

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
FEBRUARY 20, 2020  
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, January 16, 2020, in the Berks County Intermediate Unit Main Office Building, 1111 Commons Boulevard, Reading, Pennsylvania.

President Gary McEwen called the meeting to order 8:30 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Bill Carl; Dr. David Hemberger; Elizabeth S. Huhn; Jean Kelleher; Dr. Amy Kennedy; Linda R. Lash; Randall R. Madara; Oscar Manbeck; Steven Miller; Ralph C. Richard; Ann Sellers; Brian Specht; Terrie Taylor, LSW; James Ulrich; and Gary McEwen.

Absent: Jill A. Dennin; Kevin L. Manmiller; and James Shrawder

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

Solicitor: John M. Stott, Esq. and James Mancuso, Esq.

Guest/s: Dr. Kevin Andreyo; Bernice Crutchfield; and John Ford

Press: Keith Dmochowski, Reading Eagle

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

**Announcements  
& Agenda Update**

President McEwen 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 Kelleher, to acknowledge receipt of bids through the Berks County Joint Purchasing Board for Fuel on Thursday, January 30, 2020, at 1:00 P.M.

**Receipt of Bids for Fuel  
—Item 01. C.**

**Motion carried.**

**Voice Vote**

A motion was made by Ulrich, seconded by Carl, to approve the minutes of the January 16, 2020 meeting.

**Approval of Minutes  
—Item 02.**

**Motion carried.**

**Voice Vote**

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

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

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

SOURCE		PAGE	AMOUNT
January	2020 Ratifications	1-21	\$3,737,044.15
January	2020 Ratifications-PSDLAF	1-01	\$15,703.65
February	2020 Ratifications	1-05	\$589,595.25
February	2020 Approvals	1-08	\$1,691,041.04
<b>TOTAL</b>			<b>\$6,033,384.09</b>

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

Amount Outstanding
February 14, 2020
\$0

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF FEBRUARY 14, 2020** *(Information item):*

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$2,165,907.31	\$60,351.77	\$22,880.96	\$298,076.10	\$10,277.20
Commonwealth of PA	\$7,760,626.91	\$2,006,008.21	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$625,810.63	\$47,123.61	\$4,052.24	\$15,291.81	\$14,196.62
<b>TOTALS</b>	<b>\$10,552,344.85</b>	<b>\$2,113,483.59</b>	<b>\$26,933.20</b>	<b>\$313,367.91</b>	<b>\$24,473.82</b>
<b>GRAND TOTAL</b>	<b>\$13,030,603.37</b>				

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

- Financial Statements (December 2019 and January 2020)
- Credit Card Purchases (January 2020)
- Non-Federal Share Report (January 2020)
- Policy Council Minutes/Resolutions (January 2020)
- Head Start Director's Report (February 2020)

**07. COMBINED FINANCIAL REPORT**

**CASH**

**BEGINNING BALANCE January 1, 2020** **\$4,750,017.26**

**RECEIPTS**

REVENUE RECEIPTS	\$10,837,557.52	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,837,557.52</u>
		\$15,587,574.78

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DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$235,826.06	
PRE-BOARD RATIFICATIONS-PSDLAF	\$20,334.10	
BOARD APPROVALS	\$618,695.08	
POST BOARD RATIFICATIONS PSDLAF	\$15,703.65	
POST BOARD RATIFICATIONS IU	<u>\$3,737,044.15</u>	
TOTAL CHECKS WRITTEN	\$4,627,603.04	
CHECKS VOIDED	(\$496.97)	
PAYROLL DISTRIBUTIONS	<u>\$7,421,969.83</u>	<u>\$12,049,075.90</u>
ENDING BALANCE - January 31, 2020		\$3,538,498.88

**INVESTMENTS**

CERTIFICATES		
	<u>OF DEPOSIT</u>	<u>TOTAL</u>
BEGINNING BALANCE	\$0.00	\$0.00
PURCHASES	\$0.00	\$0.00
REDEMPTIONS	<u>\$0.00</u>	<u>\$0.00</u>
ENDING BALANCE	\$0.00	\$0.00
<b>CASH AVAILABLE-January 31, 2020</b>		<b>\$3,538,498.88</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**January 2020**

Tompkins VIST	\$9,231.71
PNC	\$31.60

Yeas:	Carl; Hemberger; Huhn; Kelleher; Kennedy; Lash; Madara; Manbeck; Miller; Richard; Sellers; Specht; Taylor; Ulrich; McEwen.	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

**09. COMMUNICATIONS**

Secretary Specht shared a note from Mrs. Timothy Heffner thanking the Board and BCIU administration for inviting her to attend the January BCIU Board meeting. Mrs. Heffner expressed her appreciation for including her in the special celebration of Mr. Heffner’s retirement from the BCIU Board of Directors, which “went above and beyond anything they could have imagined!”

