
BCIU STUDENT ARTWORK SHOWCASE

- ◆ Julie Bunnick, Creative Team Coordinator | Designer, Office of the Executive Director
 - ◆ Amelia Krotee, Marketing Communications Specialist, Office of the Executive Director
 - ◆ Kim Evans, Digital Marketing Specialist, Office of the Executive Director
-

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

◆ **BCIU BOARD MEMBER RECOGNITION**

- ◆ JANUARY 2022 – SCHOOL DIRECTOR RECOGNITION MONTH

◆ **EMPLOYEE OF THE MONTH FOR JANUARY 2022**

— Alexis Templin, Substitute Services Secretary, Office of Early Childhood and Student Services

II. EXECUTIVE SESSION

III. EXECUTIVE DIRECTOR’S REPORT

A. Executive Director Update

1. Newslink
2. Legislative Update
3. BCIU 50th-Anniversary | Citation from Pennsylvania Senate on Behalf of Berks Delegation
4. Mid-Year State of the Unit | Wednesday, January 12, 2022
5. Mandated Services Budget
6. BCIU Health and Safety Plan | Six-Month Review / Update
7. Other Items

IV. AGENDA REVIEW

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:
- Michael Gierula, Antietam School District, to fill the unexpired term of Ann Sellers, ending June 30, 2022.
 - Lisa Hogan, Boyertown Area School District, to fill the unexpired term of Jill Dennin, ending June 30, 2023.
 - Russell Jirik, Daniel Boone Area School District, to fill the unexpired term of Steven Miller, ending June 30, 2023.
 - Todd Hummel, Hamburg Area School District, to fill the unexpired term of Brian Specht, ending June 30, 2024.
 - Nancy Jackson, Oley Valley School District, to fill the unexpired term of Ralph Richard, ending June 30, 2022.
 - Dr. Noahleen Betts, Reading School District, to fill the unexpired term of Robin Costenbader- Jacobson, ending June 30, 2022.
- D. To accept the resignation of Elizabeth Huhn as Treasurer of the BCIU Board of Directors, and to appoint Linda Lash as Treasurer to fill the unexpired term, effective January 20, 2022.
- E. To appoint Elizabeth Huhn as Vice President of the BCIU Board of Directors to fill the unexpired term of Ralph Richard, effective January 20, 2022.
- F. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for Copy Paper on Tuesday, November 16, 2021, at 11:00 A.M.

02. APPROVAL OF MINUTES

- A. Meeting of November 18, 2021

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

SOURCE		PAGE	AMOUNT
November	2021 Ratifications - IU	1-16	\$698,765.77
November	2021 Ratifications - PSDLAF	1-01	\$9,046.40
December	2021 Ratifications - IU	1-29	\$4,878,565.38
December	2021 Ratifications - PSDLAF	1-01	\$6,158.81
January	2022 Ratifications - IU	1-10	\$1,036,036.67
January	2022 Approvals - IU	1-07	\$947,487.68
TOTAL			\$7,576,060.71

04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$10,000,000:

Amount Outstanding
January 12, 2022
\$0

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JANUARY 12, 2022:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$530,097.07	\$1,687,711.26	\$481,322.90	\$160.00	\$548,019.79
Commonwealth of PA	\$3,427,213.08	\$0.00	\$62,974.88	\$0.00	\$81,844.44
Other Revenue Sources	\$154,364.18	\$26,610.77	\$10,707.70	\$75.00	\$5,205.08
TOTALS	\$4,111,674.33	\$1,714,322.03	\$555,005.48	\$235.00	\$635,069.31
GRAND TOTAL	\$7,016,306.15				

06. APPROVAL/RATIFICATION OF HEAD START:

- a. Head Start Notice of Award 2022 (partial – 50%)
- b. Financial Statements (November and December 2021)
- c. Credit Card Purchases (November and December 2021)
- d. Non-Federal Share Report (November and December 2021)
- e. Policy Council Minutes/Resolutions (November and December 2021)
- f. Head Start Director's Report

07. COMBINED FINANCIAL REPORT

CASH-NOVEMBER 2021

BEGINNING BALANCE NOVEMBER 1, 2021 **\$5,459,548.59**

RECEIPTS

REVENUE RECEIPTS	\$6,680,397.66	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$6,680,397.66</u>
		\$12,139,946.25

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$350,742.99	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$1,124,492.59	
POST BOARD RATIFICATIONS PSDLAF	\$9,046.40	
POST BOARD RATIFICATIONS IU	<u>\$698,765.77</u>	
TOTAL CHECKS WRITTEN	\$2,183,047.75	
CHECKS VOIDED	(\$2,153.94)	
PAYROLL DISTRIBUTIONS	<u>\$5,483,063.97</u>	<u>\$7,663,957.78</u>
ENDING BALANCE -NOVEMBER 30, 2021		\$4,475,988.47

CASH AVAILABLE-NOVEMBER 30, 2021 **\$4,475,988.47**

BEGINNING BALANCE DECEMBER 1, 2021 **\$4,475,988.47**

RECEIPTS

REVENUE RECEIPTS	\$12,185,532.22	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$12,185,532.22</u>
		\$16,661,520.69

DISBURSEMENTS

PRE-BOARD RATIFICATIONS		
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS		
POST BOARD RATIFICATIONS PSDLAF	\$6,158.81	
POST BOARD RATIFICATIONS IU	<u>\$4,878,565.38</u>	
TOTAL CHECKS WRITTEN	\$4,884,724.19	
CHECKS VOIDED	(\$45.79)	
PAYROLL DISTRIBUTIONS	<u>\$7,870,908.04</u>	<u>\$12,755,586.44</u>
ENDING BALANCE -DECEMBER 31, 2021		\$3,905,934.25

CASH AVAILABLE-DECEMBER 31, 2021 **\$3,905,934.25**

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

NOVEMBER 2021	
TOMPKINS VIST	\$517.89
CHASE	\$4.35

DECEMBER 2021	
TOMPKINS VIST	\$457.29
CHASE	\$4.22

09. BUDGETS

A. New and Proposed Budgets

No Items to Consider

B. Initial Budgets

1. Head Start – Program 22-165

Office of Early Childhood and Student Services

1/1/22 – 12/31/22

\$7,861,285

The 2022 Head Start Program is funded primarily by federal dollars, which are distributed by the Department of Health and Human Services, Administration for Children and Families. Additional funding is received through the Child and Adult Care Food Program. These funds will serve approximately 610 children in 35 classrooms across Berks County (since 1965).

2. Head Start Training and Technical Assistance – Program 22-175

Office of Early Childhood and Student Services

1/1/22 – 12/31/22

\$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).

3. Alternative Education Program – GED Preparation – Program 22-308

Office of Early Childhood and Student Services

1/1/22 – 12/31/22

\$157,629

The GED Preparation program and support classes are designed to provide an educationally conducive instructional environment for adults on behalf of the Berks County Jail System. The GED Preparation class, Adult Basic Education class, and English Language Support class are designed so that inmates age 18 or older, or those age 16-17 that have officially withdrawn from secondary education, are able to continue their educational progress while incarcerated with the goal of obtaining their GED or high school diploma equivalency. There is close staff collaboration with the officials at the Berks County Jail System for supports and services. This program is funded by the Berks County Jail System (since 2018).

4. Berks County Intermediate Unit General Fund – Program 115

Office of Business Services

7/1/22 – 6/30/23

\$11,648,801

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.

5. Operation and Maintenance of Buildings – Program 116

Office of Business Services

7/1/21 – 6/30/22

\$5,031,660

This program accounts for the operation and maintenance of the Berks County Intermediate Unit Rivers Chase 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).

6. Title II Non-Public – Program 21-191

Office of Business Services

7/1/21 – 9/30/22

\$111,491

The Title II Non-Public program coordinates funding to provide private school personnel with high-quality, personalized professional development that is evidence-based and focused on improving teaching and student learning and achievement. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title II professional development services for non-public schoolteachers and administrators are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017).

7. Title IV Non-Public – Program 21-192

Office of Business Services

7/1/21 – 9/30/22

\$75,601

The Title IV Non-Public program coordinates funding to improve academic achievement of private schools by increasing the capacity of non-public schools to:

1. Provide all students with access to a well-rounded education.
2. Improve school conditions for student learning.
3. Improve the use of technology to improve the academic achievement and digital literacy of all students.

The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title IV services for non-public school students are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017).

8. Central Inventory Warehouse – Program 698

Office of Business Services

7/1/21 – 6/30/22

\$30,000

This program is designed to provide warehouse supplies services to all programs channeled through the Intermediate Unit. Efficiencies come from BCIU purchasing in bulk instead of program purchasing separately (since 1980).

C. Changes to Initial Budgets

1. Educational Stability for Foster Care Youth – Program 20-149

Office of Early Childhood and Student Services

7/1/20 – 9/30/21

\$6,388

Total Proposed Revised Budget: \$56,388

The BCIU has been allocated the above amount to manage Region 2 of the Educational Stability for Foster Care Youth program through the PA Department of Education. There are eight grantees in the Commonwealth that receive these funds to form a management team through regional offices. The goal of the regional office is to provide technical assistance, training, and support to all public-school districts and county children and youth agencies with regards to the education of children in foster care. Region 2 consists of Berks, Chester, Dauphin, Lancaster, Lebanon, and Schuylkill counties. The grant is allocated through Title I, Part A funds annually (since 2017). The grant is for a three-year period (since 1993). These changes are necessary to make year-end adjustments.

2. Education of Homeless Children and Youth – Program 20-150

Office of Early Childhood and Student Services

7/1/20 – 9/30/21

\$33,669

Total Proposed Revised Budget: \$590,946

The BCIU has been allocated the above amount to manage Region 2 of the PA Education for Children and Youth Experiencing Homelessness Program through PA Department of Education. There are eight grantees in the Commonwealth that receive McKinney-Vento funds to form a management team that provides all public-school districts in the Commonwealth a regional office to oversee compliance issues and assist with homeless student identification and data management. Region 2 consists of Berks, Chester, Dauphin, Lancaster, Lebanon, and Schuylkill counties. The grant is in the first year of a five-year period. This program is funded by federal dollars and has been existence since 1992/1993. These changes are necessary to make year-end adjustments.

3. Head Start State Supplemental Assistance Program (HSSAP) – Program 170

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

9,253

Total Proposed Revised Budget: \$651,476

Funded by the federal government through the Pennsylvania Department of Education and the Head Start State Collaboration Office, this program provides monitoring and technical assistance to Head Start State Supplemental grantees throughout the state (since 2005). This budget change reflects additional state reimbursements based on year-end personnel expenditures.

**4. Project ELECT/Fatherhood Initiative – Program 235
(Education Leading to Employment and Career Training)**

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

(\$20,645.45)

Total Proposed Revised Budget: \$632,081.55

Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993). These changes are necessary to meet year-end reporting requirements.

5. Extended School Year Program – Program 303

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$9,999

Total Proposed Revised Budget: \$57,680

Extended School Year services are determined by the IEP team. Districts have the option to provide ESY services themselves or contract with the Intermediate Unit on a fee-for-service basis. This program has been in existence since 1988. These changes are necessary to make year-end adjustments.

6. Tower Behavioral Health – Program 624

Office of Early Childhood and Student Services

2/1/21 – 6/30/21

\$17,836

Total Proposed Revised Budget: \$78,361

BCIU and Tower Behavioral Health joined to develop a collaborative program for students in inpatient hospitalization for mental health treatment. The Tower Behavioral Health Program is a licensed hospitalization program serving students through crisis, emergency hospitalization, parent referrals, community agency referrals, and school district recommendation. Students receive counseling services provided by Tower Health staff. Educational services and social skills instruction are provided by an IU teacher. There is coordination with the students' hospitalization treatment team and resident school district to provide a continuum of academic support with efforts focused on maintaining students' progress in their home district's curriculum. This program has been in existence since February 2021. The educational component is funded by the resident school districts of the students. These changes are necessary to make year-end adjustments.

7. Operation and Maintenance of Buildings – Program 116

Office of Business Services

7/1/20 – 6/30/21

\$224,434

Total Proposed Revised Budget: \$5,048,250

This program accounts for the operation and maintenance of the Berks County Intermediate Unit Rivers Chase 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). These changes are necessary due to year-end adjustments.

D. Budgetary Transfers

1. Guest Teacher Training Program – Program 692

Office of Human Resources

7/1/20 – 6/30/21

\$1,865

This budget supports a program for the recruitment, training, and recertification of individuals possessing bachelor's degrees to serve as per-diem substitute teachers in Berks County school districts and career and technology centers participating in the program. The BCIU Office of Human Resources maintains files on those who participate in this program and processes the emergency permit applications and recertification required by the Pennsylvania Department of Education. This program has provided more than 700 emergency certified substitutes for Berks County school districts (since 1998). These budget transfers are necessary to adjust expenditures to year-end projections. These budget transfers are necessary to make year-end adjustments.

2. Early Childhood Mental Health Initiative – Program 223

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$90,189

Funded by the federal government through BCIU IDEA Section-619 and BCIU State Early Intervention funds, this program provides funding for Early Childhood Mental Health Consultant Specialists to provide targeted mental health support and monitoring to pre-school children in Pre-K Counts, Head Start State Supplemental and Accountability Block Grant programs throughout the state (since 2009). These budget transfers were necessary to make year-end adjustments.

3. PA Pre-K Counts OCDEL – Program 228

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$305,750

Funded by the Pennsylvania Department of Education through a contract with the BCIU, this program provides monitoring, technical assistance, consultation, and training and materials for all Pennsylvania Pre-K Counts approved providers. In addition, the BCIU will administer a sub-grant program for two faith-based Pennsylvania Pre-K Counts approved providers (since 2007). These budget transfers were necessary to make year-end adjustments.

4. BCIU Pre-K Counts Partnership – Program 231

Office of Early Childhood and Student Services

7/1/21 – 6/30/22

\$4,345

Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high quality preschool services to 160 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 adjusting to year-end projections.

5. Title I - Neglected – Program 19-261

Office of Early Childhood and Student Services

7/1/19 – 9/30/21

\$9,449

Funded by the federal government through the Pennsylvania Department of Education, this program offers remedial reading and math instruction to students in the Immigration Family Shelter facility during the summer of 2020 (since 1996). These budget transfers are necessary to adjust expenditures to year-end projections.

6. Special Education Contracted Services – Program 302

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$194,826

This proprietary program provides to local school districts special education instructional programs and services including Deaf & Hard of Hearing classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991). These budget transfers are necessary to adjust expenditures to year-end projections.

7. Special Education Core – Program 304

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$513,037

Funded by the Pennsylvania Department of Education, this budget covers costs for management, federal/state mandates for special education, direct services, child tracking (Penn Data) services, and administrative functions designed to support the Special Education programs throughout the Berks County Intermediate Unit and our school districts (since 1991). These transfers are necessary to make year-end adjustments.

8. Juveniles Incarcerated in Adult Facilities Program – Program 307

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$2,634

Funded by the participant's resident district, this program provides education services to adjudicated adolescents who are housed in the Berks County Jail System, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997). These transfers are necessary to make year-end adjustments.

9. Berks Academic Challenge – Program 625

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$3,530

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

10. Alternative Education Program - Learning Academy at Thomas Ford – Program 626

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$559,540

This proprietary program provides alternative education services at Learning Academy at Thomas Ford to students from grades seven through twelve. A full range of academic courses are provided and there is close staff collaboration with juvenile probation, children and youth services, Service Access Management (SAM), community mental health providers, and drug and alcohol agencies (since 1995). These budget transfers are necessary to make year-end adjustments.

11. Auxiliary Services to Non-Public Schools (Act 89) – Program 189

Office of Professional Development & Curriculum

7/1/20 – 6/30/21

\$51,648

Funded by the state, the Act 89 program provides support to approximately 4,826 students in non-public schools. Act 89 staff includes 9 remedial teachers who provide reading and mathematics and 3 psychologists (since 1974). These transfers are necessary to adjust to year-end projections.

12. Title I Non-Public – Program 190

Office of Professional Development & Curriculum

7/1/20 – 6/30/21

\$42,809

The Title I Non-public program provides supplemental educational services so that all children have a fair, equal, and significant opportunity to obtain a high-quality education. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to provide these services to eligible students attending non-public schools within Berks County (since July 2007). These budget transfers are necessary to make year-end adjustments.

13. Title II Non-Public – Program 19-191

Office of Professional Development & Curriculum

7/1/19 – 9/30/21

\$45,160

The Title II Non-Public program coordinates funding to provide private school personnel with high-quality, personalized professional development that is evidence-based and focused on improving teaching and student learning and achievement. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title II professional development services for non-public schoolteachers, and administrators are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017) These budget transfers are necessary to make year-end adjustments.

14. Title IV Non-Public – Program 19-192

Office of Professional Development & Curriculum

7/1/19 – 9/30/21

\$16,490

The Title IV Non-Public program coordinates funding to improve academic achievement of private schools by increasing the capacity of non-public schools to:

1. Provide all students with access to a well-rounded education.
2. Improve school conditions for student learning.
3. Improve the use of technology in to improve the academic achievement and digital literacy of all students.

The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title IV services for non-public school students are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017). These budget transfers are necessary to make year-end adjustments.

15. Statewide System of Support Initiatives – Program 209

Office of Professional Development & Curriculum

7/1/20 – 6/30/21

\$66,771

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). These transfers are necessary to make year-end adjustments.

16. Career Readiness – Program 273

Office of Professional Development & Curriculum

7/1/20 – 6/30/21

\$280

BCIU will provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with Every Student Succeeds Act, the Future Ready PA Index, and proposed Pennsylvania graduation requirements (since 2018). These transfers are necessary due to year-end adjustments.

17. Comprehensive Support and Improvement – Program 284

Office of Professional Development & Curriculum

7/1/20 – 6/30/21

\$3,016

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. BCIU's services will include the recruitment, hiring, logistics, and supervision of the Director of School Improvement Performance Management and Assistant Directors of School Improvement Performance Management. BCIU will also serve as a lead partner and advisory member for CSI statewide services (since 2018). These transfers are necessary for year-end projections.

18. Professional Development Programs – Program 600

Office of Professional Development & Curriculum

7/1/20 – 6/30/21

\$510

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

19. Staff Development Workshops – Program 609

Office of Professional Development & Curriculum

7/1/20 – 6/30/21

\$8,755

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

20. BCIU Print Service Center – Program 605

Office of Information Technology

7/1/20 – 6/30/21

\$24,171

This proprietary program provides printing and duplicating services to school districts and to all BCIU departments and programs (since 1980). These budget transfers are necessary to make year-end adjustments.

