counts  
Effective Date - September 13, 2019
  - b. Judith Stephens - Teacher, Head Start  
Effective Date - October 11, 2019

**L. Resignations**

**Resignations  
—Item 13. L.**

1. Business Services/Operations Office
  - a. Ana Campbell - Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Effective Date - July 22, 2019
  - b. Linda Fierro - Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date - June 20, 2019
  - c. Cynthia Herbein-Strausberger - Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation  
Effective Date - July 18, 2019
  - d. David Kochel - Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Effective Date - June 24, 2019
2. Early Childhood & Student Services Office
  - a. Jameson Beates - Teacher, Alternative Education  
Effective Date - August 18, 2019
  - b. Alejandra Berry - Specialist, Immigration and Customs Enforcement  
Effective Date - August 16, 2019
  - c. Julia Breneiser - Paraeducator, Early Intervention  
Effective Date - August 1, 2019
  - d. Michele Daubert - Teacher, Child Care  
Effective Date - August 2, 2019
  - e. Katelyn Falk - Speech Therapist, Early Intervention  
Effective Date - September 6, 2019
  - f. Enid Gonzalez - Teacher, Head Start  
Effective Date - July 26, 2019

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- g. Kathleen Heller - Family Engagement Worker, Head Start  
Effective Date - August 17, 2019
- h. Dietlinde Hoffman - Teacher, Child Care  
Effective Date - August 12, 2019
- i. Crystal Reed - Specialized Preschool Itinerant Teacher,  
Early Intervention

**Resignations (cont.)  
—Item 13. L.**

**M. Terminations**

- 1. Early Childhood & Student Services Office
  - a. Jane Cann - Teacher, Child Care  
Effective Date - August 16, 2019  
*Unsuccessful Probation*

**Terminations  
—Item 13. M.**

**N. Other**

- 1. Business Services/Operations Office
  - a. Warren Miller - Part-time Driver w & w/o Bus License,  
Assistant and Misc. Transportation  
Effective Date - June 14, 2019  
*Deceased*
- 2. Early Childhood & Student Services Office
  - a. Ian Mugar - Security Specialist, Alternative Education  
Effective Date - to be determined pending pre-employment  
process  
*Rescinded Assignment*

**Other—Item 13. N.**

Yeas: Dennin; Hemberger; Kelleher; Kennedy; Lash; Madara; Manbeck; McEwen; Rathgeb; Taylor; Ulrich; Heffner.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

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

**14. OTHER MATTERS FOR CONSIDERATION**

**OTHER MATTERS  
FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Tuscarora Intermediate Unit, for BCIU to provide training and technical assistance to support early intervention programs with a focus on inclusive practices, social emotional positive behavior, autism, or language and early literacy strategies, effective, July 1, 2019, through June 30, 2020, in the amount of \$15,000.

**Agreement with Tuscarora IU  
/ Training and Technical  
Assistance to Support Early  
Intervention  
—Item 14. A. 1.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Education, for the BCIU to receive funds for the Pennsylvania Pre-K Counts Grant Agreement in the amount of \$1,300,500. The grant shall be used to defray program costs incurred for services to 153 children, effective July 1, 2019, to June 30, 2020.

**Agreement with PDE / Pre-K  
Counts Grant Funding  
—Item 14. A. 2.**

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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Education, for the BCIU to receive an expansion of funding for the Pennsylvania Pre-K Counts Program in the amount of \$99,500. The grant award is now \$1,400,000 and shall be used to defray program costs incurred for services to 153 children, effective July 1, 2019, to June 30, 2020.

**Agreement with PDE / Pre-K Counts Expansion Grant Funding—Item 14. A. 3.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Education, for the BCIU to receive funds for the Head Start State Supplemental Assistance Program in the amount of \$1,279,500 effective July 1, 2019, to June 30, 2020.

**Agreement with PDE / Funds for Head Start State Supplemental Assistance Program—Item 14. A. 4.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Jennifer L. Wilinsky, for Jennifer L. Wilinsky to provide professional services to the Berks County Head Start Program to review required menus for meals served in Berks County Head Start classrooms and to work with the Program Administrator to develop a plan for managing nutrition activities done in the classroom, at the rate of \$50.00 per hour, for up to 30 hours, for a total sum not to exceed \$1,500 for the contracted period of January 1 through December 31 each year. The agreement will automatically renew from year to year unless terminated by either party.