**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.**

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A motion was made by Huhn, seconded by Carl, to approve the following budget items:

<b>A. New and Proposed Budgets</b>	<b>BUDGETS</b>
<p><b>1. Safe Schools Targeted Grant - Program 179</b> Office of Professional Development and Curriculum 1/1/20 – 6/30/20 The purpose of the Safe Schools Initiative Targeted Grant is to assist school entities by providing funding for services related to security planning and/or purchasing of security-related technology. This budget represents the compilation of awards to six recipients including BCIU, St. Margaret School, King’s Academy, Saint Francis Academy, Touching the Future and Berks Catholic High School. This is state funding provided by The Pennsylvania Department of Education’s Office for Safe Schools (new).</p>	<p>\$116,219</p>
<p><b>2. PA Science Standards Revision - Program 217</b> Office of Professional Development and Curriculum 1/20/20 – 9/30/20 The BCIU through an agreement with the Pennsylvania Department of Education will provide services to support the Pennsylvania Science Standards revision process. Services under this agreement will include assistance in facilitation of initial information gathering and creation of a landscape report, stakeholder engagement sessions, steering committee and writing work groups, community feedback, and presentation to State Board of Education. The BCIU will support and supply technical assistance to the Pennsylvania Department of Education throughout the revision process. Additionally, the BCIU will secure an external contractor and monitor work of contractor as needed during this process (new).</p>	<p>\$340,000</p>
<p><b>B. Initial Budgets</b></p>	
<p><b>1. Statewide System of Support Initiatives - Program 209</b> Office of Professional Development and Curriculum 7/1/19 – 6/30/20 Funded with both State and Federal dollars, the Commonwealth of Pennsylvania has contracted with the BCIU to provide training and technical assistance for facilitation and coordination of PDE initiatives: Data Governance, Federal Equity, Safe Schools Support, School Climate, State Classroom Diagnostic Tools, State STEM, State Text Dependent Analysis, and Targeted School Improvement (since 2015).</p>	<p>\$185,066</p>
<p><b>C. Changes to Initial Budgets</b> <i>No Items to Consider</i></p>	
<p><b>D. Budgetary Transfers</b></p>	
<p><b>1. Head Start – Program 19-165</b> Office of Early Childhood and Student Services 1/1/19 – 12/31/19 Funded primarily by federal dollars through the Department of Health and Human Services, Administration for Children and Families, with additional monies from the Child and Adult Care Food Program, this program provides education services to approximately 610 children in 18 school districts (since 1965). These transfers are necessary for year-end projections.</p>	<p>\$294,000</p>

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**2. Head Start Training & Technical Assistance – Program 19-175**

Office of Early Childhood and Student Services  
1/1/19 – 12/31/19

\$2,000

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). These transfers are necessary for year-end projections.

Yeas: Carl; Hemberger; Huhn; Kelleher; Kennedy; Lash; Madara; Manbeck; Miller; Richard; Sellers; Specht; Taylor; Ulrich; McEwen.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**PERSONNEL MATTERS**

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

**A. General**

**GENERAL**

To ratify the unpaid classroom observations as noted below:

**Unpaid Classroom Observations  
—Item 13. A. 1.**

- a. Madeline Bean, Penn State University undergraduate student majoring in Early Childhood Education, under the supervision of Misty Esslinger, Pre-K Counts Teacher, effective November 19, 2019, through January 20, 2020.
- b. Amethyst Hymans, Penn State University undergraduate student majoring in Early Childhood Education, under the supervision of Kelly Kinsella, Pre-K Counts Teacher, effective November 19, 2019, through January 20, 2020.
- c. Jade Miller, Brandywine Heights Area School District high school student, under the supervision of Amanda Potteiger, Pre-K Counts Teacher, effective January 21, 2020, through May 21, 2020.
- d. Briana Smith, Penn State University undergraduate student majoring in Early Childhood Education, under the supervision of Melody McCulley, Head Start Teacher, effective November 19, 2019, through January 20, 2020.

To ratify the unpaid clinical externships as note below:

**Unpaid Clinical Externships  
—Item 13. A. 2.**

- a. Kendall Graff, Kutztown University undergraduate student majoring in Special Education/Visual Impairment, under the supervision of Amanda Kutzura, Special Education Teacher, effective March 16, 2020, through May 7, 2020.
- b. Olivia Morano, Kutztown University undergraduate student majoring in Special Education/Visual Impairment/Elementary Education, under the supervision of Byron Grosselfinger, Special Education Teacher, effective January 22, 2020, through March 13, 2020.

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- c. Connor Yourkavitch, Kutztown University undergraduate student majoring in Special Education/Visual Impairment, under the supervision of Larry Kern, Special Education Teacher, effective March 16, 2020, through May 7, 2020

To ratify the unpaid internships as noted below:

- a. Chad DeLay, Penn State University undergraduate student majoring in Rehabilitation/Human Services, under the co-supervision of Ann Kowalski, Head Start Program Administrator, and Sara George, Assistant Director of Early Childhood and Student Services, effective March 13, 2020, through May 10, 2020.
- b. Riley Owen, Kutztown University undergraduate student majoring in Educational Studies, under the supervision of Beth Weckel, Head Start Teacher, effective January 22, 2020, through May 8, 2020.
- c. Danielle Reed, Alvernia University undergraduate student majoring in Social Work, under the supervision of Ann Kowalski, Head Start Program Administrator, effective January 21, 2020, through May 8, 2020.
- d. Casey Lynn Resneck, Penn State University undergraduate student majoring in Rehabilitation/Human Services, under the supervision of Elizabeth Angstadt, Early Intervention Program Administrator, effective January 13, 2020, through May 1, 2020.
- e. Elizabeth Rice, Kutztown University undergraduate student majoring in Elementary Education, under the supervision of Tiffany Ziegler, Early Intervention Specialized Preschool Teacher, effective January 21, 2020, through May 8, 2020.
- f. Hanna Supplee, Kutztown University undergraduate student majoring in Elementary Education, under the supervision of Melody McCulley, Head Start Teacher, effective January 21, 2020, through May 8, 2020.

**Unpaid Internships  
—Item 13. A. 3.**

To ratify the unpaid student teaching placement of Olivia Morano, Kutztown University undergraduate student majoring in Special Education/Visual Impairment/Elementary Education, under the supervision of Amanda Potteiger, Pre-K Counts Teacher, effective March 16, 2020, through May 7, 2020.

**Unpaid Student Teaching  
Placement  
—Item 13. A. 4.**

To approve the following position descriptions:

- a. Lead School Counselor, Office of Early Childhood and Student Services
- b. Career Readiness and STEM Specialist, Office of Professional Development and Curriculum
- c. Improvement Facilitator, Office of Professional Development and Curriculum
- d. Subject Matter Expert Serving CSI Schools, Office of Professional Development and Curriculum

**Approve Position  
Descriptions  
—Item 13. A. 5.**

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
- b. Luisa Delerma

**Atlas Transportation  
Employees Assigned to BCIU  
—Item 13. A. 6.**

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

- a. John Coakley
- b. Petrina McVeigh
- c. Carlos Juan Negron Rivera Jr.
- d. Mark Regetta
- e. Shelbourne Richardson
- f. Lynn Scherzer

**Klein Transportation  
Employees Assigned to BCIU  
—Item 13. A.7.**

**B. Employment – Ratifications**

- 1. Business Services/Operations Office
  - a. Scott H. Bender – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$14.00, \$11.85, and \$10.83  
Effective Date – February 10, 2020  
*Replacement*
  - b. Jessenia Castillo – Fiscal Specialist, Fiscal Services  
Recommended Annual Salary – \$44,797 (to be prorated)  
Effective Date – January 13, 2020  
*Replacement*
  - c. Gary D. Crossley – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.85, and \$10.83  
Effective Date – February 10, 2020  
*Replacement*
  - d. Cheri K. Garcia – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.90  
Effective Date – January 13, 2020  
*Replacement*
  - e. Linda M. Guldin – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.85, and \$10.83  
Effective Date – January 13, 2020  
*Replacement*
  - f. Amy L. Reidmiller – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.90  
Effective Date – January 13, 2020  
*Replacement*
  - g. Sarah E. Scharf – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.85, and \$10.83  
Effective Date – February 10, 2020  
*Replacement*

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

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- h. Rileydi Tapia – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.90  
Effective Date – February 10, 2020  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Jacqueline D. Baker – Paraeducator, Early Intervention  
Recommended Hourly Rate – \$12.30  
Effective Date – January 13, 2020  
*Replacement*
  - b. Katelyn F. Cutts – Specialized Preschool Teacher, Early Intervention  
Recommended Annual Salary – Col. 4, Step 3, \$58,600 (to be prorated)  
Effective Date – January 27, 2020  
*Replacement*
  - c. Josmarie Garcia Corona – Paraeducator, Head Start  
Recommended Hourly Rate – Level I, Probationary, \$11.87  
Effective Date – January 20, 2020  
*Replacement*
  - d. Jean M. Heyer – Substitute Floating Teacher, Child Care  
Recommended Hourly Rate – \$13.15  
Effective Date – January 27, 2020  
*New Position*
  - e. Deja L. King – Paraeducator, Child Care  
Recommended Hourly Rate – \$10.95  
Effective Date – January 13, 2020  
*Replacement*
  - f. Amanda M. Olaguibel – Paraeducator, Head Start  
Recommended Hourly Rate – Level I, Probationary, \$11.87  
Effective Date – January 20, 2020  
*Additional Position*
  - g. Chelsea P. Salgado Ortega – Teacher, Head Start  
Recommended Hourly Rate – Level III, Probationary, \$19.57  
Effective Date – January 27, 2020  
*Replacement*
  - h. Kayla C. Scarpill – Emotional Support Specialist, Alternative Education  
Recommended Annual Salary – \$23,892 (to be prorated)  
Effective Date – January 27, 2020  
*Replacement*
  - i. Ashley N. Sierra – Paraeducator, Head Start  
Recommended Hourly Rate – Level I, Probationary, \$11.87  
Effective Date – January 20, 2020  
*Replacement*



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1. Information Technology Office
  - a. Kelly L. Knarr – Systems Analyst/Developer  
Recommended Annual Salary - \$60,500 (to be prorated)  
Effective Date – February 10, 2020  
*Replacement*
2. Professional Development & Curriculum Office
  - a. Alec W. Johnson – Technical Support Specialist, PA Key  
Recommended Annual Salary – \$40,770 (to be prorated)  
Effective Date – February 3, 2020  
*New Position*

**C. Change of Status – Ratifications**

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

1. Business Services/Operations Office
  - a. Dary Esther Del Orbe Rosa  
Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to Dispatcher, Transportation  
Change Recommended Hourly Rates from \$14.00, \$11.85, and \$10.83 to \$15.32  
Effective Date – February 10, 2020  
*Replacement*
  - b. Mayette Espinal  
Change from Part-time School Bus Driver Trainee to Substitute School Bus Driver Trainee, Transportation  
No Change in Recommended Hourly Rate  
Effective Date – January 22, 2020  
*Voluntary Reassignment*
  - c. Yasmina Francisco  
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 – December 10, 2019  
*Voluntary Reassignment*
  - d. Rose Gehret – Level III Custodian, Facilities  
Recommended Hourly Rate – \$18.06  
Effective Date – January 13, 2020 – January 24, 2020  
*Temporary Additional Assignment*
  - e. Megan Griffin  
Change from Part-time School Bus Driver Trainee to Substitute School Bus Driver Trainee, Transportation  
No Change in Recommended Hourly Rate  
Effective Date – February 17, 2020  
*Voluntary Reassignment*

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- f. Lydia Lopez  
Change from Supervisor, Transportation, Muhlenberg, Head Start and Antietam to Operations Specialist, Transportation  
Change in Recommended Annual Salary from \$45,173 to \$43,175  
(to be prorated)  
Effective Date – July 8, 2019  
*New Position – Rate Correction*
  
- g. Mariluz Montanez  
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 – February 3, 2020  
*Voluntary Reassignment*
  
- h. Amy Reidmiller  
Change from Part-time School Bus Driver Trainee to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$11.90 to \$14.00, \$11.85, and \$10.83  
Effective Date – January 13, 2020  
*Replacement*
  
- i. Jelisa Rhodes  
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – September 23, 2019  
*Voluntary Reassignment*
  
- j. Leslie Schilling  
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 – February 3, 2020  
*Voluntary Reassignment*
  
- k. Joanne Sierra Castrillo – Part-time Driver w/o Bus License, Transportation  
Recommended Hourly Rate – \$14.00  
Effective Date – January 2, 2020  
*Additional Assignment*

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1. Kiaonna Tucker  
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 16, 2020  
*Obtained CDL*
2. Early Childhood & Student Services Office
  - a. Carolina Castaneda Escobar – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Probationary,  
\$11.87 to Level I, Entry, \$12.42  
Effective Date – January 20, 2020  
*Completed Probationary Period*
  - b. Jamie Hivner – Teacher, Head Start  
Change Recommended Hourly Rate from Level III,  
Probationary, \$19.57 to Level III, Entry, \$20.11  
Effective Date – February 3, 2020  
*Completed Probationary Period*
  - c. Linda Johnson – Teacher, Head Start  
Change Recommended Hourly Rate from Level II, Probationary,  
\$18.48 to Level I, Entry, \$19.02  
Effective Date – January 13, 2020  
*Completed Probationary Period*
  - d. Marlenny Martinez Inoa – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level II, Probationary,  
\$12.42 to Level II, Entry, \$12.95  
Effective Date – February 10, 2020  
*Completed Probationary Period*
  - e. Yadnery Morales  
Change from Paraeducator, Head Start to Substitute Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.42 to \$9.68  
Effective Date – February 10, 2020  
*Voluntary Reassignment*
  - f. Katherine Palm-Seiler  
Change from Paraeducator, Child Care to Teacher, Child Care  
Change Recommended Hourly rate from \$13.35 to \$13.15  
Effective Date – January 27, 2020  
*Replacement – Date Amended*
  - g. Joy Polignano – Psychologist, Early Intervention  
Recommended Hourly Rate – \$51.32  
Effective Date – December 28, 2019 – June 30, 2020  
*Additional Days (not to exceed 5 days) & Additional Hours (not  
to exceed 2.75 hours)*

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- h. Jasmine Rodriquez – Floating Teacher, Head Start  
Change Recommended Hourly Rate from Level I, Probationary,  
\$17.93 to Level I, Entry, \$18.48  
Effective Date – February 10, 2020  
*Completed Probationary Period*
  - i. Marissa Solis – Speech Therapist, Early Intervention  
Recommended Hourly Rate – \$50.25  
Effective Date – December 2, 2019 – June 30, 2020  
*Additional Days (not to exceed 3 days)*
  - j. Madison Van Pelt – Family Engagement Worker, Head Start  
Change Recommended Hourly Rate from Level VI,  
Probationary, \$14.95 to Level VI, Entry, \$15.49  
Effective Date – January 27, 2020  
*Completed Probationary Period*
3. Professional Development & Curriculum Office
- a. Gina Bongiovanni – Educational Consultant, Training and Consultation  
Recommended Hourly Rate – \$50.25  
Effective Date – February 3, 2020 – March 30, 2020  
*Additional Hours (not to exceed 20 hours)*
  - b. Stacey Breiner – Educational Consultant, Training and Consultation  
Recommended Hourly Rate – \$66.11  
Effective Date – February 3, 2020 – March 30, 2020  
*Additional Hours (not to exceed 20 hours)*
  - c. Michael Herb – Educational Consultant, Training and Consultation  
Recommended Hourly Rate – \$66.65  
Effective Date – February 3, 2020 – March 30, 2020  
*Additional Hours (not to exceed 20 hours)*

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

Alternative Education

Carolina Castaneda Escobar, Specialist – Effective February 10, 2020  
Nicole Fosko, Teacher/Specialist – Effective January 13, 2020  
Wen Gan, Specialist – Effective January 20, 2020  
Deja King, Specialist – Effective January 13, 2020  
Yadnery Morales, Specialist – Effective February 10, 2020  
Casey Resneck, Specialist – Effective January 13, 2020

Child Care

Casey Resneck, Paraeducator – Effective January 13, 2020

Driver Education

Ryan Thomas, Driver Education Certified Instructor – Effective January 20, 2020

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

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Early Intervention

Esmeralda Calderon, Language Interpreter – January 27, 2020  
Carolina Castaneda Escobar, Paraeducator – Effective February 10, 2020  
Nicole Fosko, Teacher – Effective January 13, 2020  
Wen Gan, Paraeducator – Effective January 20, 2020  
Deja King, Paraeducator – Effective January 13, 2020  
Yadnery Morales, Paraeducator – Effective February 10, 2020  
Casey Resneck, Paraeducator – Effective January 13, 2020

Head Start

Nicole Fosko, Teacher – Effective January 13, 2020  
Wen Gan, Paraeducator – Effective January 20, 2020  
Deja King, Paraeducator – Effective January 13, 2020  
Casey Resneck, Paraeducator – Effective January 13, 2020

Pre-K Counts

Carolina Castaneda Escobar, Paraeducator – Effective February 10, 2020  
Nicole Fosko, Teacher – Effective January 13, 2020

Wen Gan, Paraeducator – Effective January 20, 2020  
Deja King, Paraeducator – Effective January 13, 2020  
Yadnery Morales, Paraeducator – Effective February 10, 2020  
Casey Resneck, Paraeducator – Effective January 13, 2020

Special Education

Carolina Castaneda Escobar, Specialist – Effective February 10, 2020  
Nicole Fosko, Teacher – Effective January 13, 2020  
Wen Gan, Specialist – Effective January 20, 2020  
Deja King, Specialist – Effective January 13, 2020  
Yadnery Morales, Specialist – Effective February 10, 2020  
Casey Resneck, Specialist – Effective January 13, 2020

Transportation

Wayne Husbands, Substitute Driver w/o Bus License, Assistant, and Misc.  
Transportation  
Effective January 27, 2020

- E. Additions to Approved 2019-2020 Out-of-Class Substitute Lists –  
Ratifications**  
*No Items to Consider*

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

- Remove from Approved 2019-2020 Out-of-Class Substitute Lists**  
Child Care  
Katherine Palm-Seiler – Effective December 19, 2019 (*Date Amended*)

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

- F. Remove from 2019-2020 Approved Substitute Lists**  
Act 89  
Alia Emery, Remedial Teacher – Effective December 6, 2019

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

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Alternative Education

Shirley Fantozzi, Specialist – Effective January 20, 2020

Child Care

Shirley Fantozzi, Teacher – Effective January 20, 2020

Early Intervention

Shirley Fantozzi, Paraeducator – Effective January 20, 2020

Head Start

Shirley Fantozzi, Teacher – Effective January 20, 2020

Pre-K Counts

Shirley Fantozzi, Teacher – Effective January 20, 2020

Special Education

Shirley Fantozzi, Specialist – Effective January 20, 2020

Charles Rowdon, Teacher/Communications Facilitator – Effective January 20, 2020

Transportation

Luke Troutman, Substitute Fueler

Effective January 31, 2020

**G. Employment – Approvals**

1. Professional Development & Curriculum Office
  - a. Colleen Rios – Educational Consultant, Training and Consultation  
Recommended Annual Salary – Col. 4, Step 16, \$86,080 (to be prorated)  
Effective Date – to be determined pending pre-employment process  
*Replacement*

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

**H. Change of Status – Approvals**

1. Human Resources Office
  - a. Alexis Luckhart – Program Administrator, Office of Human Resources  
Change Recommended Annual Salary from \$75,000 to \$88,000 (to be prorated)  
Effective Date – March 2, 2020  
*Additional Responsibilities*
2. Professional Development & Curriculum Office
  - a. Jillian Darlington  
Change from Online Learning and Technology Specialist to Career Readiness and STEM Specialist  
Change Recommended Annual Salary from \$41,648 to \$51,037 (to be prorated)  
Effective Date – March 2, 2020  
*New Position*

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

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**I. Leave of Absence Requests**

1. Business Services/Operations Office  
Personal Leave (unpaid - without benefits – not FMLA)
  - a. Evelyn Arce – Part-time Bus/Van Assistant and Miscellaneous Transportation  
Effective Date – January 17, 2020
2. Early Childhood & Student Services Office  
Personal Leave (unpaid - with benefits – FMLA)
  - a. Jennifer St. Clair – Educational Interpreter, Special Education  
Effective Date – January 15, 2020  
Personal Leave (unpaid - with benefits – not FMLA)
  - b. Nancy Echevarria – Paraeducator, Early Intervention  
Effective Date – January 16, 2020

**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. Jael Rivera – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – November 11, 2019
2. Early Childhood & Student Services Office  
Personal Leave (unpaid - with benefits – not FMLA)
  1. Nancy Echevarria – Paraeducator, Early Intervention  
Effective Date – January 22, 2020

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

**K. Retirement**

1. Early Childhood & Student Services Office
  - a. Janice A. Burgess – Paraeducator, Early Intervention  
Effective Date – February 3, 2020

**Retirements  
—Item 13. K.**

**L. Resignations**

1. Business Services/Operations Office
  - a. Jessenia Castillo – Fiscal Specialist, Fiscal Services  
Effective Date – February 7, 2020
  - b. Marlo Chestnut – Level III Custodian, Facilities  
Effective Date – February 13, 2020
  - c. Brittany L. Hamm – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 31, 2020
  - d. Martha Rodriguez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 15, 2020
  - e. Jocelyn R. Sass – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 31, 2020
  - f. Luke F. Troutman – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 31, 2020

**Resignations  
—Item 13. L**

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2. Early Childhood & Student Services Office
  - a. Jennifer K. Barney – Site Coordinator, Education of Children and Youth Experiencing Homelessness  
Effective Date – February 21, 2020
  - b. Elizabeth D. Fortuner – Specialist, Education of Children and Youth Experiencing Homelessness  
Effective Date – February 11, 2020
  - c. Cassidy A. Stress – Paraeducator, Early Intervention  
Effective Date – January 10, 2020
3. Professional Development & Curriculum Office
  - a. Lokia M. Taylor – Administrative Assistant, PA Key  
Effective Date – February 28, 2020

**M. Terminations**

**Terminations  
—Item 13. M.**

1. Business Services/Operations Office
  - a. Rebecca H. Bush – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – February 21, 2020  
*Violation of Policy*
  - b. Jacqueline Paredes – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 21, 2020  
*Violation of Policy*
  - c. Wanda I. Santini – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 21, 2020  
*Job Abandonment*

**N. Other**

**Other—Item 13. N.**

1. Early Childhood & Student Services Office
  - a. Jodi L. Readinger – Tutor, Education for Children & Youth Experiencing Homelessness  
Effective Date – December 9, 2019  
*End of Assignment*

Yeas: Carl; Hemberger; Huhn; Kelleher; Kennedy; Lash; Madara; Manbeck; Miller; Richard; Sellers; Specht; Taylor; Ulrich; McEwen.	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

A motion was made by Carl, seconded by Taylor, to approve 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 approve the 2020-2021 BCIU Child Care Holiday Calendar

**BCIU Child Care Holiday  
Calendar—Item 14. A. 1.**



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To approve the submission of the Annual Investment 2020 Application, including certification of Patriot Act Compliance, by the Berks County Intermediate Unit Child Care Program, to the United Way of Berks County for the July 2019 – June 2022 Investment Cycle.

**Submission of Annual  
Investment 2020 Application  
—Item 14. A. 2.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Cumberland Therapy Services LLC, D/B/A the Stepping Stones Group, for the Stepping Stones Group to provide speech-language services, at the rate of \$70/hour, effective March 1, 2020, through June 30, 2021.

**Agreement with Cumberland  
Therapy Services LLC D/B/A  
the Stepping Stones Group  
—Item 14. A. 3.**

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DAN RICHARDS, DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Education for the BCIU to provide professional services relative to providing technical assistance to support the PA Science Standards revision process for a fee of \$340,000 effective January 20, 2020, through September 30, 2020.

**Agreement with PDE for PA  
Science Standards Technical  
Assistance  
—Item 14. B. 1.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the American Institutes for Research, (AIR), for AIR to provide professional services relative to providing technical assistance to support the science standards revision process on behalf of the Pennsylvania Department of Education for a fee of \$280,000 effective January 20, 2020, through August 31, 2020.

**Agreement American  
Institutes for Research (AIR) /  
Support of Science Standards  
Revision Process  
—Item 14. B. 2.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Dr. C. Eve J. Kimball, for Dr. Kimball to provide professional services relative to the Pennsylvania Child Care Health Consultant Pilot Project (CCHC Pilot Project) through the Pennsylvania Head Start State Collaboration Office (HSSCO) for a fee of \$50,000 effective January 1, 2020, through June 30, 2020 (PA Key).

**Agreement with Dr. C. Eve J.  
Kimball / CCHC Pilot Project  
(PA Key)  
—Item 14. B. 3.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and New World NOW, LLC. (NWN), for NWN to provide professional services relative to the implementation of a Quality Rating and Improvement System (QRIS) for a fee of \$793,650 effective January 22, 2020, through December 31, 2020 (PA Key).

**Agreement New World NOW,  
LLC (PA Key)  
—Item 14. B. 4.**

To ratify Amendment #6 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Public Health Management Corporation (PHMC), for the BCIU to provide professional services through New World Now, LLC (NWN) relative to the implementation of the Professional Development Registry for Philadelphia, with total services in the amount of \$241,687 effective July 1, 2019, through June 30, 2020 (PA Key).

**Amendment to Current  
Agreement with Public Health  
Management Corporation  
(PHMC) (PA Key)  
—Item 14. B. 5.**

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To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Fred Rogers Center at Saint Vincent College for the Fred Rogers Center at Saint Vincent to modify the scope of services to capture stories from an extended group of individuals who are part of family engagement relationships and expand the creation of resources and tools to promote family engagement relationships and to extend the term through June 30, 2020. This amendment provides for a funding increase of \$25,000 for a revised total of \$205,000. All other terms and conditions remain in force (PA Key).

**Amendment #2 to Current Agreement with the Fred Rogers Center at Saint Vincent College for the Fred Rogers Center (PA Key)  
—Item 14. B. 6.**

To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Propulsion Squared for Propulsion Squared to modify the scope of services to serve the Office of Child Development and Early Learning (OCDEL) in a consultant capacity to provide professional development support to the Quality Coached at the Early Learning Resource Centers. This amendment provides for a funding increase of \$30,000 for a revised total of \$245,000. All other terms and conditions remain in force (PA Key).

**Amendment #2 to Current Agreement with Propulsion Squared (PA Key)  
—Item 14. B. 7.**

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

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Comcast Cable Communications Management, LLC, to renew WAN circuits to 18 BCIU remote locations at a cost of \$3,363.30/month. The term of the agreement is July 1, 2020, through June 30, 2021.

**Agreement with Comcast Cable Communications / Renewal of WAN Circuits to 18 BCIU Remote Locations—Item 14. C. 1.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and PenTeleData, to renew WAN circuits to Transition House Birdsboro at a cost of \$100.95/month. The term of the agreement is July 1, 2020, through June 30, 2021.

**Agreement with PenTeleData / Renewal of WAN Circuits to Transition House Birdsboro  
—Item 14. C. 2.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the PAIUnet for the provisioning of 8000 Mbps of commodity internet services for dedicated use by the BCIU, effective July 1, 2020, through June 30, 2021, at a cost of \$1,200/month pre-Erate discount application.

**Agreement with PAIUnet  
—Item 14. C. 3.**

To authorize the appropriate officers to execute a lease (Schedule Number: 539730928200013) with HP, Inc. for a three-year lease for 32 laptop computers at a cost not to exceed \$23,232 effective upon receipt of equipment.

**Three-Year Lease with HP / 32 Laptop Computers  
—Item 14. C. 4.**

To approve the purchase of an InfoSeal PS300 High Volume Folder/Sealer from George Hill Systems at a cost of \$10,495.

**Purchase of InfoSeal PS300 High Volume Folder/Sealer  
—Item 14. C. 5.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Blackboard Inc., for Connect Services at a cost of \$1,896/year for 1,200 licenses. The term of this agreement is three years: April 1, 2020, through March 31, 2023.

**Agreement with Blackboard, Inc., for Connect Services  
—Item 14. C. 6.**

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To ratify an agreement between the Berks County Intermediate Unit and DocuSign, Inc. for the purchase of eSignature Enterprise Pro licensing and Premier Support for the period of February 2, 2020, through June 30, 2020, at a cost of \$2,242.50.

**Agreement with DocuSign, Inc. —Item 14. C. 7.**

To approve the purchase of Cofense PhishMe Licenses (for Cybersecurity Education, Training and Awareness platform) from Central Susquehanna Intermediate Unit and on behalf of 14 districts/schools in Berks County, at a cost of \$0.79/license and a total cost of \$4,393.19.

**Purchase of Cofense PhishMe Licenses from Central Susquehanna IU —Item 14. C. 8.**

To ratify a Service Agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District, for the BCIU to provide PIMS Administration and Support Services, at a rate of \$110/hour not to exceed 15 hours per week, beginning January 13, 2020, through June 30, 2020.

**Agreement with Reading School District / PIMS Administration and Support Services —Item 14. C. 9.**

To ratify agreements between the Berks County Intermediate Unit and Custom Computer Specialists, Inc., on behalf of the following school districts, for Infinite Campus Implementation Services:

**Agreements with Custom Computer Specialists, Inc., on Behalf of Daniel Boone Area, Fleetwood Area, Muhlenberg, and Oley Valley School Districts —Item 14. C. 10.**

- a. Daniel Boone Area School District, at a cost of \$84,400
- b. Fleetwood Area School District, at a cost of \$78,000
- c. Muhlenberg School District, at a cost of \$79,000
- d. Oley Valley School District, at a cost of \$60,800

To authorize the appropriate officers to execute agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, 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.

**Agreements with PAIUnet —Item 14. C. 11.**

- a. Fleetwood Area School District
- b. Muhlenberg School District

**D. BUSINESS SERVICES/OPERATIONS  
— DONNA DELORETTA, CFO / COO**

To request permission to solicit bids for food service paper products for 2020-2021.

**Permission to Solicit Bids for Food Service Paper Products—Item 14. D. 1.**

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

**Agreements with Atlas Transportation —Item 14. D. 2.**

- a. Transport Contracted Reading students to/from Kutztown University at a rate of \$250/day, effective January 27, 2020.
- b. Transport Special Needs students to/from Green Valley Academy and Child Career Development Center at a cost of \$375/day, effective February 18, 2020.
- c. Transport Special Needs students to/from New Story Perkiomen at a rate of \$300/day, effective February 19, 2020.

To ratify an agreement between the Berks County Intermediate Unit and Klein Transportation, for Klein Transportation to transport Contracted Reading students to/from Reading Central Middle School (three runs) at a cost of \$159/day, effective January 27, 2020.

**Agreement with Klein Transportation / Contracted Reading Students to/from Reading Central Middle School—Item 14. D. 3.**

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

To appoint Scott Major as the Berks County Intermediate Unit School Digital Millennium Copyright Act (DCMA) Officer, effective February 21, 2020.

**Scott Major as BCIU Digital Millennium Copyright Act (DCMA) Officer**

Yeas: Carl; Hemberger; Huhn; Kelleher; Kennedy; Lash; Madara; Manbeck; Miller; Richard; Sellers; Specht; Taylor; Ulrich; McEwen. Nays: None. Motion carried.
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**Roll Call Vote**

No one desired to speak.

**Board Members Desiring to be Heard**

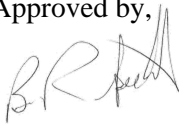
A motion was made by Carl, seconded by Taylor, to adjourn the meeting at 8:35 p.m.

**Adjournment**

Motion carried.
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**Voice Vote**

Approved by,



Brian R. Specht, Secretary

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

Eric Clemmer, Assistant Director, Business Services / Operations, introduced Brenda Mell to the Board as Employee of the Month for February. Brenda is an Operations Specialist who began her career at the BCIU in February 2005 as Business Office Clerk/ Receptionist. Mr. Clemmer shared that Brenda is a very dedicated employee who “keeps him on track.” She honors confidentiality and is very organized. Her responsibilities include building security access and security cameras, in addition to assisting outside clients with room reservations and meeting scheduling. More recently, she has added support of the Safety and Security Program to her duties.

**EMPLOYEE OF THE MONTH – NOVEMBER 2019  
— Kim Shimko, Office of Information Technology**

Brenda’s husband, Phil, accompanied her to the meeting. Brenda stated that she will continue her dedication to her work and thanked the Board for recognizing her as Employee of the Month.

Mr. Bill Gleason, Program Administrator for the Safety and Security Program, gave an overview of recent initiatives and efforts in the area of school safety. Mr. Gleason told the Board that the program is a true collaboration of staff and community partners, and building relationship and collaboration is key.

**FEATURED PROGRAM  
— Safety and Security Program**

The Board also viewed a new video highlighting school safety and security initiatives in Berks County and across the Commonwealth. Community partners including Berks County District Attorney John Adams; Dr. Ed Michalik, Administrator of Berks County MH / DD Program; and Ronald Stanko, Office of Homeland Security, were featured in the video. Topics included: All Hazards Plan, CrisisGo, Standard Response Protocol Extended, Bomb Threat Guidance, Threat Assessment Teams (CSTAG), Mental Health Initiatives, Standard Safety Practices, and Building Authentic Relationships.