

## COMMITTEE-OF-THE-WHOLE MEETING

### I. BCIU HONORS

- ◆ EMPLOYEE-OF-THE-MONTH
  - Lydia Lopez, Operations Specialist, Office of Business Services / Operations
- ◆ RETIREES
  - Judy Keller, Payroll Coordinator, Office of Business Services / Operations
- ◆ FEATURED PROGRAM
  - INSIDE BCIU...JUST FOR YOU! – OFFICE OF INFORMATION TECHNOLOGY
  - Scott Major, CIO / Director, Office of Information Technology

### II. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
  - 1. BCIU 2019-2020 Fast Facts
  - 2. Newslink
  - 3. Legislative Update
  - 4. What the Hack? BCIU: Security Awareness Newsletter (October 2019 Edition)
  - 5. Cybersecurity – Safety and Security Project
    - a. Assessment Authorization Plan
    - b. Security Program Plan
    - c. Assessment Authorization Report
    - d. Security Program Implementation Project – Achievements Next Steps
  - 6. PAIUnet 3.0
  - 7. Keeping Kids Safe Symposium | Create a Culture of Kindness | Tuesday, October 22, 2019 | 8:00 A.M. to 12:00 P.M. | Penn State Berks
  - 8. Snacks With Santa | Saturday, December 14, 2019 | 9:00 A.M. to 11:00 A.M. – Children's Activities | 9:30 A.M. to 11:00 A.M. – Visits with Santa | BCIU Main Office
  - 9. Other Items
- B. Agenda Review

### III. EXECUTIVE SESSION

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## REGULAR MEETING

### 01. CALL TO ORDER

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

### 02. APPROVAL OF MINUTES

- A. Meeting of September 19, 2019

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

SOURCE		PAGE	AMOUNT
September	2019 Ratifications	1-13	\$1,026,370.69
September	2019 Ratifications-PSDLAF	1-2	\$5,934.07
October	2019 Ratifications	1-7	\$3,860,756.90
October	2019 Approvals	1-7	\$631,958.31
<b>TOTAL</b>			<b>5,525,019.97</b>

**04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$6,000,000:**

Amount Outstanding
October 11, 2019
\$0

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF OCTOBER 11, 2019:**

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$275,062.87	\$55,145.70	\$15.61	\$511,037.37	\$1,136,518.49
Commonwealth of PA	\$6,034,823.76	\$0.00	\$0.00	\$160,386.98	\$0.00
Other Revenue Sources	\$239,898.71	\$36,635.93	\$4,653.00	\$20,812.79	\$2,433.00
<b>TOTALS</b>	<b>\$6,549,785.34</b>	<b>\$91,781.63</b>	<b>\$4,668.61</b>	<b>\$692,237.14</b>	<b>\$1,138,951.49</b>
<b>GRAND TOTAL</b>	<b>\$8,477,424.21</b>				

**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**

<b>BEGINNING BALANCE September 1, 2019</b>		<b>\$1,157,253.18</b>
<b>RECEIPTS</b>		
REVENUE RECEIPTS	\$10,397,911.51	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,397,911.51</u>
		\$11,555,164.69
<b>DISBURSEMENTS</b>		
PRE-BOARD RATIFICATIONS	\$756,140.44	
BOARD APPROVALS	\$662,190.66	
POST BOARD RATIFICATIONS		
PSDLAF	\$5,934.07	
POST BOARD RATIFICATIONS IU	<u>\$1,026,370.69</u>	
TOTAL CHECKS WRITTEN	\$2,450,635.86	
CHECKS VOIDED	(\$173,290.86)	
PAYROLL DISTRIBUTIONS	<u>\$5,129,242.52</u>	<u>\$7,406,587.52</u>
ENDING BALANCE - September 30, 2019		\$4,148,577.17

	<u>INVESTMENTS</u>	
	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-September 30, 2019</b>		<b>\$4,148,577.17</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**September 2019**

Tompkins VIST	\$7,115.22
PNC	\$ 37.58

**09. COMMUNICATIONS**

Elizabeth S. Huhn, *Secretary*

**10. OLD BUSINESS**

**11. REPORT OF NEGOTIATIONS COMMITTEE**

Gary McEwen, *Chair*

**12. BUDGETS**

**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

\$58,512

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

**2. Early Childhood Mental Health Initiative – Program 223**

Office of Professional Development and Curriculum  
7/1/19-6/30/20

\$901,146

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).

**3. Comprehensive Support and Improvement – Program 284**

Office of Professional Development and Curriculum  
7/1/19-6/30/20

\$394,432

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).

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

Office of Business Services  
7/1/19-6/30/20

\$5,004,303

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).

**C. Changes to Initial Budgets**

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

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

\$35,658

**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

\$71,316

**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

\$71,316

**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.

**D. Budgetary Transfers**

*No Items to Consider*

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**A. General**

1. 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
  
2. To approve the following position descriptions:
  - a. Manager of Higher Education Initiatives, PA Key
  - b. Technical Support Specialist, PA Key

3. To ratify the unpaid internships as noted below:
  - a. Nicole Hardy, Marywood University undergraduate student majoring in Social Work, under the supervision of Ed Yeager, Guidance Counselor, effective September 30, 2019, through May 8, 2020.
  - b. Julie Poulos, Alvernia University undergraduate student majoring in Social Work, under the supervision of Ann Kowalski, Head Start Assistant Director, effective September 24, 2019, through December 10, 2019.
  - 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.
4. To approve the unpaid externship placement as noted below:
  - a. Nicole Shuman, Penn State University undergraduate student majoring in Speech Language Pathology, under the supervision of Dana Boettinger, Speech Therapist, effective January 3, 2020, through May 8, 2020.
5. To ratify the unpaid Level 1 field experience as noted below:
  - a. Amy Medina, Berks Technical Institute student majoring in Early Childhood Education, under the supervision of Haley Didget, Early Intervention Specialized Preschool Teacher, effective September 15, 2019, through December 10, 2019.

**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**

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*

g. 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

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  
Jennifer Taveras, 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  
*Replacement*

**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*

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, DIRECTOR

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

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

1. 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).
2. 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).
3. 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, CIO / DIRECTOR

1. 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.
2. 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.
3. 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.

4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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

1. 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 HACKMAN, EXECUTIVE DIRECTOR

*No Items to Consider*

**15. BOARD MEMBERS DESIRING TO BE HEARD**

**16. ADJOURNMENT**