**Agreement with Jennifer Wilinsky / Head Start Menus and Nutrition—Item 14. A. 5.**

To ratify Amendment #4 to the current agreement #ICA-184683-16 between the Berks County Intermediate Unit (BCIU) and the County of Berks, for the County of Berks to extend the current agreement with amendments to the scope of work for a one (1) year term, effective August 1, 2019, through July 31, 2020. Additionally, each month from September 2019, through June 2020, the BCIU will invoice the County 1/10 of the \$506,580 agreement amount.

**Amendment to Agreement with County of Berks / Extension and Scope of Work—Item 14. A. 6.**

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and St. Luke's Evangelical Lutheran Church, for BCIU to rent an additional classroom for the Early Intervention program and use of additional space in the lower level of the church for use by Early Intervention and Head Start children for a total of 1,890 additional square feet. The annual rent increases by \$12,000 per year with monthly payments of \$6,336.70.

**Agreement with St. Luke's Evangelical Lutheran Church / Classroom Space for EI and Head Start—Item 14. A. 7.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Community Prevention Partnership of Berks County, Inc., for the Community Prevention Partnership of Berks County, Inc. to provide one full-time and one part-time case workers and one supervisor for the ELECT/Fatherhood Program at a fee of \$37.14/hour, effective July 1, 2019, through June 30, 2020.

**Agreement with Community Prevention Partnership / Caseworkers for ELECT/ Fatherhood Program—Item 14. A. 8.**

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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Berks Deaf and Hard of Hearing Services for Interpreting Services for the period of 12 months from July 1, 2019, through June 30, 2020, at the following rates:

- Regular Rates (Monday through Friday, 7:00 A.M. to 3:30 P.M. – \$52/hour
- Extra-Curricular Rates (Monday through Friday, before and after regular hours: sporting events, club meetings, etc.) – \$55/hour
- Prime Rates (Weekends, Holidays, and Emergencies: requests made less than 48 hrs. notice) – \$67/hour
- Video Recorded Event Rates – \$77/hour

**Agreement with Berks Deaf and Hard of Hearing Services / Interpreting Services  
—Item 14. A. 9.**

To authorize the appropriate officers to execute a five-year agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District, for the BCIU to provide an Alternative Education for Disruptive Youth (AEDY) program at the Thomas Ford School on behalf of the Reading School District for students enrolled in grades 6 to 12 in accordance with the requirements set forth by the Pennsylvania Department of Education, effective August 15, 2019, to June 30, 2024 for fees of:

- \$2,530,010 school year 2019-2020
- \$2,716,436 school year 2020-2021
- \$2,805,449 school year 2021-2022
- \$2,904,422 school year 2022-2023
- \$2,999,886 school year 2023-2024

**Agreement with Reading School District / Alternative Education for Disruptive Youth Program at Thomas Ford School  
—Item 14. A. 10.**

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DAN RICHARDS, DIRECTOR

To ratify an increase to the Intergovernmental agreement between the Berks County Intermediate Unit and the Commonwealth of PA, for the BCIU to provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with the Every Student Succeeds Act, the Future Ready PA Index, and the proposed Pennsylvania graduation requirements. Effective July 1, 2019, this is an increase of \$251,373.36 to the original agreement for year 3 (total agreement 549,317.36).

**Agreement with Commonwealth of PA / College and Career Readiness Indicators  
—Item 14. B. 1.**

To ratify agreements between the Berks County Intermediate Unit and the following school districts for the Berks County Intermediate Unit to provide Title I services to students who reside within Title I eligible schools and attend nonpublic schools, effective August 1, 2019, through June 15, 2020.

**Title I Agreements with Exeter Township, Hamburg Area, Muhlenberg, and Wyomissing Area School Districts—Item 14. B. 2.**

<b>School District</b>	<b>Total Services (\$)</b>
Exeter Township	\$5,222.00
Hamburg Area	1,242.00
Muhlenberg	\$24,824.00
Wyomissing Area	6,002.88



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To ratify agreements between the Berks County Intermediate Unit and the following school districts for the Berks County Intermediate Unit to provide Title II services to students who reside within Title II eligible schools and attend nonpublic schools, effective August 1, 2019, through August 31, 2020.

**Title II Agreements with  
Muhlenberg and Wyomissing  
Area School Districts  
—Item 14. B. 3.**

<b>School District</b>	<b>Total Services (\$)</b>
Muhlenberg	\$13,043.00
Wyomissing Area	3,292.66

To ratify an agreement between the Berks County Intermediate Unit and the following school district for the Berks County Intermediate Unit to provide Title IV services to students who reside within Title IV eligible schools and attend nonpublic schools, effective August 1, 2019, through August 31, 2020.

**Title IV Agreement with  
Wyomissing Area School  
District—Item 14. B. 4.**

<b>School District</b>	<b>Total Services (\$)</b>
Wyomissing Area	1,263.84

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Instructure, Inc. through the Pennsylvania Intermediate Unit partnership, to permit the BCIU to broker discounted pricing for named user licensing of the Canvas Learning Management System. The agreement will take effect the date of the signing of the agreement, and the pricing outlined will remain in effect for new purchases made through July 1, 2020.

**Agreement with Instructure,  
Inc. / Canvas Learning  
Management System  
—Item 14. B. 5.**

To ratify an agreement between the Berks County Intermediate (BCIU) Unit and Discovery Education Services for streaming video services on behalf of the Berks County school districts for \$68,911.11. The term of the agreement is from July 1, 2019, through and including June 30, 2020.

**Agreement with Discovery  
Education Services for  
Streaming Video Services  
—Item 14. B. 6.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Allegheny Intermediate Unit (AIU), for the BCIU to provide career readiness services in Region 10 as part of the PA Career Readiness State Training Plan per the agreement at the amount of \$78,000 plus travel / materials, effective July 1, 2019, through June 30, 2020.

**Agreement with Allegheny IU  
/ Career Readiness Services /  
Region 10  
—Item 14. B. 7.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Allegheny Intermediate Unit (AIU), for the AIU to provide statewide professional development related to the Classroom Diagnostic Tool (CDT), for \$41,400 plus travel expenses, effective July 1, 2019, through June 30, 2020.

**Agreement with Allegheny IU  
/ Classroom Diagnostic Tool  
—Item 14. B. 8.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lincoln Intermediate Unit (LIU), for the LIU to provide statewide professional development related to the Classroom Diagnostic Tool (CDT), for \$50,400 plus travel expenses, effective July 1, 2019, through June 30, 2020.

**Agreement with Lincoln IU /  
Classroom Diagnostic Tool  
—Item 14. B. 9.**

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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Greater Reading Chamber Alliance (GRCA), for the GRCA to provide services related to the Business-Education Partnership Grant per the agreement, for \$21,000 effective July 1, 2019, through June 30, 2020.

**Agreement with Greater Reading Chamber Alliance / Services Related to Business Education Partnership Grant  
—Item 14. B. 10.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Capital Area Intermediate Unit (CAIU), for the BCIU’s Office of Professional Development and Curriculum to provide mentoring support to instructional coaches, school-based mentors, and administrators in Berks County school districts as described in the agreement for a total of \$22,500 effective August 1, 2019, through June 30, 2020.

**Agreement with Capital Area IU / BCIU OPDC to Provide Mentoring Support  
—Item 14. B. 11.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the County of Berks, for the BCIU to provide services in accordance with the Educator in the Workplace Grant agreement, for \$44,750 effective, April 1, 2019, through June 30, 2020.

**Agreement with County of Berks / Educator in the Workplace Grant  
—Item 14. B. 12.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for CSIU to provide professional services related to the maintenance of the SMART software database, for a fee of \$160,333 effective July 1, 2019, through June 30, 2020 (PA Key).

**Agreement with Central Susquehanna IU / SMART Software Database (PA Key)  
—Item 14. B. 13.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the KeyStone Research Corporation (KSRC), for the KSRC to provide assembly, warehousing, and distribution of Pennsylvania Early Learning materials to early childhood education practitioners throughout the Commonwealth for a fee of \$250,000 effective July 1, 2019, through June 30, 2020 (PA Key).

**Agreement with KeyStone Research Corporation / PA Early Learning Materials (PA Key)—Item 14. B. 14.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Child Care Association (PACCA), for the PACCA to provide professional services related to the Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood Pennsylvania Scholarship Program, for a fee of \$4,143,750 effective July 1, 2019, through June 30, 2020 (PA Key).

**Agreement with PA Child Care Association / Teacher Education and Compensation Helps (T.E.A.C.H.) (PA Key)  
—Item 14. B. 15.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU), for the PSU to provide professional development opportunities and technical assistance activities to early childhood practitioners, for a fee of \$432,007 effective July 1, 2019, through June 30, 2020 (PA Key).

**Agreement with Pennsylvania State University / Professional Development and Technical Assistance (PA Key)  
—Item 14. B. 16.**

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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Amy Requa Health Consulting, Inc., for Ms. Requa to provide professional services on behalf of the Pennsylvania Head Start State Collaboration Office specifically related to Obesity Prevention and EPSDT compliance for grantees; Infant/Early Childhood Mental Health; OUD/SUD supports and resources for grantees; HS/WIC Collaboration Project and health supports and resources; and professional development and relationship building for ELRCs. Fee is \$70.00 per hour for a maximum of 240 hours; total maximum amount not to exceed \$16,800 for the period, July 1, 2019, through December 31, 2019 (PA Key).

**Agreement with Amy Requa  
Health Consulting (PA Key)  
—Item 14. B. 17.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Veirdre Jackson, for Ms. Jackson to provide coaching services supporting OCDEL's Early Head Start Home-Based Programs and Early Head Start Child Care Partnership on behalf of the BCIU for a total amount not to exceed \$76,000 for the period, August 1, 2019, through July 31, 2020 (PA Key).

**Agreement with Veirdre  
Jackson (PA Key)  
—Item 14. B. 18.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Mary Ellen Mannix, for Ms. Mannix to provide program health consulting and coaching services supporting OCDEL's Early Head Start Programs and Early Head Start Child Care Partnership on behalf of the BCIU for a total amount not to exceed \$103,430 for the period, August 1, 2019, through July 31, 2020 (PA Key).

**Agreement with Mary Ellen  
Mannix (PA Key)  
—Item 14. B. 19.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Roger D. Phillips, Ph.D., for Dr. Phillips to provide program mental health consulting services supporting OCDEL's Early Head Start Program Partnership on behalf of BCIU for a total amount not to exceed \$83,470 for the period, August 1, 2019, through July 31, 2020 (PA Key).

**Agreement with Roger D.  
Phillips, Ph. D. (PA Key)  
—Item 14. B. 20.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lauren Ryan, for Ms. Ryan to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership on behalf of the BCIU for a total amount not to exceed \$45,000 for the period August 1, 2019, through July 31, 2020 (PA Key).

**Agreement with Lauren Ryan  
(PA Key)  
—Item 14. B. 21.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU) / The Center for Schools and Communities for CSIU / The Center for Schools and Communities to provide technical assistance relative to the Early Childhood Mental Health Consultation Data System for the purpose of tracking Early Childhood Mental Health Consultation services and to provide a series of quantitative analysis of administrative data from the Pennsylvania ECMH database for a fee of \$34,650.64 effective July 1, 2019, through June 30, 2020 (PA Key).

**Agreement with Central  
Susquehanna IU / The Center  
for Schools and Communities  
(PA Key)  
—Item 14. B. 22.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Chapter of the American Academy of Pediatrics (PAAAP), for the PAAAP to provide professional services related to the Early Childhood Education Linkage System/ Healthy Child Care PA (ECLS) initiative for a fee of \$154,073.30 effective July 1, 2019, through June 30, 2020 (PA Key).

**Agreement with PA Chapter  
of the American Academy of  
Pediatrics (PA Key)  
—Item 14. B. 23.**

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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Mid-Atlantic Equity Consortium, Inc. (MAEC), for MAEC to provide professional services related to family engagement support for a fee of \$100,500 effective July 1, 2019, through December 31, 2019 (PA Key).

**Agreement with Mid-Atlantic Equity Consortium, Inc. (PA Key)—Item 14. B. 24.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Center for Schools and Communities (CSC), for the CSC to provide a series of qualitative and quantitative analyses of survey and administrative data from Pennsylvania’s Head Start programs and other sources to assess the landscape of Head Start activities in Pennsylvania as well as participate in the Head Start Collaboration Office’s Homelessness Stakeholder for a fee of \$20,000 effective July 1, 2019, through June 30, 2020 (PA Key).

**Agreement with Center for Schools and Communities (PA Key)—Item 14. B. 25.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and South Central Community Action Programs, Inc. (SCCAP), for SCCAP to provide technical assistance activities to early childhood education practitioners for a fee of \$179,274 effective July 1, 2019, through June 30, 2020 (PA Key).

**Agreement with South Central Community Action Programs, Inc. (PA Key) —Item 14. B. 26.**

To ratify agreements between the Berks County Intermediate Unit and the following contractors, for the Early Head Start Child Care Partnership program to expand high quality early learning opportunities to infants and toddlers, effective August 1, 2019, through July 31, 2020 (PA Key):

- Chester County Intermediate Unit d/b/a Chester County Head Start, for a fee of \$2,067,791 to serve 144 children
- Child Development Centers, Inc. for a fee of \$574,387 to serve 40 children
- Huntingdon County Child and Adult Development Corp. for a fee of \$229,755 to serve 16 children
- Lancaster-Lebanon IU 13, for a fee of \$1,236,650 to serve 88 children
- Lawrence County Social Services, Inc., d/b/a Lawrence County Community Action Partnership, for a fee of \$574,386 to serve 40 children
- Pocono Services for Families and Children, for a fee of \$114,877 to serve 8 children

**Agreements with Chester County IU d/b/a Chester County Head Start, Child Development Centers, Inc., Huntingdon County and Adult Development Corp., Lancaster County IU 13, Lawrence County Social Services, Inc. d/b/a Lawrence County Community Action Partnership, and Pocono Services for Family and Children (PA Key) —Item 14. B. 27.**

To ratify agreements between the Berks County Intermediate Unit and the following organizations, for the noted organizations to provide professional services related to the Pennsylvania Pre-K Counts Program, effective July 1, 2019, through June 30, 2020 (PA Key):

**Agreements with Lancaster-Mennonite School and Imani Christian Academy / PA Pre-K Counts Program (PA Key) —Item 14. B. 28.**

<b>ENTITY</b>	<b>ALLOCATION</b>	<b>CHILDREN SERVED</b>
Lancaster Mennonite School	\$350,000.00	40 Full Day
Imani Christian Academy	\$157,500.00	18 Full Day

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To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Public Health Management Corporation (PHMC), for the PHMC to provide additional professional development relative to CDA and SACC credentialing and expenditures. This amendment modifies the scope of the work to align with an increase of \$9,249 for a revised agreement total of \$2,307,144. All other terms and conditions remain in force (PA Key).

**Amendment to Agreement with Public Health Management Corporation (PA Key)  
—Item 14. B. 29.**

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Propulsion Squared, LLC, for Propulsion Squared, LLC to provide consultative services relative to the Keystone STARS Think Tank Meeting Planning and Facilitation. This amendment modifies the scope of the work to align with an increase of \$5,000 for a revised agreement total of \$215,000. All other terms and conditions remain in force (PA Key).

**Amendment to Agreement with Propulsion Squared, LLC / Keystone STARS Think Tank Meeting Planning and Facilitation  
—Item 14. B. 30.**

To ratify Amendment #2 to the memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit – Executive Office Creative Team, for the BCIU – Executive Office Creative Team to support OCDEL and PA Key in the creating of marketing materials and promotion of the new Early Learning Resource Centers and Keystone STARS. This amendment modifies the scope of work to align with a budget increase of \$150,000 for a revised agreement total of \$1,207,000 and extends the term through June 30, 2020 (PA Key).

**Amendment to MOU with BCIU Executive Office Creative Team / ELRC and Keystone STARS Marketing Materials  
—Item 14. B. 31.**

To ratify an amendment to the memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit – Executive Office Creative Team, for the BCIU – Executive Office Creative Team to support OCDEL and PA Key in the creation of marketing materials and informational resources to promote awareness around infant, toddler, and early childhood mental health and how providers and families can support social emotional development across the Commonwealth. This amendment modifies the scope of work to align with a budget increase of 12,487.09 for a revised agreement total of \$212,487.09. All other terms and conditions remain in force (PA Key).

**Amendment to MOU with BCIU Executive Office Creative Team for Marketing Materials for Infant, Toddler, and Early Childhood Mental Health  
—Item 14. B. 32.**

To ratify a memorandum of understanding between the Berks County Intermediate Unit and the Berks County Head Start program, for the Early Head Start Child Care Partnership program for BCIU Head Start to expand high quality early learning opportunities to infants and toddlers, for a fee of \$459,509 to serve 32 children, effective August 1, 2019, through July 31, 2020 (PA Key).

**MOU with Berks County Head Start Program / Early Head Start Child Care Partnership Program  
—Item 14. B. 33.**

**C. INFORMATION TECHNOLOGY  
—SCOTT MAJOR, DIRECTOR**

To authorize the appropriate officers to execute an agreement with edu Business Solutions for the renewal of Print Shop Pro and purchase of add-on modules, Design Conductor and Directory Integration, effective the day of execution of this agreement for a three-year term. The total cost for the package over three years is not to exceed \$20,300 including the initial year cost of \$7,595.

**Agreement with edu Business Solutions / Renewal of Print Shop Pro and Add-On Modules, Design Conductor and Directory Integration—  
Item 14. C. 1.**

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To authorize the appropriate officers to execute a lease schedule with HP, Inc. for a three-year lease for 100 laptop computers at a cost not to exceed \$ 65,670 effective upon receipt of equipment.

**Lease Schedule with HP, Inc. / Three-Year Lease of 100 Laptops—Item 14. C. 2.**

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

To authorize the appropriate officers to ratify a one-year extension of the current lease agreement with Santander Bank for (2) 2013 72-passenger student buses at the same monthly payment of \$1,560 for the Reading and Muhlenberg school districts’ transportation.

**Extension to Lease Agreement with Santander Bank / Vehicles for Reading and Muhlenberg School Districts’ Transportation —Item 14. D. 1.**

To authorize the appropriate officers to ratify a 36-month lease agreement with Santander Bank for \$41,500 at 3.6% for (1) 2019 Dodge 6-passenger van with chair ramp at a monthly payment of \$725 for Special Needs transportation.

**Lease Agreement with Santander Bank / Special Needs Transportation Vehicle—Item 14. D. 2.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit Transportation Department (BCIU) and the BCIU Head Start Program, for the BCIU to provide Head Start transportation services, effective September 3, 2019, at \$447.89 per run/per day (2.3% increase).

**Agreement Between BCIU Transportation Dept. and BCIU Head Start Program for Head Start Transportation Services —Item 14. D. 3.**

To authorize the appropriate officers to execute a lease agreement between the Berks County Intermediate Unit (BCIU) and the Berks Career and Technology Center (BCTC), for the rental of classroom space for Head Start, effective September 1, 2019, for nine months, as follows:

**Agreement with BCTC for Rental of Head Start Classroom Space —Item 14. D. 4.**

- a. 2,050 square feet at BCTC’s West Center @ \$759.75/month (2.9% increase)
- b. 2,050 square feet at BCTC’s East Center @ \$759.75/month (2.9% increase)

To authorize the appropriate officers to execute agreements between the Berks County Intermediate Unit (BCIU) and the following schools for the schools to provide meals for Head Start, effective for the 2019-20 school year, as follows:

**Meals for Head Start —Item 14. D. 5.**

<u>Provider (lunches)</u>	<u>Rate/Child</u>	<u>Increase</u>
BCTC East (Oley)	\$2.48	\$.07 child
BCTC West (Blue Marsh)	\$2.48	\$.07 child
<u>Reading-Muhlenberg CTC</u>	<u>Rate/Child</u>	<u>Increase</u>
Breakfast	\$1.65	\$.10 child
Lunch	\$2.50	\$.10 child
Snack	\$1.10	\$.10 child
<u>Cumru and Mifflin Park</u>	<u>Rate/Child</u>	<u>Increase</u>
Breakfast	\$2.04	None
Lunch	\$3.22	None

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<u>Daniel Boone</u>	<u>Rate/Child</u>	<u>Increase</u>	<b>Meals for Head Start</b>
Lunch	\$3.25	None	—Item 14. D. 5. (cont.)
Snack	\$ .85	None	

To award a contract to Heidler Roofing Services for the replacement and repair of the roof at the BCIU Main Office.

**Award Contract to Heidler Roofing Services / Replacement and Repair Roof at Main Office**  
—Item 14. D. 3.

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

*No Items to Consider*

Yeas: Dennin; Hemberger; Kelleher; Kennedy; Lash; Madara; Manbeck; McEwen; Rathgeb; Taylor; Ulrich; Heffner.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

No one desired to be heard.

**Board Members Desiring to be Heard**

A motion was made by Kelleher, seconded by Rathgeb, to adjourn the meeting at 8:02 p.m.

**Adjournment**

Motion carried.	<b>Voice Vote</b>
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Approved by,

Elizabeth S. Huhn, Secretary

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

The Board recognized **Dr. Edward B. Michalik** as the BCIU Outstanding Community Partner for 2019. Dr. Michalik presently serves as the Administrator of the Mental Health / Developmental Disabilities Program and the Executive Director for the Area Agency on Aging for the County of Berks. In introducing Dr. Michalik, Executive Director Dr. Jill Hackman commented that Dr. Michalik is an extraordinary leader and partner who makes himself available and has continually offered support, resources, and guidance to the Berks County Intermediate Unit administration and staff, in addition to Berks County schools and other community organizations in service to the community. Dr. Hackman specifically noted his continued collaboration, promotion, and support of the annual Keeping Kids Safe Symposium since its inception in 2009, and his commitment to emergency preparedness, positive school culture, and safe schools' efforts, including attending meetings, offering valuable input, and assisting to make connections with our community partners – all critical in these efforts.

Dr. Michalik was accompanied by his wife, Jennifer, and daughter, Julianne, as he was honored by the Board. Commissioner Christian Leinbach and staff from the MH / DD Program and the Area Agency on Aging also attended the meeting.

Rob Rosenberry, Director of Human Resources, introduced **Mrs. Monica Willett** as the Employee of the Month for August. Monica has served for 10 years at the BCIU, two years at the PA Key Office in Harrisburg, and eight years in the Office of Human Resources in the Main Office. Mr. Rosenberry shared that Monica is an exceptionally reliable employee. Her strong work ethic and commitment to her position responsibilities has resulted in her not only becoming the BCIU in-house expert regarding compliance matters, but someone who is sought out by Berks County school district human resources representatives for her input.

Monica thanked the Board and Mr. Rosenberry for the recognition. She shared she appreciates the opportunity to work at the Main Office in Human Resources after her work at the PA Key. Monica was accompanied to the meeting by her husband, Tim.

Mr. George Longridge, CFO / COO, introduced **Mr. Bill Gleason** to the Board. Mr. Gleason began at the BCIU as the new Safety and Security Program Administrator in June. As part of the Berks County Safety and Security Consortium, he will serve 15 Berks County school districts, our two career and technology centers, and the Berks Catholic High School, as well as collaborating with law enforcement, mental health providers, first responders, and elected officials.

The BCIU is fortunate to have secured such a knowledgeable and experienced individual to serve our schools and to provide strategic leadership for the overall administration of our Safety and Security program.

**2019 BCIU OUTSTANDING  
COMMUNITY PARTNER  
— Dr. Edward Michalik,  
Administrator, Mental  
Health / Developmental  
Disabilities Program for the  
County of Berks**

**EMPLOYEE OF THE  
MONTH – AUGUST 2019  
— Monica Willett, Office of  
Human Resources**

**FEATURED PROGRAM  
— Berks County Schools  
Safety and Security**