

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
OCTOBER 17, 2019
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, October 17, 2019, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

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

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

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

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

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

Solicitor: John Stott, Esquire

Guest/s: None

Press: Keith Smoker

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

**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 Carl, seconded by Rathgeb, to approve the minutes of the meeting of Thursday, September 19, 2019.

**Approval of Minutes
—Item 02.**

Motion carried.

Voice Vote

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

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

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

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
TOTAL			5,525,019.97

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

Amount Outstanding
October 11, 2019
\$0

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF OCTOBER 11, 2019 (Information item):

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
TOTALS	\$6,549,785.34	\$91,781.63	\$4,668.61	\$692,237.14	\$1,138,951.49
GRAND TOTAL	\$8,477,424.21				

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

BEGINNING BALANCE September 1, 2019 **\$1,157,253.18**

RECEIPTS

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

DISBURSEMENTS

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

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-September 30, 2019 **\$4,148,577.17**

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08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

September 2019

Tompkins VIST	\$7,115.22
PNC	\$37.58

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

09. COMMUNICATIONS

No Items to Report.

**COMMUNICATION
—Item 09.**

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 Ulrich, seconded by Ziegler, to approve the following budget items:

A. New and Proposed Budgets

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).

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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).

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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.

4. Budgetary Transfers

No Items to Consider

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

13. PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

PERSONNEL MATTERS

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

A. General

GENERAL

Resolved, for the Board of Directors to approve the following Atlas Transportation employees to be assigned to the Berks County Intermediate Unit to provide transportation services according to the terms of the agreement with Atlas Transportation:

**Approval of Atlas
Transportation Employees
—Item 13. A. 1.**

- a. Charlotte Cruz Rodriguez
- b. Jesus Paula Delossantos

To approve the following position descriptions:

- a. Manager of Higher Education Initiatives, PA Key
- b. Technical Support Specialist, PA Key

**Approval of PA Key Position
Descriptions
—Item 13. A. 2.**

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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

**Unpaid Internships of Nicole Hardy, Julie Poulos, Katie Riddle, and Lauren McCormick
—Item 13. A. 3.**

To ratify 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.

**Unpaid Externship of Nicole Shuman
—Item 13. A. 4.**

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.

**Unpaid Level I Field Experience of Amy Medina
—Item 13. A. 5.**

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, Assist:
and Misc. Transportation
Recommended Hourly Rates - \$14.00, \$11.85, and \$10.83
Effective Date – October 7, 2019
Replacement

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

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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

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j. Jennifer R. Schaffer – Level V Program Secretary, Early Intervention
Recommended Hourly Rate - \$14.43
Effective Date – October 7, 2019
Replacement

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

C. Change of Status – Ratifications

Ratifications – Change of Status —Items 13. C.

1. Business Services/Operations Office
- a. Carmen Colon
Change from Substitute Driver w/o Bus License, Assistant and Misc. Transportation to Part-time Driver w/o Bus License, Assistant and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – October 1, 2019
Replacement
- b. Jessenia Diaz
Change from Part-time School Bus Driver Trainee to Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation
Change Recommended Hourly Rate from \$11.90 to \$16.70, \$14.00, \$11.85 and \$10.83
Effective Date – September 12, 2019
Obtained CDL
- c. Deborah Fisher – Part-time Bus/Van Assistant and Misc. Transportation
Change Recommended Hourly Rates from \$11.35 and \$10.33 to \$11.85 and \$10.83
Effective Date – September 5, 2019
Completed Probationary Period
- d. Kaja Nichlas
Change from Substitute Bus/Van Assistant and Misc. Transportation to Part-time Bus/Van Assistant and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – September 5, 2019
Replacement

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- 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

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- 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

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- j. Kamie Rothenberger – Tutor, Education of Children & Youth Experiencing Homelessness
Effective Date – June 12, 2019
Voluntary Removal of Assignment
- k. Kamie Rothenberger
Change from Teacher, Head Start to Educational Coach, Head Start
Change Recommended Hourly Rate from Level III, Entry \$20.11 to Level II, Probationary, \$23.30
Effective Date – September 23, 2019
New Position
- l. Audra Schappell – Security Specialist, Alternative Education
Change Recommended Annual Salary from \$30,861 to \$32,361 (to be prorated)
Effective Date – October 14, 2019
Equity Adjustment
- 3. Professional Development and Curriculum Office
 - a. Gina Bongiovanni – Educational Consultant, Training and Consultation
Change Recommended Annual Salary from Col. 5, Step 8, \$64,735 to Col. 6, Step 8, \$65,427
Effective Date – September 1, 2019
Salary Adjustment per BCIUEA Agreement

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

Alternative Education

Esmeralda Calderon, Specialist – Effective October 7, 2019

Emily Guilbe, Specialist – Effective September 9, 2019

Child Care

Esmeralda Calderon, Paraeducator – Effective October 7, 2019

Nancy Echevarria, Paraeducator – Effective October 14, 2019

Early Intervention

Esmeralda Calderon, Paraeducator – Effective October 7, 2019

Emily Guilbe, Paraeducator – Effective September 9, 2019

Head Start

Esmeralda Calderon, Paraeducator – Effective October 7, 2019

Emily Guilbe, Paraeducator – Effective September 9, 2019

Pre-K Counts

Esmeralda Calderon, Paraeducator – Effective October 7, 2019

Emily Guilbe, Paraeducator – Effective September 9, 2019

**Ratifications – Additions to
2019-2020 Approved
Substitute Lists
—Item 13. D.**

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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

**Ratifications – Additions to
2019-2020 Out-Of-Class
Substitute Lists—Item 13. E.**

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

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

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

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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

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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

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

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

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

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

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

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

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

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K. Retirements

No Items to Consider.

**Retirements
—Item 13. K.**

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

**Resignations
—Item 13. L.**

M. Terminations

No Items to Consider

**Terminations
—Item 13. M.**

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N. Other

Other—Item 13. N.

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

Yeas: Carl; Huhn; Kelleher; Lash; Rathgeb; Richard; Sellers; Specht; Ulrich; Ziegler; Heffner. Nays: None. Motion carried.	Roll Call Vote
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A motion was made by Ziegler, seconded by Rathgeb, to approve/ratify the following items under Other Matters for Consideration:

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS
FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES
—MICHELLE REICHARD-HUFF, DIRECTOR**

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

**Agreement with the Reading
School District / ELECT
—Item 14. A. 1.**

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM
—DAN RICHARDS, DIRECTOR**

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

**Amendment to Current
Agreement with Research for
Action (PA Key)
—Item 14. B. 1.**

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).

**Agreement with Trying
Together / Associate Courses
(PA Key)—Item 14. B. 2.**

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).

**Agreement with Northampton
Community College /
Associate Courses
(PA Key)—Item 14. B. 3.**

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

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

**Lease Schedule with HP,
Inc. / 110 Laptops
—Item 14. C. 1.**

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.

**Purchase Agreement with
PowerSchool Group, LLC
—Item 14. C. 2.**

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.

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

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.

**Agreement with
Downingtown ASD /
Infinite Campus Technical
Support—Item 14. C. 4.**

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.

**Agreement with
Brandywine Hts. ASD /
PIMS Admin. and Support
Services—Item 14. C. 5.**

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.

**Agreement with Fleetwood
ASD / Software Support
Services for eSchoolPLUS/
IEPPLUS —Item 14. C. 6.**

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.

**Agreement with Hamburg
ASD / Software Support
Services for eSchoolPLUS/
IEPPLUS—Item 14. C. 7.**

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.

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

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.

**Agreement with Daniel
Boone ASD / Software
Support Services for
eSchoolPLUS/ IEPPLUS
—Item 14. C. 9.**

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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

Agreement with Abraxas Academy / Software Support Services for eSchoolPLUS/ IEPPLUS — Item 14. C. 10.

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.

Agreement with Brandywine Hts. ASD / Software Support Services for eSchoolPLUS/ IEPPLUS —Item 14. C. 11.

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

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

Agreement with Atlas Transportation / Transportation Services to/from Lower Alsace —Item 14. D. 1.

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

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

No Items to Consider

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

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

Board Members Desiring to be Heard

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

Adjournment

Motion carried.	Voice Vote
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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:**

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

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

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

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

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

RETIREE
— **Judy Keller, Office of
Business Services**

**EMPLOYEE OF THE
MONTH – OCTOBER 2019**
— **Lydia Lopez, Office of
Business Services /
Operations**

FEATURED PROGRAM
— **Inside BCIU ... Just for
You! Office of
Information Technology**