21. Network and Computer Services – Program 670

Office of Information Technology

7/1/20 – 6/30/21

\$2,657

Comprised of two sub-budgets including the Berks County Wide Area Network (WAN) project, this program combines networking, PAIUNET and other technology related services for external customers (since 1989). These transfers are necessary for year-end adjustments.

22. Information Technology Software Services – Program 671

Office of Information Technology

7/1/20 – 6/30/21

\$42,473

Comprised of two sub-budgets, this proprietary fund accounts for expenditures and revenue related to supplemental services internal and external to the Berks County Intermediate Unit. These services include software as a service hosting, application development, software support and training, documentation, and technology consultation (since 1994). These transfers are necessary for year-end projections.

23. Berks County Intermediate Unit General Fund – Program 115

Office of Business Services

7/1/20 – 6/30/21

\$433,803

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. These transfers are necessary for year-end adjustments.

10. COMMUNICATIONS

No Items to Report

11. OLD BUSINESS

No Items to Report

12. REPORT OF NEGOTIATIONS COMMITTEE

Elizabeth S. Huhn, *Chair*

13. PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

A. General

1. To approve the position description for Supervisor – PA's Education for Children and Youth Experiencing Homelessness Program and Foster Care Education, Office of Early Childhood and Student Services, effective January 3, 2022.
2. To approve the following position descriptions:
 - a. Data Specialist, The Pennsylvania Key
 - b. Employee Relations Coordinator, Office of Human Resources
3. To acknowledge receipt of the list containing the removal of Transportation Substitutes from the 2021-2022 Approved Substitute List, effective January 21, 2022.
4. To acknowledge receipt of the list containing stipend payments for participation in a Trauma-Informed Train the Trainer Program for Board Approval.
5. Resolved, for the Board of Directors to ratify 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 during the 2021-2022 fiscal year:
 - a. Bus Assistant
 - i. Enrique Alberto Jaquez Benitez – November 17, 2021
 - ii. Yisleida Lopez – Effective Date – December 3, 2021
 - iii. Emelin Matos – Effective Date – November 16, 2021
 - iv. Christopher Mora Rodriguez – Effective Date – November 11, 2021
 - v. Xiomara Nunex – Effective Date – December 20, 2021
 - b. Van Driver
 - vi. Juan Carlos Delon Matos – Effective Date – November 11, 2021
 - vii. Michelle Cristina – Effective Date – December 3, 2021
 - viii. Mayory Guzman Acosta – Effective Date – November 17, 2021

B. Employment – Ratifications

1. Business Services/Operations Office

- a. Brian G. Berger, Sr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33
Effective Date – November 22, 2021

Replacement

- b. Alan J. Burggraf – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33
Effective Date – November 15, 2021

Replacement

- c. Robert W. Gilbert – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.55
Effective Date – November 30, 2021

Replacement

- d. Warren Z. Good – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.55
Effective Date – November 15, 2021

Replacement

- e. Marie T. Hafer – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.55
Effective Date – November 22, 2021

Replacement

- f. Samuel W. Hardy – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33
Effective Date – November 15, 2021

Replacement

- g. Norma I. Hidalgo Calderon – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.50 and \$13.33
Effective Date – November 15, 2021

Replacement

- h. Marie G. Leonardo – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.55
Effective Date – November 15, 2021

Replacement

- i. Giovanni Lievano – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33
Effective Date – November 22, 2021

Replacement

- j. Luz M. Pizarro – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.50 and \$13.33
Effective Date – November 15, 2021
Replacement
- k. Rosa O. Polanco – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33
Effective Date – December 20, 2021
Replacement
- l. Rose Rivera Aponte – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33
Effective Date – November 22, 2021
Replacement
- m. Antonio Romelis – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.55
Effective Date – November 22, 2021
Replacement
- n. Amber M. Sandoval – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.50 and \$13.33
Effective Date – November 15, 2021
Replacement
- o. Monica Tinoco Fernandez – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.55
Effective Date – December 6, 2021
Replacement
- 2. Early Childhood & Student Services Office
 - a. Katherine Abreu – Level V Bilingual Program Secretary, Pre-K Counts
Recommended Hourly Rate – \$14.43
Effective Date – January 3, 2022
Replacement
 - b. Kathleen D. Burggraf – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Probationary, \$12.26
Effective Date – January 3, 2022
Replacement
 - c. Laury M. Cedeno – Enrollment Specialist, Pre-K Counts
Recommended Hourly Rate – \$14.25
Effective Date – December 6, 2021
Replacement
 - d. Katherine A. Clemente-Colon – Paraeducator, Early Intervention
Recommended Hourly Rate – \$12.70
Effective Date – January 3, 2022
Replacement

- e. Stephanie DeLong – Teacher, Pre-K Counts
Recommended Annual Salary – Column 2, Step 1, \$40,000 (to be prorated)
Effective Date – December 20, 2021
Replacement
- f. Tara L. Eck – Paraeducator, Early Intervention
Recommended Hourly Rate – \$12.70
Effective Date – November 30, 2021
Replacement
- g. Kaitlyn A. Gibson – Paraeducator, Early Intervention
Recommended Hourly Rate – \$11.35
Effective Date – December 13, 2021
Replacement
- h. Madelyn M. Krause – Specialized Preschool Teacher – Classroom, Early Intervention
Recommended Annual Salary – Column 1, Step 2, \$49,555 (to be prorated)
Effective Date – January 3, 2022
Replacement
- i. Cierra I. Melendez – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Probationary, \$12.26
Effective Date – November 15, 2021
Replacement
- j. Liliana Moore – Social Worker, Early Childhood and Student Services
Recommended Annual Salary – Column 4, Step 7, \$67,290 (to be prorated)
Effective Date – November 22, 2021
Replacement
- k. Sarah E. Rice Glezman – Occupational Therapist, Early Intervention
Recommended Hourly Rate – Column 4, Step 3, \$47.81
Effective Date – January 3, 2022
Replacement
- l. Casey L. Slater – Floating Teacher, Head Start
Recommended Hourly Rate – Level I, Probationary, \$18.51
Effective Date – November 30, 2021
Replacement
- 3. Professional Development & Curriculum Office
 - a. Rochelle S. Deane – Program Quality Assessor, The Pennsylvania Key
Recommended Annual Salary – \$53,857 (to be prorated)
Effective Date – November 30, 2021
Replacement
 - b. Joanett Soto – Administrative Assistant, The Pennsylvania Key
Recommended Annual Salary – \$42,670 (to be prorated)
Effective Date – November 30, 2021
Replacement

C. Change of Status – Ratifications

1. Business Services/Operations Office

a. Stacey Aguilar

Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time School Bus Driver Trainee, Transportation

Change Recommended Hourly Rates from \$17.75, \$14.50, and \$13.33 to \$16.55

Effective Date – October 25, 2021

Replacement

b. Gina Bernal

Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time School Bus Driver Trainee, Transportation

Change Recommended Hourly Rates from \$17.75, \$14.50, and \$13.33 to \$16.55

Effective Date – October 4, 2021

Replacement

c. Christina Cooper

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 2, 2021

Voluntary Reassignment

d. Cathey Cruz – Supervisor, Transportation, Early Intervention

Recommended Weekly Stipend – \$125

Effective Date – September 7, 2021

Temporary Additional Responsibilities

e. Ernst Dasney

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 14, 2021

Voluntary Reassignment

f. Ruby Garcia-Aguirre

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 – October 21, 2021

Voluntary Reassignment

g. Teresa Lemus

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 – November 9, 2021

Voluntary Reassignment

- h. Giovanni Lievano
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time School Bus Driver Trainee, Transportation
Change Recommended Hourly Rates from \$17.75, \$14.50, and \$13.33 to \$16.55
Effective Date – December 10, 2021
Replacement
- i. Sherry Reaser
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Bus/Van Specialist, Transportation
Change Recommended Hourly Rates from \$22.05, \$17.75, \$14.50, and \$13.33 to \$26.75
Effective Date – November 30, 2021
Replacement
- j. Emily Sadowski – Level VI Clerk, Fiscal Services
Recommended Hourly Rate – \$14.93
Effective Date – November 1, 2021
Additional Assignment
- k. Dre-Lynn Sanders
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 – November 4, 2021
Voluntary Reassignment
- l. Lauri Serrano – Part-time Fueler, Transportation
Effective Date – August 30, 2021
Removal of Assignment
- m. Yolette Thomas
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 13, 2021
Voluntary Reassignment
- n. Yolette Thomas
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 31, 2021
Replacement
- o. Archie Ulshafer
Change from Part-time Bus/Van Specialist, Transportation to Assistant Supervisor, Transportation, Reading
Change Recommended Hourly Rate from \$26.75 to Annual Salary, \$40,000 (to be prorated)
Effective Date – November 30, 2021
Additional Position

- p. Beth Wentzel – Assistant Supervisor, Transportation, Special Needs
Change Recommended Hourly Rate from \$21.25 to Annual Salary, \$47,000 (to be prorated)
Effective Date – November 22, 2021
Reorganization
- 2. Early Childhood & Student Services Office
 - a. Geneva Aulenbach – Teacher, Head Start
Change Recommended Hourly Rate from Level III, Probationary, \$20.20 to Level III, Entry, \$20.76
Effective Date – November 29, 2021
Completed Probationary Period
 - b. Mary Boyle
Change from Paraeducator, Early Intervention to Substitute Paraeducator, Early Intervention
Change Recommended Hourly Rate from \$13.46 to \$10.35
Effective Date – December 8, 2021
Voluntary Reassignment
 - c. Casiana Cristurean
Change from Substitute Paraeducator, Pre-K Counts to Paraeducator, Pre-K Counts
Change Recommended Hourly Rate from \$10.30 to \$12.70
Effective Date – December 6, 2021
Replacement
 - d. Stephanie DeLong – Teacher, Pre-K Counts
Recommended Hourly Rate – \$30.08
Effective Date – December 23, 2021 – January 3, 2022
Additional Hours (not to exceed 14 hours)
 - e. Melissa DeMotta
Change from PA's Education for Children and Youth Experiencing Homelessness Specialist, ECYEH to Supervisor, PA's Education for Children and Youth Experiencing Homelessness Program and Foster Care Education, ECYEH
Change Recommended Annual Salary from \$50,798 to \$66,810 (to be prorated)
Effective Date – January 3, 2022
New Position
 - f. Daryll Ellison – Mental Health Specialist, Head Start
Change Recommended Hourly Rate from Level III, Probationary, \$24.61 to Level III, Entry, \$25.17
Effective Date – December 13, 2021
Completed Probationary Period
 - g. Kelli Ernst – Disabilities/Transition Specialist, Head Start
Change Recommended Hourly Rate from Level I, Probationary, \$23.50 to Level I, Entry, \$24.06
Effective Date – December 7, 2021
Completed Probationary Period

- h. Lauren Hammond
Change from PA's Education for Children and Youth Experiencing Homelessness Site Coordinator, ECYEH to PA's Education for Children and Youth Experiencing Homelessness and Foster Care Education Specialist, ECYEH
Change Recommended Annual Salary from \$36,281 to \$45,424 (to be prorated)
Effective Date – January 3, 2022
Replacement
- i. Kristen Hoffa – Program Administrator, PA's Education for Children and Youth Experiencing Homelessness Program and Foster Care Education, ECYEH
Change Recommended Annual Salary from \$66,926.88 to \$81,926.28 (to be prorated)
Effective Date – January 3, 2022
Reorganization
- j. Mary-Teresa James – Audiologist, Special Education
Change Recommended Hourly Rate from \$69.90 to Annual Salary, Column 7, Step 16, \$91,005 (to be prorated)
Effective Date – November 8, 2021
Additional Hours
- k. Tabitha Kramer
Change from PA's Education for Children and Youth Experiencing Homelessness Specialist, ECYEH to Supervisor, PA's Education for Children and Youth Experiencing Homelessness Program and Foster Care Education, ECYEH
Change Recommended Annual Salary from \$49,602 to \$65,614 (to be prorated)
Effective Date – January 3, 2022
New Position
- l. Kristin Mateer – Floating Teacher, Head Start
Change Recommended Hourly Rate from Level III, Probationary, \$20.20 to Level III, Entry, \$20.76
Effective Date – December 20, 2021
Completed Probationary Period
- m. Britanyana Santiago
Change from Paraeducator, Head Start to Substitute Paraeducator, Head Start
Change Recommended Hourly Rate from Level II, Entry, \$13.37 to \$10.30
Effective Date – November 15, 2021
Voluntary Reassignment
- n. Kara Stezenko – Educational Interpreter, Special Education
Recommended Hourly Rate – \$24.02
Effective Date – October 21, 2021 – March 19, 2022
Additional Hours (not to exceed 200 hours)
- o. Kimberly Vega – Family Engagement Worker, Head Start
Change Recommended Hourly Rate from Level III, Probationary, \$18.51 to Level III, Entry, \$19.08
Effective Date – December 13, 2021
Completed Probationary Period

- p. Olesia Wright
Change from Enrollment Specialist, Pre-K Counts to Paraeducator, Head Start
Change Recommended Hourly Rate from \$14.25 to Level I, Entry, \$12.82
Effective Date – January 10, 2022
Replacement

3. Professional Development & Curriculum Office

- a. Stacey Breiner – Educational Consultant, Training and Consultation
Recommended Hourly Rate – \$67.75
Effective Date – January 3, 2022 – June 30, 2022
Additional Hours (not to exceed 49 hours)
- b. Alec Johnson
Change from Customer Experience Specialist, The Pennsylvania Key to Customer Experience
Administrative Coordinator, The Pennsylvania Key
Change Recommended Annual Salary from \$42,670 to \$46,120 (to be prorated)
Effective Date – November 30, 2021
New Position
- c. Colleen Rios – Educational Consultant, Training and Consultation
Recommended Hourly Rate – \$67.75
Effective Date – January 3, 2022 – June 30, 2022
Additional Hours (not to exceed 49 hours)

D. Additions to 2021-2022 Approved Substitute Lists – Ratifications

Alternative Education

Mary Boyle, Specialist – Effective December 8, 2021
Aimee Forte, Teacher – Effective November 15, 2021
Miranda Madara, Specialist – Effective December 20, 2021
Britanyana Santiago, Specialist – Effective November 15, 2021

Early Intervention

Aimee Forte, Teacher – Effective November 15, 2021
Miranda Madara, Paraeducator – Effective December 20, 2021
Britanyana Santiago, Paraeducator – Effective November 15, 2021

Facilities

Cory Hambrick, Custodian – Effective November 15, 2021

Head Start

Mary Boyle, Paraeducator – Effective December 8, 2021
Aimee Forte, Teacher – Effective November 15, 2021
Miranda Madara, Paraeducator – Effective December 20, 2021

Pre-K Counts

Mary Boyle, Paraeducator – Effective December 8, 2021
Aimee Forte, Teacher – Effective November 15, 2021
Miranda Madara, Paraeducator – Effective December 20, 2021
Britanyana Santiago, Paraeducator – Effective November 15, 2021

Special Education

Mary Boyle, Specialist – Effective December 8, 2021
Aimee Forte, Teacher – Effective November 15, 2021
Miranda Madara, Specialist – Effective December 20, 2021
Britanyana Santiago, Specialist – Effective November 15, 2021

Transportation

Miguel Rodriguez, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 30, 2021
Richard Schott, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 6, 2021

E. Additions to Approved 2021-2022 Out-Of-Class Substitute Lists – Ratifications

No Items to Consider

F. Remove from 2021-2022 Approved Substitute Lists

Alternative Education

Britanyana Santiago, Specialist – Effective November 30, 2021

Early Intervention

Britanyana Santiago, Paraeducator – Effective November 30, 2021

Head Start

Britanyana Santiago, Paraeducator – Effective November 30, 2021

Pre-K Counts

Britanyana Santiago, Paraeducator – Effective November 30, 2021

Special Education

Nicole Charles, Communication Facilitator – Effective December 22, 2021
Britanyana Santiago, Specialist – Effective November 30, 2021

Transportation

Carmen Colon, Substitute Driver w/o Bus License, Assistant, and Misc. – Effective November 1, 2021
Susan Hettrick, Substitute Driver w & w/o Bus License, Assistant, and Misc. – Effective November 12, 2021

G. Employment – Approvals

1. Business Services/Operations Office
 - a. Russell A. Del Rosario – Safety and Security Program Administrator, Operations
Recommended Annual Salary – \$90,000 (to be prorated)
Effective Date – January 31, 2022
Replacement
2. Early Childhood & Student Services Office
 - a. Danielle R. Smyre – School Psychologist, Special Education
Recommended Annual Salary – Column 8, Step 10, \$78,639 (to be prorated)
Effective Date – To be determined pending pre-employment process
Replacement

H. Change of Status – Approvals

1. Human Resources Office
 - a. Isabel Henao
Change from Administrative Assistant, Head Start to Data and Reporting Specialist,
Human Resources
Change Recommended Hourly Rate from \$22.12 to Annual Salary, \$46,333 (to be prorated)
Effective Date – To be determined
Replacement
2. Information Technology Office
 - a. Chaudene Michalek
Change from Assistant Program Administrator, Fiscal Services to Customer Success
Specialist, Information Technology
Change Recommended Annual Salary from \$74,284.56 to \$54,060 (to be prorated)
Effective Date – February 14, 2022
New Position
3. Professional Development & Curriculum Office
 - a. Karen Henrichs
Change from Assistant Director of School Improvement Performance Management, OPDC
to Director of School Improvement Performance Management, OPDC
Change Recommended Annual Salary from \$90,780 to \$101,640 (to be prorated)
Effective Date – January 24, 2022
Replacement

I. Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Bethzaida Cheek – Dispatcher, Transportation
Effective Date – November 17, 2021
Personal Leave (unpaid – without benefits – Not FMLA)
 - b. Jamie Brango – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 1, 2021
 - c. Giselle Fargas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 16, 2021
 - d. Tina Grande – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 25, 2021
 - e. Orsola Kirby – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – September 1, 2021
 - f. Marie Leonardo – Part-time School Bus Driver Trainee, Transportation
Effective Date – December 7, 2021
 - g. Jeanann Lynn-Roman – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 2, 2021
 - h. Marlene Richards – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 8, 2021
 - i. Lauri Serrano – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 15, 2021
 - j. Cynthia Thomas – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 4, 2021
 - k. Archie Ulshafer – Part-time Bus/Van Specialist. Transportation
Effective Date – October 25, 2021

2. Professional Development & Curriculum Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Shanta Austin – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key
Effective Date – December 6, 2021

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Jamie Brango – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 14, 2021
 - b. Tina Grande – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 16, 2021
 - c. James McLoughlin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 18, 2021
 - d. Marlene Richards – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 6, 2021
 - e. Lauri Serrano – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 30, 2021
 - f. Archie Ulshafer – Part-time Bus/Van Specialist, Transportation
Effective Date – November 11, 2021
2. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Myra Arndt – Family Engagement Worker, Head Start
Effective Date – November 8, 2021
 - b. Stephanie Kirkner – Speech Therapist, Early Intervention
Effective Date – December 1, 2021

K. Retirements

1. Business Services/Operations Office
 - a. Bonnie L. Finkbone – Dispatcher, Transportation
Effective Date – January 10, 2022
 - b. Timothy M. Koch – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 10, 2021
 - c. Josefa Pena – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 17, 2021
2. Early Childhood & Student Services Office
 - a. Robin D. Gruber – Specialized Preschool Teacher – Itinerant, Early Intervention
Effective Date – June 14, 2022
 - b. Linda D. Johnson – Teacher, Head Start
Effective Date – December 3, 2021
3. Professional Development & Curriculum Office
 - a. Cheryl L. Gregory – Level V Program Secretary
Effective Date – February 21, 2022

L. Resignations

1. Business Services/Operations Office
 - a. Brian G. Berger, Sr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 30, 2021
 - b. Osvaldo Clemente, Sr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 17, 2021
 - c. Lori A. Emery – Part-time School Bus Driver Trainee, Transportation
Effective Date – November 10, 2021
 - d. William G. Gleason – Safety and Security Program Administrator, Operations
Effective Date – December 17, 2021
 - e. Masiel R. Gomez – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 6, 2021
 - f. Janet A. Marburger – Part-time Driver w & w/o Bus License, Assistant, Misc., and Fueler, Transportation
Effective Date – November 16, 2021
 - g. Frank J. McKenzie – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 22, 2021
 - h. Michael A. Molina – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 22, 2021
 - i. Luz M. Pizarro – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – December 3, 2021
 - j. Rosaura M. Polanco – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – November 18, 2021
 - k. Jacqueline R. Wise – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 3, 2022
2. Early Childhood & Student Services Office
 - a. Tanya M. Kleffel – Paraeducator, Early Intervention
Effective Date – December 15, 2021
 - b. Erika R. Obiegbu – Speech Therapist, Early Intervention
Effective Date – March 4, 2022
 - c. Monica Potoczky – Paraeducator, Early Intervention
Effective Date – December 15, 2021
 - d. Aaryn C. Snyder – Teacher, Head Start
Effective Date – January 7, 2022
 - e. Talitha A. Wolfe – Paraeducator, Head Start
Effective Date – November 15, 2021
3. Information Technology Office
 - a. Lori A. Bogumil – Systems Analyst/Developer I
Effective Date – January 7, 2022
4. Professional Development & Curriculum Office
 - a. Alessandra M. Gonzalez – Infant Early Childhood Mental Health Consultant,
The Pennsylvania Key
Effective Date – December 6, 2021

M. Terminations

1. Business Services/Operations Office
 - a. Josephine M. Audette – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 21, 2022
Violation of Policy
 - b. Melissa Cancel – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 21, 2022
Violation of Policy
 - c. Barbara J. Sims – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 21, 2022
Violation of Policy

N. Other

1. Early Childhood & Student Services Office
 - a. Ilein Parra – Level V Bilingual Program Secretary, Pre-K Counts
Effective Date – November 15, 2021
Rescinded Resignation
 - b. Ilein Parra
Change from Level V Bilingual Program Secretary, Pre-K Counts to Substitute Secretary,
Office of Early Childhood & Student Services
Change Recommended Hourly Rate from \$14.95 to \$12.50
Effective Date – November 16, 2021
Voluntary Reassignment
2. Professional Development & Curriculum Office
 - a. Tiffany D. Smith – Intervention Teacher, Act 89
Recommended Annual Salary – Column 4, Step 11, \$77,185 (to be prorated)
Effective Date – January 3, 2022
Date Amended

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Tower Behavioral Health, for the Berks County Intermediate Unit to provide educational services for students with mental health needs attending Tower Behavioral Health for Summer Programming for a fee of \$212 per day.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Tuscarora Intermediate Unit, for the BCIU to provide services and support related to early intervention evidence-based implementation for inclusive practices, effective September 1, 2021, through June 30, 2022, at a cost of \$15,000.
3. To ratify an amendment to Agreement # ICA-235028-21 between Berks County Intermediate Unit (BCIU) and the County of Berks, for the BCIU to operate the General Education Development Program at the Berks County Jail System, extending the agreement for an additional one-year term, effective January 1, 2022, through December 31, 2022, for an amount not to exceed \$142,782 during the term of the agreement.

4. To ratify an amendment to the agreement between the Berks County Intermediate Unit (BCIU) and the Community Services Group (CSG), for CSG to render services to children and youth experiencing homelessness in conjunction with the Education for Children and Youth Experiencing Homelessness program, changing the effective date to January 3, 2022, through June 30, 2022 (from nine months to six months). As a result, the payment that the BCIU provides to CSG will be \$472.64 per day, at a sum not to exceed \$60,971. All other terms and conditions of this agreement will remain in full force and effect.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DR. DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District (BHASD), for the BCIU to provide professional services related to the neuroscience of belonging for a fee of \$125 according to the agreement, for services to be provided on March 22, 2022, or alternate dates as needed.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District (BHASD), for the BCIU to provide professional services related to ESL policy and instructional strategies, for a fee of \$250 according to the agreement, for services to be provided on January 11, 2022, or alternate dates as needed.
3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Northampton Community College, for Northampton Community College to offer a three (3) credit course, EARL 160, Early Childhood Health Advocate, during the spring 2022 semester to Early Childhood Education practitioners within the Commonwealth of Pennsylvania, for a fee not to exceed \$10,638 for the period of February 24, 2022, through June 30, 2022 (The Pennsylvania Key).
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the American Program Bureau, Inc., for the American Program Bureau, Inc. to secure Ms. Sonia Manzano as the keynote speaker for the Grantee Annual Meeting to be held on March 23, 2022, for a fee of \$10,000 plus expenses for the period of December 7, 2021, through March 31, 2022 (The Pennsylvania Key).
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Expo, Inc., for Expo, Inc. to make its Expo Pass Platform available to the Pennsylvania Key for each event that takes place between December 16, 2021, to December 15, 2022, for a fee of \$10,995 (The Pennsylvania Key).
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Healthy Minds Innovation, Inc., for Healthy Minds Innovations, Inc. to provide the Healthy Minds Program Mobile Application to approximately 150 staff of Early Learning Resource Centers in Pennsylvania, for a fee of \$2,589 for the period of January 10, 2022, through January 9, 2024 (The Pennsylvania Key).
7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Illustrating Progress, for Illustrating Progress to serve in a graphic facilitation capacity for the 2022 Grantee Annual Meeting, for a fee of \$7,190 for the period of January 4, 2022, through June 30, 2022 (The Pennsylvania Key).

8. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Signing with Miss Steph, LLC, for Signing with Miss Steph, LLC to provide a Signing Smart™ Workshop for Early Communication for the Early Head Start Home Visiting Program, for a fee of \$1,684.20 for the period of December 1, 2021, through March 31, 2022 (The Pennsylvania Key).
9. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Public Health Management Corporation (PHMC), for the BCIU to replicate the established statewide IECHMC Consultation Project in an effort to expand supports in the Philadelphia area to early learning programs and to provide professional services through New World Now, LLC (NWN) for the Professional Development Registry for Philadelphia with total services in the amount not to exceed \$36,228.75 for the period of July 1, 2021, through June 30, 2022 (The Pennsylvania Key).
10. To ratify Amendment #2 between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for CSIU to modify its scope of services to continue to provide professional services related to the maintenance and minimal development of the SMART / Document Uploader databases, effective July 1, 2021, through September 30, 2022. This amendment provides for a funding increase of \$78,097 for a revised total of \$360,247 (The Pennsylvania Key).
11. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Child Care Association (PACCA), T.E.A.C.H. Early Childhood Pennsylvania Scholarship Program, for PACCA, T.E.A.C.H. to modify the scope of services to further increase T.E.A.C.H. participation of staff employed at STAR 1 and 2 Programs, effective December 16, 2021. This amendment provides for a funding increase of \$502,000 for a revised total of \$4,645,750. All other terms and conditions remain in force (The Pennsylvania Key).
12. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU), for PSU to modify its scope of services to deliver a one-hour course to all childcare providers in Pennsylvania to include updates to the 10-hour Get Started course focused on emergency preparedness, effective November 22, 2021. This amendment provides for a funding increase of \$365,007 for a revised total of \$735,416. All other terms and conditions remain in force (The Pennsylvania Key).
13. To ratify Amendment #1 to the current memorandum of understanding regarding website transition between the Berks County Intermediate Unit – Executive Office Creative Team and The Pennsylvania Key, for the BCIU – Executive Office Creative Team to extend the term of the memorandum of understanding at no cost through June 30, 2022. All other terms and conditions remain in full force (The Pennsylvania Key).

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CIO / DIRECTOR

1. To authorize the appropriate officers to execute a renewal of agreement between the Berks County Intermediate Unit (BCIU) and IntegraOne for VMware Production Support. The term of the agreement is 12 months, from February 1, 2022, to January 31, 2023, at a cost not to exceed \$8,764.
2. To authorize the appropriate officers to execute a renewal of agreement between the Berks County Intermediate Unit (BCIU) and PatchMyPC for a subscription to PatchMyPC for SCCM. The term of the agreement is 12 months, from February 19, 2022, to February 18, 2023, at a cost not to exceed \$1,394.

3. To authorize the appropriate officers to execute a renewal of the Cofense PhishMe Licenses (for Cybersecurity Education, Training and Awareness platform) from CDW-G on behalf of seven (7) districts/schools in Berks County, at a cost not to exceed \$1,685. The term of the agreement is one year commencing on January 22, 2022.
4. To ratify an amendment to an agreement between the Berks County Intermediate Unit (BCIU) and Windstream Enterprise, for Windstream Enterprise to provide voice services at the BCIU Main Office and Education Centre locations, at a total monthly recurring cost of \$1,018.48. The term of the agreement is for 36 months commencing on December 29, 2021.
5. To ratify an agreement between the Berks County Intermediate Unit and the St. Margaret School, for Erate Support Services for the 2022-2023 fiscal year, at costs reflected in the agreement for selected services. The term of the agreement commences January 2022 and will remain in place until all Erate filings and reimbursements for the 2022-2023 fiscal year are completed, approximately August 2023.

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

1. To award contracts for Copy Paper through the Berks County Joint Purchasing Board.
2. To request permission to solicit bids for Food Service Paper Products.
3. To authorize the appropriate officers to execute an agreement with Co-County Wellness Services (CCWS), for CCWS to provide Contact Tracing as it relates to its students' and employees' confirmed or potential COVID-19 infections, effective January 24, 2022, through June 30, 2022, at a rate of \$30.92 per hour.
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Exeter Township School District, for the BCIU to lease approximately 525 square feet of garage bay space on a month-to-month basis for \$525 per month for the repair and servicing of their district transportation vehicles, effective January 17, 2022.
5. To ratify an agreement between the Berks County Intermediate Unit and Atlas Transportation, for Atlas Transportation to provide transportation services as follows:
 - a. To transport Special Needs students to CCIU, effective November 11, 2021, with an aide at a rate of \$450 per day.
 - b. To transport Special Needs students to Devereux Brandywine, effective November 29, 2021, at a rate of \$325 per day.
6. To approve a change in the mileage allowance rate from 56¢ per mile to 58.5¢ per mile to conform with Internal Revenue Service regulations, effective January 1, 2022.

E. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To acknowledge the six-month review of the Berks County Intermediate Unit Health and Safety Plan, as required by the American Rescue Plan (ARP) Act.

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT