
BCIU STUDENT ARTWORK SHOWCASE

- ◆ Julie Bunnick, Lead Creative Specialist, Office of the Executive Director
 - ◆ Amelia Krotee, Marketing Communications Specialist, Office of the Executive Director
 - ◆ Zach Brown, Digital Marketing Specialist, Office of the Executive Director
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COMMITTEE-OF-THE-WHOLE MEETING

SPECIAL RECOGNITION

- ◆ TIMOTHY M. HEFFNER

I. BCIU HONORS

- ◆ EMPLOYEE-OF-THE-MONTH FOR NOVEMBER 2019
 - Kim Shimko, Software Support Specialist, Office of Information Technology
- ◆ EMPLOYEE OF THE MONTH FOR JANUARY 2020
 - Kirsten E. Abraham, Paraeducator, Learning Center at Lower Alsace, Office of Early Childhood and Student Services
- ◆ RETIREES
 - Beverly J. Brisan, Transportation Driver (Muhlenberg), Office of Business Services / Operations

BCIU BOARD MEMBER RECOGNITION

- ◆ JANUARY 2020 – BOARD APPRECIATION MONTH

II. EXECUTIVE DIRECTOR’S REPORT

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

III. EXECUTIVE SESSION

REGULAR MEETING

01. CALL TO ORDER

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

- C. To seat the following BCIU representatives as follows:
 - a. Steven Miller, Daniel Boone Area School District, to fill the unexpired term of David Rathgeb, ending June 30, 2020.
 - b. Kevin L. Manmiller, Fleetwood Area School District, to fill the unexpired term of Timothy M. Heffner, ending June 30, 2020.
 - c. James Shrawder, Kutztown Area School District, to fill the unexpired term of Carl H. Ziegler, ending June 30, 2021.
- D. Election of the President of the BCIU Board of Directors to fill the unexpired term of Timothy M. Heffner, effective January 16, 2020, to June 30, 2020.
- E. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for Copy Paper on Tuesday, November 26, 2019, at 11:00 A.M.

02. APPROVAL OF MINUTES

- A. Meeting of November 21, 2019

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

SOURCE		PAGE	AMOUNT
November	2019 Ratifications	1-16	\$2,982,917.28
November	2019 Ratifications-PSDLAF		\$0.00
December	2019 Ratifications	1-22	\$4,881,760.29
December	2019 Ratifications-PSDLAF	1-01	\$17,144.22
January	2020 Ratifications	1-03	\$235,826.06
January	2020 Ratifications-PSDLAF	1-01	\$20,334.10
January	2020 Approvals	1-06	\$618,695.08
TOTAL			\$8,756,677.03

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

Amount Outstanding
January 10, 2020
\$0

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

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

06. APPROVAL/RATIFICATION OF HEAD START:

- Head Start 2020 Notice of Award
- Financial Statements (November and December 2019)
- Credit Card Purchases (November and December 2019)
- Non-Federal Share Report (November and December 2019)
- Policy Council Minutes/Resolutions (November 2019 and December 2019)
- Program Information/Updates/Attachments

07. COMBINED FINANCIAL REPORT

CASH-NOVEMBER 2019

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

RECEIPTS

REVENUE RECEIPTS	\$12,582,025.29	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$12,582,025.29</u>
		\$15,036,171.56

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$2,480,214.56	
BOARD APPROVALS	\$614,695.34	
POST BOARD RATIFICATIONS		
PSDLAF	\$0.00	
POST BOARD RATIFICATIONS IU	<u>\$2,982,917.28</u>	
TOTAL CHECKS WRITTEN	\$6,077,827.18	
CHECKS VOIDED	(\$4,952.28)	
PAYROLL DISTRIBUTIONS	<u>\$5,379,278.30</u>	<u>\$11,452,153.20</u>
ENDING BALANCE - November 30, 2019		\$3,584,018.36

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

CASH AVAILABLE-November 30, 2019 **\$3,584,018.36**

CASH-DECEMBER-2019

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

RECEIPTS

REVENUE RECEIPTS	\$11,415,300.12	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$11,415,300.12</u>
		\$14,999,318.48

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$0.00	
BOARD APPROVALS	\$0.00	
POST BOARD RATIFICATIONS		
PSDLAF	\$17,144.22	
POST BOARD RATIFICATIONS IU	<u>\$4,881,760.29</u>	
TOTAL CHECKS WRITTEN	\$4,898,904.51	
CHECKS VOIDED	(\$5,885.74)	
PAYROLL DISTRIBUTIONS	<u>\$5,356,282.45</u>	<u>\$10,249,301.22</u>
ENDING BALANCE - December 31, 2019		\$4,750,017.26

	<u>INVESTMENTS</u>	
	CERTIFICATES	
	<u>OF DEPOSIT</u>	<u>TOTAL</u>
BEGINNING BALANCE	\$0.00	\$0.00
PURCHASES	\$0.00	\$0.00
REDEMPTIONS	\$0.00	\$0.00
ENDING BALANCE	\$0.00	\$0.00
CASH AVAILABLE-December 31, 2019		\$4,750,017.26

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

November 2019

Tompkins VIST	\$6,807.89
PNC	\$29.59

December 2019

Tompkins VIST	\$8,302.86
PNC	\$32.68

09. COMMUNICATIONS

Elizabeth S. Huhn, *Secretary*

1. Correspondence from Senator Judy Schwank
2. Correspondence from Berks Schuylkill Helping Harvest Fresh Food Bank

10. OLD BUSINESS

11. REPORT OF NEGOTIATIONS COMMITTEE

Gary McEwen, *Chair*

12. BUDGETS

A. New and Proposed Budgets

No Items to Consider

B. Initial Budgets

1. Berks County Intermediate Unit General Fund - Program 115

Office of Business Services

7/1/20 – 6/30/21

\$11,583,476

This budget is the general operating budget for the Berks County Intermediate Unit (BCIU). The BCIU provides mandated services for the school districts of Berks County, along with providing support services for all the programs at the Intermediate Unit.

C. Changes to Initial Budgets

1. Prison Program – Program 307

Office of Early Childhood and Student Services
7/1/19 – 6/30/20 (\$116,449)

Total Proposed Revised Budget: \$331,450

Funded by the participant’s resident district, this program provides education services to adjudicated adolescents who are housed in the Adult Prison Program, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997). This budget change is necessary because less students are projected throughout the year.

2. Early Intervention – Program 348

Office of Early Childhood and Student Services
7/1/19 – 6/30/20 \$618,342

Total Proposed Revised Budget: \$16,604,017

Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983). This budget change is necessary due to additional state funding allocation.

D. Budgetary Transfers

1. BCIU Pre-K Counts Partnership – Program 231

Office of Early Childhood and Student Services
7/1/19 – 6/30/20 \$41,775

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

13. PERSONNEL MATTERS

—ROB ROSENBERY, DIRECTOR

A. General

1. To award a professional contract to Lashae Stitt, Teacher, Pre-K Counts, who has completed three years of satisfactory service, effective December 19, 2019.
2. To approve the assignment of Carl D. Blessing as Temporary Business Administrator to support the Office of Business Services, effective December 19, 2019, through January 27, 2020, at the per diem rate of \$650.
3. To approve the Senior Health Manager, PA Key position description.

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Melissa Cancel – Part-time School Bus Driver Trainee
Recommended Hourly Rate – \$11.90
Effective Date – November 18, 2019
Replacement

- b. Paul M. DeLapp – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$14.00, \$11.85, and \$10.83
Effective Date – November 18, 2019
Replacement
 - c. Megan E. Griffin – Part-time School Bus Driver Trainee
Recommended Hourly Rate – \$11.90
Effective Date – December 16, 2019
Replacement
 - d. Raymond Hernandez – Part-time School Bus Driver Trainee
Recommended Hourly Rate – \$11.90
Effective Date – December 3, 2019
Replacement
 - e. Lysette M. Hodges – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$14.00, \$11.85, and \$10.83
Effective Date – December 16, 2019
Replacement
 - f. Antoinette B. Johnson – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$14.00, \$11.85, and \$10.83
Effective Date – December 3, 2019
Replacement
 - g. Galen E. Koller – Part-time School Bus Driver Trainee
Recommended Hourly Rate – \$11.90
Effective Date – November 18, 2019
Replacement
 - h. Freddie A. Morales Soto – Part-time School Bus Driver Trainee
Recommended Hourly Rate – \$11.90
Effective Date – December 16, 2019
Replacement
 - i. Liza M. Velazquez-Velazquez – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$11.85 and \$10.83
Effective Date – December 3, 2019
Replacement
 - j. Jacqueline R. Wise – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$14.00, \$11.85, and \$10.83
Effective Date – December 3, 2019
Replacement
2. Early Childhood & Student Services Office
- a. Taylor N. Hartline – Teacher, Head Start
Recommended Hourly Rate – Level III, Probationary, \$19.57
Effective Date – December 3, 2019
Replacement

- b. Diane Kay – Specialized Preschool Teacher, Early Intervention
Recommended Annual Salary – Col. 5, Step 12, \$72,096 (to be prorated)
Effective Date – December 9, 2019
Replacement
 - c. Grace N. Phillips – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Probationary, \$11.87
Effective Date – January 6, 2020
Replacement
 - d. Elba Rodriguez – Paraeducator, Head Start
Recommended Hourly Rate – Level II, Probationary, \$12.42
Effective Date – January 6, 2020
Replacement
 - e. Andrea E. Torres – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$12.30
Effective Date – January 6, 2020
Replacement
3. Professional Development and Curriculum Office
- a. Paula L. Alcock – Fiscal Contract Supervisor, PA Key
Recommended Annual Salary – \$61,710 (to be prorated)
Effective Date – January 13, 2020
Replacement
 - b. Amy R. Requa – Senior Health Manager, PA Key
Recommended Annual Salary – \$70,635 (to be prorated)
Effective Date – January 2, 2020
New Position
 - c. Leslie A. Weaver – Continuing Professional Education (CPE) Instructor
Recommended Rate – \$750 per credit
Effective Date – December 23, 2019
Additional Position
- C. Change of Status – Ratifications**
- 1. Business Services/Operations Office
 - a. Albert Adams
Change from Part-time School Bus Driver Trainee to
Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$11.90 to \$16.70, \$14.00, \$11.85, and \$10.83
Effective Date – January 3, 2020
Obtained CDL
 - b. Ivanova Campo
Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to
Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – January 6, 2020
Replacement

- c. Bethzaida Cheek – Dispatcher, Transportation
Recommended Hourly Rate – \$15.32
Effective Date – December 9, 2019
Replacement - Additional Assignment

- d. Jennifer Colon
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to
Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – August 21, 2019
Voluntary Reassignment – Date Correction

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

- f. Iamdra Flores
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to
Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – July 3, 2019
Voluntary Reassignment

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

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

- i. Maira Pascoe
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to
Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – October 28, 2019
Replacement

- j. Leslie Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rates from \$13.15, \$11.05 and \$10.08 to
\$13.65, \$11.55, and \$10.58
Effective Date – April 10, 2019
Completed Probationary Period
- k. Leslie Rhodes – Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rates from \$13.65, \$11.55, and \$10.58 to
\$14.00, \$11.85, and \$10.83
Effective Date – July 1, 2019
Rate Correction per Transportation Compensation & Benefits Agreement
- l. Yajaira Rivera
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to
Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – August 23, 2019
Voluntary Reassignment
- m. Yajaira Rivera
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to
Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – November 19, 2019
Replacement
- n. Jocelyn Sass
Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to
Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – December 10, 2019
Replacement
- o. Shanice Towles – Part-time Driver w/o Bus License
Recommended Hourly Rate – \$14.25
Effective Date – November 18, 2019
Additional Assignment
- 2. Early Childhood & Student Services Office
 - a. Christina Argentati – Occupational Therapist, Early Intervention
Recommended Hourly Rate – \$66.65
Effective Date – November 27, 2019
Additional Hours (not to exceed 7 hours)
 - b. Orquidea Batista – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to
Level I, Entry, \$12.42
Effective Date – November 11, 2019
Completed Probationary Period

- c. Zenaida Calero-Nieves – Paraeducator, Head Start
Change Recommended Hourly Rate from Level II, Probationary, \$12.42 to
Level II, Entry, \$12.95
Effective Date – November 11, 2019
Completed Probationary Period
- d. Jennifer Chupak – Lead Speech Therapist, Early Intervention
Effective Date – November 22, 2019
Remove Additional Assignment
- e. Jennifer Chupak
Change from Speech Therapist, Early Intervention to
Assistant Program Administrator, Early Intervention
Change Recommended Annual Salary from Col. 4, Step 8, \$64,042 to
\$74,664 (to be prorated)
Effective Date – November 25, 2019
Replacement
- f. Joanna Cogan-Ferchalk – Psychologist, Early Intervention
Recommended Hourly Rate – \$54.24
Effective Date – December 18, 2019 – June 30, 2020
Additional Days (not to exceed 5 days)
- g. Susan Cornish – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to
Level I, Entry, \$12.42
Effective Date – November 11, 2019
Completed Probationary Period
- h. Kayleen Cruz Morales
Change from Paraeducator, Child Care to Substitute Paraeducator, Child Care
Change Recommended Hourly Rate from \$11.02 to \$9.68
Effective Date – December 27, 2019
Voluntary Reassignment
- i. Jenniffer Dove – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to
Level I, Entry, \$12.42
Effective Date – November 11, 2019
Completed Probationary Period
- j. Ad-Beel Gracius – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to
Level I, Entry, \$12.42
Effective Date – November 11, 2019
Completed Probationary Period

- k. Michael Hall – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to Level I, Entry, \$12.42
Effective Date – November 25, 2019
Completed Probationary Period
- l. Branden Jambeau – Mental Health Specialist, Head Start
Change Recommended Hourly Rate from Level II, Entry, \$23.83 to Level III, Entry, \$24.38
Effective Date – November 5, 2019
Obtained Additional Credits
- m. Jamie Kingsbury – Special Education Itinerant Teacher, Special Education
Change Recommended Annual Salary from Col. 6, Step 6, \$62,954 to Col. 7, Step 6, \$64,339 (to be prorated)
Effective Date – February 1, 2020
Salary Adjustment per BCIUEA Agreement
- n. Jill Lenhart – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Col. 4, Step 9, \$65,279 to Col. 5, Step 9, \$65,972 (to be prorated)
Effective Date – January 1, 2020
Salary Adjustment per BCIUEA Agreement
- o. Rickiesha Logan – Disabilities/Transition Specialist, Head Start
Change Recommended Hourly Rate from Level III, Probationary, \$23.83 to Level III, Entry, \$24.38
Effective Date – December 16, 2019
Completed Probationary Period
- p. June Malocu – Health Nutrition Specialist, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$17.93 to Level I, Entry, \$18.48
Effective Date – December 23, 2019
Completed Probationary Period
- q. Mary Kate McGuire – Specialized Preschool Teacher – Itinerant, Early Intervention
Change Recommended Annual Salary from Col. 5, Step 12, \$72,096 to Col. 6, Step 12, \$72,789 (to be prorated)
Effective Date – January 1, 2020
Salary Adjustment per BCIUEA Agreement
- r. Cynthia Mersinger – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to Level I, Entry, \$12.42
Effective Date – November 11, 2019
Completed Probationary Period

- s. Yaddnery Morales – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to
Level I, Entry, \$12.42
Effective Date – November 11, 2019
Completed Probationary Period
- t. Adelaida Noguet – Family Engagement Worker, Head Start
Change Recommended Hourly Rate from Level IV, Probationary, \$13.90 to
Level IV, Entry, \$14.44
Effective Date – November 4, 2019
Completed Probationary Period
- u. Katherine Palm-Seiler
Change from Paraeducator, Child Care to Teacher, Child Care
Change Recommended Hourly Rate from \$13.35 to \$13.15
Effective Date – December 19, 2019
Replacement
- v. Kaitlyn Quay – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to
Level I, Entry, \$12.42
Effective Date – November 11, 2019
Completed Probationary Period
- w. Jaime Roshon – Educational Coach, Head Start
Change Recommended Hourly Rate from Level III Probationary, \$23.83 to
Level III Entry, \$24.38
Effective Date – December 30, 2019
Completed Probationary Period
- x. Kamie Rothenberger – Enrichment Specialist, Education of Children & Youth
Experiencing Homelessness
Effective Date – December 17, 2019
Removal of Assignment
- y. Kamie Rothenberger – Educational Coach, Head Start
Change Recommended Hourly Rate from Level II Probationary, \$23.30 to
Level II Entry, \$23.83
Effective Date – December 23, 2019
Completed Probationary Period
- z. Britanyana Santiago – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to
Level I, Entry, \$12.42
Effective Date – December 30, 2019
Completed Probationary Period

- aa. Jamie Sauselen – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$11.87 to Level I, Entry, \$12.42
Effective Date – December 16, 2019
Completed Probationary Period
- bb. Alice Shomgard
Change from Paraeducator, Child Care to Teacher, Child Care
Change Recommended Hourly Rate from \$12.97 to \$15.65
Effective Date – December 18, 2019
Replacement
- cc. Theresa Soley – Occupational Therapist, Early Intervention
Change Recommended Hourly Rate from Col. 4, Step 3, \$44.06 to Col. 4, Step 3, \$45.01
Effective Date – July 1, 2019
Rate Correction
- dd. Mary Stelter – Physical Therapist, Early Intervention
Change Recommended Annual Salary/Hourly Rate from Col. 1, Step 3, \$46,649/\$35.07 to Col. 1, Step 3, \$47,149/\$36.21
Effective Date – July 1, 2019
Rate Correction in accordance with BCIUEA Salary Schedule
- ee. Rebecca Thomas – Administrative Assistant, Head Start
Change Recommended Hourly Rate from Level III, Probationary, \$18.36 to Level III, Entry, \$18.91
Effective Date – December 3, 2019
Completed Probationary Period
- ff. Laura Young – Speech Therapist, Early Intervention
Recommended Hourly Rate – \$56.10
Effective Date – December 16, 2019 – February 28, 2020
Additional Days (not to exceed 2 days)
- 3. Professional Development and Curriculum Office
 - a. Kelli Harris – Peer Reviewer, PA Key
Recommended Annual Stipend – \$1,000 (to be prorated)
Effective Date – December 9, 2019 – June 30, 2020
Additional Responsibilities
 - b. Beth Simon – Peer Reviewer, PA Key
Recommended Annual Stipend – \$1,000 (to be prorated)
Effective Date – December 9, 2019 – June 30, 2020
Additional Responsibilities

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

Alternative Education

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

Child Care

Doreen Strausser, Degreed Teacher – Effective December 9, 2019

Early Intervention

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

Facilities

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

Head Start

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

Pre-K Counts

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

Special Education

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

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

Head Start

Elba Rodriguez – Effective January 6, 2020

Remove from Approved 2019-2020 Out-of-Class Substitute Lists

Child Care

Katherine Palm-Seiler – Effective December 19, 2019

F. Remove from 2019-2020 Approved Substitute Lists

Child Care

Verna Kinsey, Paraeducator – Effective November 11, 2019
Shanda Mengel, Teacher – Effective December 16, 2019
Kimberly Sivak, Paraeducator – Effective December 17, 2019

Early Intervention

Kimberly Sivak, Paraeducator – Effective December 17, 2019

Facilities

Yajaira Rivera, Custodian and Delivery Driver – Effective August 23, 2019
Gene Sedoti, Custodian – Effective November 18, 2019

Head Start

Kimberly Sivak, Paraeducator – Effective December 17, 2019

Pre-K Counts

Kimberly Sivak, Paraeducator – Effective December 17, 2019

Transportation

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

G. Employment – Approvals

No Items to Consider

H. Change of Status – Approvals

No Items to Consider

I. Leave of Absence Requests

1. Business Services/Operations Office

Personal Leave (unpaid - without benefits – FMLA)

- a. Charles Weaver – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 20, 2019

Personal Leave (unpaid - without benefits – not FMLA)

- b. David Arentz – Level II Custodian, Facilities
Effective Date – October 9, 2019
c. Keisha Brown – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 24, 2019
d. Jeremy Tinnin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 9, 2019
e. Nannette Waid – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 18, 2019

2. Early Childhood & Student Services Office

Personal Leave (unpaid - with benefits – FMLA)

- a. Jamie Kingsbury – Special Education Itinerant Teacher, Special Education
Effective Date – November 18, 2019

3. Professional Development and Curriculum Office

Personal Leave (unpaid - with benefits – FMLA)

- a. Pamela Eyer – Preschool Program Specialist, PA Key
Effective Date – October 30, 2019

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. David Arentz – Level II Custodian, Facilities
Effective Date – December 3, 2019
 - b. Keisha Brown – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 16, 2019
 - c. Jeremy Tinnin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 11, 2019
2. Early Childhood & Student Services Office
Personal Leave (unpaid - with benefits – not FMLA)
 1. Diamond Yulfo – Paraeducator, Head Start
Effective Date – November 18, 2019
3. Human Resources Office
Personal Leave (unpaid - without benefits – not FMLA)
 - a. Jessica Dawson – Human Resources Specialist
Effective Date – January 6, 2020
4. Professional Development and Curriculum Office
Personal Leave (unpaid - with benefits – FMLA)
 - a. Pamela Eyer – Preschool Program Specialist, PA Key
Effective Date – December 9, 2019

K. Retirements

1. Business Services/Operations Office
 - a. Beverly J. Brisani – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 20, 2019
 - b. Gloria J. Gassert – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 5, 2020
 - c. James R. Lash – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 20, 2019
 - d. Janice M. Rubendall – Part-time Driver w & w/o Bus License, Assistant, Misc. Transportation,
and Transportation Trainer
Effective Date – November 27, 2019
 - e. Carol A. Wehr – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 26, 2019
2. Professional Development and Curriculum Office
 - a. Edward J. Dobry, Jr. – Remedial Teacher, Act 89
Effective Date – June 5, 2020
 - b. Mary D. Mazzoni – Educational Consultant, Training and Consultation
Effective Date – January 31, 2020
 - c. Marla Nesbitt-Laws – Infant Early Childhood Mental Health Consultant, PA Key
Effective Date – January 10, 2020
 - d. Teresa A. Schutt – Program Administrator
Effective Date – June 30, 2020

L. Resignations

1. Business Services/Operations Office
 - a. Allen P. Dahl – Custodial Supervisor, Facilities
Effective Date – January 6, 2020
 - b. Tammy L. Gerber – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 20, 2019
 - c. Alberto L. Gonzalez-Gonzalez – Dispatcher, Transportation
Effective Date – December 6, 2019
 - d. Antoinette B. Johnson – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – December 11, 2019
 - e. Samuel J. Marks – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 18, 2019
 - f. Maria E. Perez-Vazquez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 20, 2019
 - g. Tracy J. Rutkowski – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 18, 2019
 - h. Christian J. Sanchez – Part-time School Bus Driver Trainee
Effective Date – November 20, 2019
 - i. Sarah E. Scharf – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – December 2, 2019
 - j. Gene S. Sedoti – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 18, 2019
 - k. Claire A. Shearer – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 20, 2019
 - l. George E. Shull, Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 20, 2019
 - m. Juli S. Suarez – Level III Custodian, Facilities
Effective Date – January 2, 2020
2. Early Childhood & Student Services Office
 - a. Nicole B. Ackley – Family Engagement Worker, Head Start
Effective Date – January 17, 2020
 - b. Jennifer L. Dixon – Specialized Preschool Teacher – Itinerant, Early Intervention
Effective Date – December 16, 2019
 - c. Holly J. Foster – Special Education Teacher, Special Education
Effective Date – January 16, 2020
 - d. Bruna Goncalves – Paraeducator, Pre-K Counts
Effective Date – December 13, 2019
 - e. Adelaida T. Noguét – Family Engagement Worker, Head Start
Effective Date – December 2, 2019
 - f. Christaline Santiago – Family Engagement Worker, Head Start
Effective Date – November 15, 2019
3. Information Technology Office
 - a. Scott M. Robertson – Systems Analyst Developer, Application, Architecture & Development
Effective Date – December 20, 2019
4. Professional Development and Curriculum Office
 - a. Lisbeth Q. Ramos – Infant Early Childhood Mental Health Consultant, PA Key
Effective Date – December 20, 2019

M. Terminations

1. Business Services/Operations Office
 - a. Brandi N. Mays – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 17, 2020
Violation of Policy

N. Other

1. Business Services/Operations Office
 - a. Lucille K. Gallis – Assistant Director for Finance
Recommended Annual Salary – \$115,000 (to be prorated)
Effective Date – January 28, 2020
Date Amended
 - b. John C. Micka – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 22, 2019
Deceased
2. Professional Development and Curriculum Office
 - a. Lynmarie A. Hilt – Program Administrator
Recommended Annual Salary – \$91,500 (to be prorated)
Effective Date – December 3, 2019
Date Amended

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, DIRECTOR

No Items to Consider

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Camille Catlett, for Camille Catlett to provide professional services relative to supporting the Office of Child Development and Early Learning (OCDEL) and Institutes of Higher Education across the state in developing strategies that better ensure the competencies, skills, and knowledge that are needed to work with babies, toddlers, and young children are available with their degree programs for a fee of \$34,500 effective December 3, 2019, through June 30, 2020 (PA Key).
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Ellen B. Kagen, for Ellen B. Kagen to provide professional services in support of Pennsylvania's plan for sustainability of its Early Childhood System by strengthening early childhood professionals' ability to implement the coach approach framework and skills and implementing a Train the Trainer for the Coach Approach to Adaptive Leadership in Early Childhood for a fee of \$247,600 effective August 1, 2019, through June 30, 2020 (PA Key).
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the American Institutes for Research (AIR), for AIR to conduct a full-day kindergarten study in Pennsylvania for a fee of \$199,605 effective November 1, 2019, through June 30, 2020 (PA Key).

4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Community College of Philadelphia (CCP), for CCP to deliver Child Development Associate courses to early childhood education professionals within the Commonwealth of Pennsylvania for a fee of \$39,200 effective December 3, 2019, through June 30, 2020 (PA Key).
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Edinboro University, for the Edinboro University to deliver Child Development Associate courses to early childhood education professionals within the Commonwealth of Pennsylvania for a fee of \$33,800 effective January 9, 2020, through June 30, 2020 (PA Key).
6. To ratify Amendment #6 to the current agreement between the Berks County Intermediate Unit (BCIU) and New World NOW (NWN), for NWN to modify its scope of services to provide expert consultation to Public Health Management Corporation (PHMC) relative to the implementation of the Professional Development Registry for Philadelphia. This amendment provides for a funding increase of \$241,687 for a revised total of \$1,674,884.50. All other terms and conditions remain in force (PA Key).
7. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Meghan McDoniel, for Meghan McDoniel to modify the scope of services in support of the Preschool Development Grant Birth-5 (PDG B-5) and to extend the term through June 30, 2020. This amendment provides for a funding increase of \$10,000 for a revised total of \$17,800. All other terms and conditions remain in force (PA Key).
8. To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Aditya Voleti, for Aditya Voleti to modify the scope of services in support of the Office of Child Development and Early Learning's (OCDEL) implementation of Professional Development Organizations and to extend the term through July 31, 2020. This amendment provides for a funding increase of \$8,000 for a revised total of \$12,500. All other terms and conditions remain in force (PA Key).
9. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and ZERO TO THREE for ZERO TO THREE to modify its scope of services to provide for a second P-5 Competencies cohort program. This amendment provides for a funding increase of \$38,085 for a revised total of \$83,435. All other terms and conditions remain in force (PA Key).

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CIO / DIRECTOR

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

3. To ratify a 12-month license agreement for the renewal purchase of 20 licenses of Wrike Project Management business licenses at a cost of \$5,300 for the term December 8, 2019, through December 7, 2020.

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

1. To award contracts for Copy Paper through the Berks County Joint Purchasing Board.
2. To approve a change in the mileage allowance rate from 58.0¢ to 57.5¢ per mile to conform with Internal Revenue Service regulations, effective January 1, 2020.
3. To authorize the appropriate officers to execute an addendum to the student transportation contract between the Berks County Intermediate Unit (BCIU) and the Reading School District (RSD), authorizing the BCIU to contract with TransPar Group Inc, for advisory services and technical assistance in support of the original agreement, including but not limited to, the deployment of services from two (2) full time TransPar resources dedicated to transportation for the District, consisting of one (1) Transportation Support Manager and one (1) Transportation Liaison, effective January 17, 2020. The Reading School District will reimburse the BCIU at a cost of \$14,062.50 per month.
4. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and TransPar Group, Inc., for TransPar Group, Inc. to provide professional advisory services and technical support related to transportation services for the Reading School District (RSD). TransPar Group, Inc. will provide a Support Manager and a Bi-Lingual Liaison to support the integration of RouteFinderPro software and establish performance statistics and actionable information to increase the efficiency of RSD transportation services, effective January 17, 2020, through June 30, 2021, for a monthly fee of \$18,750.

E. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT