

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
NOVEMBER 18, 2021  
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, November 18, 2021. The meeting was held in a hybrid format.

President Gary McEwen called the meeting to order at 8:14 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board:	Robin Costenbader-Jacobson; Jill A. Dennin; Dr. David Hemberger; Elizabeth S. Huhn; Dr. Amy Kennedy; Linda R. Lash; Oscar Manbeck; Ralph C. Richard; Rev. Dr. Dennis Ritter; Ann Sellers; Terrie Taylor, LSW; James Ulrich; and Gary McEwen
Absent:	Joseph A. Lupia; Kevin L. Manmiller; Steven Miller; and Bret Sabold;
Intermediate Unit:	Dr. Jill M. Hackman; Donna DeLoretta; Scott Major; Dan Richards; Dr. Michelle Reichard-Huff; Rob Rosenberry; Beth Kozloski; and Jan Krotee
Solicitor:	John Stott, Esq., and James Mancuso, Esq.
Guest(s):	Bernice Crutchfield, BCIU President; and John Ford, BCIUEA Vice President
Press:	None

Following the pledge of allegiance and roll call, President McEwen welcomed participants to the BCIU Board meeting. He also welcomed and introduced BCIUEA leaders Bernice Crutchfield, BCIUEA President, and John Ford, BCIUEA Vice President, and thanked them for attending. President McEwen then noted that an executive session was held prior to the meeting to discuss personnel matters and contracts.

**Announcements**

President McEwen asked if anyone present would like to speak regarding an agenda item. No one desired to speak.

**Persons Desiring to Be Heard  
—Item 01. B. 3.**

A motion was made by Huhn, seconded by Lash, to appoint James Ulrich as Secretary of the BCIU Board of Directors to fill the unexpired term of Brian Specht, effective October 21, 2021, to June 30, 2022.

**Appoint James Ulrich as  
Secretary to the BCIU Board  
—Item 01. C..**

Motion Carried	Voice Vote
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A motion was made by Ritter, seconded by Taylor, to approve agenda items 02. through 09. D., as follows:

To approve the minutes of the October 21, 2021 Board meeting.

**Approval of Minutes  
—Item 02.**

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

**IU Bills and Financial  
Reports—Items 03., 04., 05.,  
06., 07., 08., and 09.**  
*(Detailed list of bills available  
for review.)*

<b>SOURCE</b>		<b>PAGE</b>	<b>AMOUNT</b>
October	2021 Ratifications - IU	1-18	\$1,131,575.39
October	2021 Ratifications - PSDLAF	1-01	\$7,008.13
November	2021 Ratifications - IU	1-05	\$350,742.99
November	2021 Approvals - IU	1-09	\$1,124,492.59
<b>TOTAL</b>			<b>\$2,613,819.10</b>

**04. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$10,000,000** *(Information Item):*

<b>Amount Outstanding</b>
November 11, 2021
\$0

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF SEPTEMBER 10, 2021** *(Information item):*

<b>Funding Source</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	<b>120 Days</b>
School Districts	\$642,715.93	\$251,399.71	\$156,287.52	\$37,342.35	\$700,715.54
Commonwealth of PA	\$2,126,681.48	\$1,203,578.33	\$0.00	\$0.00	\$81,844.44
Other Revenue Sources	\$139,397.46	\$66,102.38	\$23,622.48	\$1,643.92	\$19,374.46
<b>TOTALS</b>	<b>\$2,908,794.87</b>	<b>\$1,521,080.42</b>	<b>\$179,910.00</b>	<b>\$38,986.27</b>	<b>\$801,934.44</b>
<b>GRAND TOTAL</b>	<b>\$5,450,706.00</b>				

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

- a. 2021 Head Start Federal Non-Federal Share Waiver Justification
- b. Head Start Personnel Policy: Additional Compensation to Support Talent Acquisition, Recruitment, and Retention
- c. Financial Statements (October 2021)
- d. Credit Card Purchases (October 2021)
- e. Non-Federal Share Report (October 2021)
- f. Policy Council Minutes/Resolutions (October 2021)
- g. Head Start Director's Reports (November 2021)

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**07. COMBINED FINANCIAL REPORT**

**CASH**

<b>BEGINNING BALANCE OCTOBER 1, 2021</b>		<b>\$4,823,755.07</b>
<b>RECEIPTS</b>		
REVENUE RECEIPTS	\$10,648,181.85	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,648,181.85</u>
		\$15,471,936.92
<b>DISBURSEMENTS</b>		
PRE-BOARD RATIFICATIONS	\$3,125,551.61	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$274,355.11	
POST BOARD RATIFICATIONS		
PSDLAF	\$7,008.13	
POST BOARD RATIFICATIONS IU	<u>\$1,131,575.39</u>	
TOTAL CHECKS WRITTEN	\$4,538,490.24	
CHECKS VOIDED	(\$27,183.58)	
PAYROLL DISTRIBUTIONS	<u>\$5,501,081.67</u>	<u>\$10,012,388.33</u>
ENDING BALANCE -OCTOBER 31, 2021		\$5,459,548.59
<b>CASH AVAILABLE-OCTOBER 31, 2021</b>		<b>\$5,459,548.59</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**SEPTEMBER 2021**

Tompkins VIST	\$544.79
Chase	\$3.94

**09. BUDGETS**

**A. New and Proposed Budgets**

**BUDGETS**

*No Items to Consider*

**B. Initial Budgets**

**1. Professional Development Programs – Program 600**

Office of Professional Development and Curriculum

7/1/21 – 6/30/22

\$114,876

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).

**2. Staff Development Workshops – Program 609**

Office of Professional Development and Curriculum

7/1/21 – 6/30/22

\$191,760

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).

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**3. Creative Child Care Solutions (formerly PA Key Professional Services) – Program 675**

Office of Professional Development and Curriculum

7/1/21 – 6/30/22

\$108,800

This proprietary program captures fee-for-service projects that utilize the professional expertise of the Pennsylvania Key and the agencies with which they are engaged. Activities will not compete or conflict with the primary objectives of OCDEL, are governed by an OCDEL-approved cost allocation plan and will be funded by local and other organizational revenues (since 2020).

**4. Vehicle Maintenance – Program 630**

Office of Business Services

7/1/21 – 6/30/22

\$1,346,670

This proprietary fund accounts for all expenditures for vehicle maintenance including such items as mechanics, service helpers, vehicle washers, contracted repairs and maintenance, supplies, and fuel. Revenue is derived from other BCIU programs, which will utilize these vehicle maintenance items (since 1990).

**5. Vehicle Maintenance Parts Inventory – Program 631**

Office of Business Services

7/1/21 – 6/30/22

\$1,143,569

This proprietary fund accounts for all consumable vehicle parts purchased by the Berks County Intermediate Unit. Other BCIU programs whose vehicles utilize these parts will fund this program (since 1990).

**6. BCIU Contracted Transportation – Program 632**

Office of Business Services

7/1/21 – 6/30/22

\$10,046,734

This proprietary fund accounts for all contracted transportation services including the contracted transportation portion of Special Education students, deliveries, field trips, and the transportation of Reading School District, Muhlenberg School District, Antietam School District and Tulpehocken Area School District regular education students. In addition, this program provides transportation for the BCIU Head Start program in the city of Reading and to all rural Berks County classrooms (since 1990).

**C. Changes to Initial Budgets**

**1. The Pennsylvania Key – Program 225**

Office of Professional Development and Curriculum

7/1/21 – 6/30/22

\$742,745

**Total Proposed Revised Budget: \$18,336,945**

The PDE Office of Child Development and Early Learning and BCIU collaborate to provide statewide leadership in the development of an integrated system of quality early childhood education programs. The Pennsylvania Key works to develop a statewide quality improvement plan that includes professional development, technical assistance, career lattices, and a data management system for all preschool, childcare, and Head Start centers. This program is federally funded through Child Care Development Fund, the Head Start Fund, the American Reinvestment and Recovery Act (ARRA) Child Development Fund, and the Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program Fund (since 2005). This change reflects additional funding for ARP (American Recovery Plan) and CRRSA (Coronavirus Response & Relief Supplemental Appropriations) grants from DHS.

**D. Budgetary Transfers**

**1. Special Education Transportation – Program 344**

Office of Business Services

7/1/20 – 6/30/21

\$49,050

Funded by the state, this budget provides for transportation of approximately 1800 special needs children between their homes and schools and to activities prescribed by the individual education program (since 1969). These budget transfers are necessary to adjust expenditures to year-end projections.

Yeas:	Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Manbeck; Richard; Ritter; Sellers; Taylor; Ulrich; McEwen	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

**10. COMMUNICATIONS**

**COMMUNICATIONS—Item 10.**

*No Items to Report*

**11. OLD BUSINESS**

**OLD BUSINESS  
PSBA Delegate Assembly  
—Item 11.**

**1. PSBA Delegate Assembly, October 23, 2021**

Dr. David Hemberger, BCIU Voting Delegate to the PSBA

Delegate Assembly shared information regarding the 2021

Delegate Assembly he attended on behalf of the BCIU on October 23. This association-wide business meeting was held virtually.

Dr. Hemberger provided a thorough overview on the legislative platform deliberations including the legislative priorities and core legislative principles (new proposals and proposed language), financial updates, and leadership election results. President McEwen thanked Dr. Hemberger for representing the BCIU and for bringing back this information to the Board.

**12. REPORT OF NEGOTIATIONS COMMITTEE**

**REPORT OF NEGOTIATIONS  
COMMITTEE—Item 12.**

Mrs. Huhn reported that small group work sessions continue between administration and SEIU officials regarding a contract framework.

The SEIU contract expires on June 30, 2022. SEIU membership includes 76 total staff (44 early intervention para-educators, 15 pre-k counts teachers, 15 pre-k para-educators, and 2 pre-k counts enrollment specialists).

A motion was made by Ulrich, seconded by Lash, to approve the following items under General Personnel Matters – Items 13. A. 1 through 10.

**13. PERSONNEL MATTERS**

**PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**A. General**

To award a professional contract to Ashley M. Engelman, Specialized Preschool Teacher - Classroom, Early Intervention, who has completed three years of satisfactory service, effective November 27, 2021.

**Award Professional Contract  
to Ashley M. Engelman  
— Item 13. A. 1.**

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To approve the position description for Customer Experience Administrative Coordinator, The Pennsylvania Key.

**Approve Position  
Description / Customer  
Experience Administrative  
Coordinator / The  
Pennsylvania Key  
— Item 13. A. 2.**

To approve the elimination of the Confidential Secretary, Office of Professional Development and Curriculum position, effective January 3, 2022.

**Elimination of Confidential  
Secretary, OPDC Position  
— Item 13. A. 3.**

To ratify the unpaid internships as noted below:

- a. Lauren Baker, Kutztown University undergraduate student majoring in Special Education, under the supervision of Ashley Engelman, Specialized Preschool Teacher - Classroom, effective August 30, 2021, through December 10, 2021.
- b. Lindsey Eppler, Millersville University graduate student majoring in School Counseling, under the supervision of Andrew Johnson, Guidance Counselor, effective August 30, 2021, through December 10, 2021.
- c. Kaylee Sam, Kutztown University undergraduate student majoring in Special Education, under the supervision of Jessica Mountz, Specialized Preschool Teacher - Classroom, effective August 30, 2021, through December 10, 2021

**Unpaid Internships for  
Lauren Baker, Lindsey  
Eppler, and Kaylee Sam  
— Item 13. A. 4.**

To ratify the unpaid Level 1 field experiences as noted below:

- a. Brooke Challandes, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Leigh Messner, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
- b. Elizabeth Heaney, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Theresa Soley, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
- c. Veronica Martonik, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Sara West Hoffert, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
- d. Jillian Nicolas, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Jenny Jan-Luo, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
- e. Emily Pellicano, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Jenny Jan-Luo, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
- f. Katie Wilkes, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Laura Klitsch, Occupational Therapist, effective September 7, 2021, through September 28, 2021.

**Unpaid Field Experiences for  
Brooke Challandes, Elizabeth  
Heaney, Veronica Martonik,  
Jillian Nicolas, Emily  
Pellicano, and Katie Wilkes  
— Item 13. A. 5.**

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To approve the unpaid internships as noted below:

- a. Connor Brennan, Kutztown University graduate student majoring in School Counseling, under the supervision of Edward Yeager, Guidance Counselor, effective January 24, 2022, through May 13, 2022.
- b. Sean Haines, Kutztown University graduate student majoring in School Counseling, under the supervision of Edward Yeager, Guidance Counselor, effective January 10, 2022, through April 29, 2022.
- c. Lydia Hostetter, Lancaster Bible College graduate student majoring in School Counseling, under the supervision of Andrew Johnson, Guidance Counselor, effective January 17, 2022, through May 11, 2022.
- d. Dylan Rutt, West Chester University graduate student majoring in School Counseling, under the supervision of Edward Yeager, Guidance Counselor, effective January 24, 2022, through May 11, 2022.
- e. Brittany Wagner, Bloomsburg University undergraduate student majoring in American Sign Language and English Interpreting, under the supervision of Heather Badgerow, Special Education Teacher, and Cristen Himmelberger, Educational Interpreter, effective January 3, 2022, through May 9, 2022.

**Unpaid Internships for  
Connor Brennan, Sean  
Haines, Lydia Hostetter,  
Dylan Rutt, and Brittany  
Wagner  
— Item 13. A. 6.**

To approve the unpaid externship as noted below:

- a. Shannon Roland, James Madison University graduate student majoring in Speech and Language Pathology, under the supervision of Katherine Kline, Speech Therapist, and Eileen LaScala, Speech Therapist, effective January 10, 2022, through March 4, 2022.

**Unpaid I Externship for  
Shannon Roland  
— Item 13. A. 7.**

To approve the 2022-2023 BCIU Holiday Calendar.

**BCIU Holiday Calendar  
— Item 13. A. 8.**

To approve a \$500 retention incentive to employees who are working in the Berks County Intermediate Unit Head Start program as of Friday, December 3, 2021.

**Retention Incentive for Head  
Start Employees  
— Item 13. A. 8.**

- Employees must be under the Head Start budget to be eligible for the incentive.
- Incentive will be paid on Friday, December 17, 2021.
- Employees must be in compensable status and not under investigation.
- Payment for employees on an unpaid leave of absence will be deferred until the employee returns to work.
- Payment for employees under investigation will be deferred until the employee returns to work.

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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. Hector Madera – Effective Date – October 26, 2021
- b. Van Driver
  - i. Ileana Amaro Malave – Effective Date – October 7, 2021
  - ii. Ninoshka Cruz – Effective Date – October 26, 2021
  - iii. Juan Mora – Effective Date – October 26, 2021

**Atlas Transportation  
Employees Assigned to BCIU  
for Transportation Services  
— Item 13. A. 10.**

Yeas: Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Manbeck; Richard; Ritter; Sellers; Taylor; Ulrich; McEwen Nays: None. Motion carried.
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**Roll Call Vote.**

A motion was made by Ulrich, seconded by Lash, to approve the following items under General Personnel Matters:

RESOLVED, that Dr. Jill M. Hackman is appointed Executive Director of the Berks County Intermediate Unit for a four (4) year term, effective July 1, 2022.

**Appointment of Dr. Jill  
Hackman as Executive  
Director for Four-Year Term  
— Item 13. A. 11.**

BE IT FURTHER RESOLVED that the appropriate officers are authorized to execute the four (4) year employment agreement which agreement is incorporated herein.

Yeas: Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Manbeck; Richard; Ritter; Sellers; Taylor; Ulrich; McEwen Nays: None. Motion carried.
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**Roll Call Vote**

A motion was made by Dennin, seconded by Taylor, to approve the following items under General Personnel Matters – Items 13. B through N.

**B. Employment – Ratifications**

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

- 1. Business Services/Operations Office
  - a. Stacey Aguilar – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – October 25, 2021  
*Replacement*
  - b. Dawn S. DiMascio-Eddinger – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$25.05, \$17.75, \$14.50, and \$13.33  
Effective Date – November 8, 2021  
*Replacement*



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- c. Lori A. Emery – Part-time School Bus Driver Trainee,  
Transportation  
Recommended Hourly Rate – \$16.55  
Effective Date – November 8, 2021  
*Replacement*
- d. Tara L. Jacoby – Supervisor, Transportation, Tulpehocken  
Recommended Annual Salary – \$50,000 (to be prorated)  
Effective Date – November 15, 2021  
*Replacement*
- e. Iris E. Melendez – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – November 8, 2021  
*Replacement*
- f. Anthony F. Miccicke – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – October 25, 2021  
*Replacement*
- g. Sherry L. Reaser – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – October 18, 2021  
*Replacement*
- h. Gina B. Saraceni – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – November 8, 2021  
*Replacement*
- i. Richard R. Sensenig – Level II Custodian, Custodial  
Recommended Hourly Rate – \$13.16  
Effective Date – October 25, 2021  
*Additional Position*
- 2. Early Childhood & Student Services Office
  - a. Laura E. Caciolo – Speech Therapist, Early Intervention  
Recommended Annual Salary – Column 6, Step 8, \$71,089  
(to be prorated)  
Effective Date – November 15, 2021  
*Replacement*
  - b. Kayleigh A. Clymer – Teacher, Head Start  
Recommended Hourly Rate – Level I, Probationary, \$18.51  
Effective Date – November 1, 2021  
*Replacement*

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- c. Kathleen M. de Haan – Nolde Aide, Nolde  
Recommended Hourly Rate – \$12.00  
Effective Date – October 25, 2021  
*Replacement*
- d. Tonee L. Doelman – Family Engagement Worker, Head Start  
Recommended Hourly Rate – Level III, Probationary, \$18.51  
Effective Date – October 25, 2021  
*Replacement*
- e. Erin E. Greusel – Level V Program Secretary, Early  
Intervention  
Recommended Hourly Rate – \$14.43  
Effective Date – October 25, 2021  
*Replacement*
- f. Trena Murphy – Paraeducator, Head Start  
Recommended Hourly Rate – Level I, Probationary, \$12.26  
Effective Date – October 25, 2021  
*Replacement*
- g. Heather D. Skrypski – Paraeducator, Early Intervention  
Recommended Hourly Rate – \$12.70  
Effective Date – November 1, 2021  
*Replacement*
- h. Talitha A. Wolfe – Paraeducator, Head Start  
Recommended Hourly Rate – Level I, Probationary, \$12.26  
Effective Date – November 1, 2021  
*Replacement*

**C. Change of Status – Ratifications**

- 1. Business Services/Operations Office
  - a. Jean Anastil  
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc.  
Transportation to Part-time Driver w & w/o Bus License, Assistant, and  
Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 30, 2021  
*Replacement*
  - b. Ernst Dasney – Part-time Driver with Bus License, Transportation  
Effective Date – September 5, 2020  
*Removal of Assignment – Correction to Effective Date*
  - c. Douglas George – Part-time Driver w & w/o Bus License, Transportation  
Effective Date – October 14, 2021  
*Removal of Assignments*

**Ratifications -  
Change of Status  
—Items 13. C.**

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- d. Miosodis Gonzalez – Part-time Driver w/o Bus License, Transportation  
Effective Date – October 22, 2021  
*Removal of Assignment*
- e. Miosodis Gonzalez – Part-time Driver w/o Bus License, Transportation  
Recommended Hourly Rate – \$17.75  
Effective Date – October 26, 2021  
*Additional Assignment*
- f. Cory Hambrick  
Change from Level II Custodian, Custodial to Level IV Clerk / Level V  
Accounting Clerk, Fiscal Services  
Change Recommended Hourly Rate from \$13.68 to \$14.68 and \$15.18  
Effective Date – October 18, 2021  
*Replacement*
- g. Teresa Lemus  
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 8, 2021  
*Replacement*
- h. Nancy Morales  
Change from Part-time Bus/Van Assistant and Misc. Transportation to  
Substitute Bus/Van Assistant and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – October 21, 2021  
*Voluntary Reassignment*
- i. Minerva Poblete Salas  
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 18, 2021  
*Replacement*
- j. Baudys Ramirez  
Change from Substitute Driver w/o Bus License, Assistant, Misc. Transportation  
to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 30, 2021  
*Replacement*
- k. William Rey, Jr. – Part-time Driver with Bus License, Transportation  
Recommended Hourly Rate – \$21.55  
Effective Date – November 1, 2021  
*Obtained CDL*

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- l. Clara Rodriguez  
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 25, 2021  
*Voluntary Reassignment*
- m. Kiaonna Tucker  
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 – October 25, 2021  
*Voluntary Reassignment*
- n. Kiaonna Tucker  
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – November 1, 2021  
*Replacement*
- o. Julie Van Lear  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Supervisor, Transportation, Reading and Special Needs  
Change Recommended Hourly Rates from \$26.65, \$17.75, \$14.50, and \$13.33 to Annual Salary, \$56,655 (to be prorated)  
Effective Date – November 15, 2021  
*Replacement*
- p. Jerry Vasquez  
Change from Part-time Bus Driver Trainee, Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.55 to \$21.55, \$17.75, \$14.50, and \$13.33  
Effective Date – October 12, 2021  
*Obtained CDL*
- q. Jordan Whaley  
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 – August 30, 2021  
*Replacement*
2. Early Childhood & Student Services Office
  - a. Jessica Bailey – Guidance Counselor, Alternative Education  
Change Recommended Annual Salary from Column 5, Step 2, \$61,700 to Column 6, Step 2, \$62,392  
Effective Date – September 1, 2021  
*Salary Adjustment per BCIUEA Agreement*

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- b. Esmerelda Calderon  
Change from Enrollment Specialist, Pre-K Counts to Substitute Enrollment Specialist,  
Pre-K Counts  
Change Recommended Hourly Rate from \$15.17 to \$13.25  
Effective Date – October 15, 2021  
*Voluntary Reassignment – Correction to Effective Date*
- c. Michael Hall – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.92 to Level II, Entry, \$13.37  
Effective Date – May 5, 2021  
*Obtained CDA*
- d. Tsheay Jackson – Teacher, Alternative Education  
Change Recommended Annual Salary from Column 3, Step 5, \$54,775  
to Column 4, Step 5, \$64,717  
Effective Date – September 1, 2021  
*Salary Adjustment per BCIUEA Agreement*
- e. Amy Leshner – Teacher, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$20.26 to Level II, Entry, \$20.82  
Effective Date – August 27, 2021  
*Salary Adjustment per Head Start Salary Schedule*
- f. Melody McCulley – Teacher, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$21.34 to Level II, Entry, \$21.90  
Effective Date – August 27, 2021  
*Salary Adjustment per Head Start Salary Schedule*
- g. Dr. Elaine Price  
Change from Substitute Teacher, Pre-K Counts to Teacher, Pre-K Counts  
Change Recommended Hourly Rate from \$15.60 to Annual Salary,  
Column 2, Step 1, \$40,000 (to be prorated)  
Effective Date – October 28, 2021  
*Replacement*
- h. Britanyana Santiago – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.92 to Level II, Entry, \$13.37  
Effective Date – August 27, 2021  
*Obtained CDA*
- i. Dr. Stacy Shober – Psychologist, Special Education  
Recommended Hourly Rate – \$54.76  
Effective Date – November 2, 2021 – February 28, 2022  
*Additional Hours (not to exceed 168 hours)*
- j. Marisa Solis – Speech Therapist, Early Intervention  
Recommended Hourly Rate – \$54.76  
Effective Date – August 20, 2021 – June 30, 2022  
*Additional Hours (not to exceed 100 hours)*

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- k. Claire Stednitz – Paraeducator, Early Intervention  
Recommended Hourly Rate – \$17.41  
Effective Date – August 4, 2021  
*Additional Hours (not to exceed 7 hours) – Correction to Effective Date*

**D. Additions to 2021-2022 Approved Substitute Lists – Ratifications**  
*No Items to Consider*

**Ratifications - Additions  
to 2021-2022 Approved  
Substitute Lists—Item 13. D.**

**E. Additions to Approved 2020-2021 Out-of-Class Substitute Lists –  
Ratifications**  
Head Start  
Michael Hall – Effective May 5, 2021

**Ratifications - Additions  
to Approved 2020-2021 and  
2021-2022 Out-of-Class  
Substitute Lists —Item 13. E.**

**Additions to Approved 2021-2022 Out-Of-Class Substitute Lists – Ratifications**  
Head Start  
Michael Hall – Effective July 1, 2021  
Britanyana Santiago – Effective August 27, 2021

Pre-K Counts  
Julia DeVos – Effective November 1, 2021  
Anginette Rodriguez – Effective November 1, 2021

**F. Remove from 2021-2022 Approved Substitute Lists**  
Business Services  
Seludra Garcia, Custodian – Effective November 1, 2021

**Remove from 2021-2022  
Approved Substitute Lists  
—Item 13. F.**

Transportation  
Zulma Flores, Substitute Driver w/o Bus License, Assistant, and Misc.  
Transportation  
Effective Date – October 11, 2021  
Baudys Ramirez, Substitute Van Fueler, Transportation  
Effective Date – August 30, 2021  
Sarah Scharf, Substitute Bus/Van Assistant and Misc. Transportation  
Effective Date – October 29, 2021  
Kiaonna Tucker, Substitute Bus/Van Cleaner, Transportation  
Effective Date – October 25, 2021

**G. Employment – Approvals**

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

1. Business Services/Operations Office
  - a. Cheyanne L. King – Assistant Program Administrator, Fiscal Services  
Recommended Annual Salary – \$65,614 (to be prorated)  
Effective Date – November 22, 2021  
*Replacement*
2. Executive Office
  - a. Kimberly N. Evans – Digital Marketing Specialist  
Recommended Annual Salary – \$47,762 (to be prorated)  
Effective Date – November 22, 2021  
*Replacement*

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

**H. Change of Status – Approvals**

1. Early Childhood & Student Services Office
  - a. Molly Lenko – Speech Therapist, Early Intervention  
Change Recommended Annual Salary from Column 6, Step 1, \$61  
to an Hourly Rate, \$46.97  
Effective Date – May 23, 2022  
*Replacement*

**I. Leave of Absence Requests**

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

1. Business Services/Operations  
Personal Leave (unpaid – with benefits –FMLA)
  - a. Dawn Strause – Level III Custodian, Custodial  
Effective Date – October 18, 2021  
Personal Leave (unpaid – without benefits – Not FMLA)
  - b. Kelly Carter – Part-time Driver w & w/o Bus License, Assistant,  
and Misc. Transportation  
Effective Date – October 22, 2021
  - c. Tina Grande – Part-time Driver w & w/o Bus License, Assistant,  
and Misc. Transportation  
Effective Date – October 6, 2021
  - d. Leslie Rhodes – Part-time Driver w/o Bus License, Assistant,  
and Misc. Transportation  
Effective Date – October 5, 2021
  - e. Laurann Singleton – Part-time Bus/Van Assistant and Misc.  
Transportation  
Effective Date – October 25, 2021
2. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Myra Arndt – Family Engagement Worker, Head Start  
Effective Date – October 26, 2021
  - b. Makenzie Boltz – Speech Therapist, Early Intervention  
Effective Date – October 12, 2021
  - c. Britanyana Santiago – Paraeducator, Head Start  
Effective Date – October 19, 2021  
Personal Leave (unpaid – with benefits – not FMLA)
  - d. Cynthia Boyer – Paraeducator, Early Intervention  
Effective Date – November 9, 2021  
Personal Leave (unpaid – without benefits – not FMLA)
  - e. Aaryn Brasher – Teacher, Head Start  
Effective Date – October 13, 2021
  - f. Christine Graber – Speech Therapist, Early Intervention  
Effective Date – October 28, 2021

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3. Professional Development & Curriculum Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Erin DelRegno Evans – Program Quality Assessor, The Pennsylvania Key  
Effective Date – November 17, 2021
  - b. Alessandra Gonzalez – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key  
Effective Date – October 18, 2021

**J. Return from Leave of Absence Requests**

1. Business Services/Operations Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Dawn Strause – Level III Custodian, Custodial  
Effective Date – October 25, 2021

Personal Leave (unpaid – without benefits – not FMLA)

- b. Kelly Carter – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – November 3, 2021
  - c. Tina Grande – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 18, 2021
  - d. Leslie Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 14, 2021
  - e. Laurann Singleton – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – November 2, 2021
2. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Mackenzie Boltz – Speech Therapist, Early Intervention  
Effective Date – November 1, 2021
  - b. Britanyana Santiago – Paraeducator, Head Start  
Effective Date – October 20, 2021

Personal Leave (unpaid – without benefits – not FMLA)

  - c. Aaryn Brasher – Teacher, Head Start  
Effective Date – November 1, 2021
  - d. Ashley Sierra – Paraeducator, Head Start  
Effective Date – August 17, 2021
3. Executive Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Amelia Krotee – Marketing Communications Specialist  
Effective Date – October 25, 2021

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

**K. Retirements**

*No Items to Consider*

**Retirements  
—Item 13. K.**



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**L. Resignations**

**Resignations  
—Item 13. L.**

1. Business Services/Operations Office
  - a. Kariana Basabe Garay – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 29, 2021
  - b. Yahaira Haddock – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 28, 2021
  - c. Amy M. Stoudt – Part-time School Bus Driver Trainee, Transportation  
Effective Date – October 12, 2021
2. Early Childhood & Student Services Office
  - a. Ilein N. Parra – Level V Program Secretary, Pre-K Counts  
Effective Date – November 15, 2021
3. Professional Development & Curriculum Office
  - a. Jennifer H. Austad – Infant Early Childhood Mental Health Consultation The Pennsylvania Key  
Effective Date – November 19, 2021
  - b. Leslie A. Weaver – Continuing Professional Education (CPE) Instructor, OPDC  
Effective Date – November 5, 2021

**M. Terminations**

**Terminations  
—Item 13. M.**

*No Items to Consider*

**N. Other**

**Other  
—Item 13. N.**

- a. Casey E. Frasca – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$23.50, 17.75, \$14.50, and \$13.33  
Effective Date – August 17, 2021  
*Correction to Effective Date*
- b. Walter G. Weidner – Vehicle Maintenance Intern, Transportation  
Effective Date – June 30, 2021  
*End of Assignment*

Yeas:	Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Manbeck; Richard; Ritter; Sellers; Taylor; Ulrich; McEwen	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

A motion was made by Costenbader-Jacobson, seconded by Ulrich, to approve the following items under Other Matters for Consideration – Items 14. A. through 14. E.:

**14. OTHER MATTERS FOR CONSIDERATION**

**OTHER MATTERS FOR  
CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

To approve the Early Intervention Program Calendar for July 1, 2022, through June 30, 2023.

**Early Intervention Program  
Calendar—Item 14. A. 1.**

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**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DR. DANIEL RICHARDS, DIRECTOR

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following vendors, for the BCIU to contract services on behalf of Berks County nonpublic schools in line with applications submitted under the Emergency Assistance to Non-Public Schools (EANS) program according to specifics of each individual agreement:

- a. Amanda Spencer (Sacred Heart)
- b. FACTS Education Solutions (St. Ignatius)
- c. PeopleShare, LLC (Berks Christian)
- d. PeopleShare, LLC (Sacred Heart)

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and St. Thomas More Elementary School (STMES), for the BCIU to provide professional services related to professional development on differentiated instruction in math, for a fee of \$450 according to the agreement, effective on date of signature for services to be provided, November 5, 2021, or an alternate date.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Wyomissing Area School District, for the BCIU to provide professional services related to math professional development, for a fee of \$3,200 according to the agreement, for services to be provided starting November 10, 2021, through December 2, 2021, or alternate dates as needed.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Emerald Foundation to provide services related to Emerald Esports Clubs for \$5,000 according to the agreement, effective November 19, 2021, through December 30, 2022.

To ratify an agreement between Giorgi Global Holdings, Inc. (GGH) and Creative Child Care Solutions / The Pennsylvania Key / The Berks County Intermediate Unit, (CCCS), for CCCS to conduct a needs assessment / workforce survey and provide analysis and recommendation relative to child care options for a fee of \$3,800 for the period of November 4, 2021, through March 31, 2022 (The Pennsylvania Key).

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Sarana Educational Consulting, LLC, for Sarana Educational Consulting, LLC to provide Home Observation Visiting Rating Scales (HOVRS) in Practice virtual training sessions for home visiting practitioners and their supervisors, coaches, and / or mentors, for a fee of \$2,800 for the period of November 3, 2021, through March 31, 2022 (The Pennsylvania Key).

**Emergency Assistance to  
Non-Public Schools (EANS)  
Agreements  
—Item 14. B. 1.**

**Agreement with St. Thomas  
More Elementary School  
(STMES)  
—Item 14. B. 2.**

**Agreement with Wyomissing  
Area School District /  
Professional Services Related  
to Math and Professional  
Development—Item 14. B. 3.**

**Agreement with Emerald  
Foundation  
—Item 14. B. 4.**

**Agreement with Giorgi Global  
Holdings, Inc. / Needs  
Assessment / Workforce Survey  
—Item 14. B. 5.**

**Agreement with Sarana  
Educational Consulting, LLC  
/ Home Observation Visiting  
Rating Scales  
—Item 14. B. 6.**

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To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Pocono Services for Families and Children, PA Early Head Start Child Care Partnership Program, for the BCIU to amend its purchase of identified services from Pocono Services for Families and Children from up to a maximum amount of \$119,932 to \$164,905 for the provision of identified services from up to 8 eligible children to 12 eligible children. All other terms and conditions remain in force (The Pennsylvania Key).

**Agreement with Pocono Services for Families and Children, PA Early Head Start Child Care Partnership Program  
—Item 14. B. 7.**

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

To ratify the purchase of exhibitor space from the Pennsylvania Association of School Business Officials (PASBO) for the PASBO Annual Conference and Exhibits, March 8-11, 2022, at a cost of \$1,950.

**Purchase of Exhibitor Space from PASBO for Annual Conference  
—Item 14. C. 1.**

To ratify an agreement between Custom Computer Specialists, Inc. and the Berks County Intermediate Unit (BCIU) for the shared purchase of exhibitor space at the 2021 A/CAPA Conference from October 27-29, 2021, with the BCIU's portion at a cost of \$265.

**Shared Purchase of Exhibitor Space / 2021 A/CAPA Conference  
—Item 14. C. 2.**

To ratify the purchase of a one-year business membership with the Delaware Valley Association of School Business Officials (DVASBO) and exhibitor space for the 2021 DVASBO Trade Show on November 10, 2021, at a cost of \$700.

**Purchase of One-Year Business Membership with DVASBO and Exhibitor Space—Item 14. C. 3.**

To approve an agreement between the Berks County Intermediate Unit (BCIU) and BCC Software, for the renewal of subscription licensing for the Architect US Mail software utilized to provide discounted postal costs for the BCIU tax billing service offering at a cost of \$8,450 for the term of December 1, 2021, through November 30, 2022

**Agreement with BCC Software / Renewal Subscription Licensing for Architect US Mail Software  
—Item 14. C. 4.**

To approve a 12-month license agreement for the renewal purchase of 20 licenses of Wrike Project Management business licenses at a cost of \$5,952 for the term of December 8, 2021, through December 7, 2022.

**Renewal Purchase / Wrike Project Management Business Licenses  
—Item 14. C. 5.**

To ratify the renewal of an agreement between the Berks County Intermediate Unit (BCIU) and SolarWinds for the Service Desk software subscription. The term of the agreement is 12 months, from November 15, 2021, to November 14, 2022, at a cost of \$14,169.

**Renewal of Agreement with SolarWinds for Service Desk Software Subscription  
—Item 14. C. 6.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and SiteCare, LLC, for augmented services in the redesign of the Reading Muhlenberg Career and Technology's website at a cost of \$3,675 to be completed by December 14, 2021.

**Agreement with SiteCare, LLC / Augmented Services in the Redesign of RMCTC Website—Item 14. C. 7.**

**OFFICIAL PROCEEDINGS OF THE  
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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Governor Mifflin School District, 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 November 12, 2021, and will remain in place until all Erate filings and reimbursements for the 2022-2023 fiscal year are completed, approximately August 31, 2023.

**Agreement with the Governor Mifflin School District / Erate Support Services—Item 14. C. 8.**

To approve an agreement between the Berks County Intermediate Unit (BCIU) and DocuSign, Inc., for the consortium purchase of eSignature Enterprise Pro Edition subscription services to be utilized by participating member school districts across the Commonwealth, at a cost of \$35,000 for a 20,000-eSignature envelope allowance. The term of this agreement is one year beginning November 30, 2021, through November 29, 2022.

**Agreement with DocuSign / Consortium Purchase of eSignature Enterprise Pro Edition Subscription Services—Item 14. C. 9.**

To approve the purchase of (2) Meraki MS425-16 switches with five-year license and support from ePlus, Inc. for the Berks County Intermediate Unit at a cost not to exceed \$17,346.41 effective upon receipt of the equipment.

**Purchase of Meraki Switches with Five-Year License and Support from ePlus, Inc.—Item 14. C. 10.**

To approve legal services from Miller Law Group, PLLC for the preparation and filing of an application for renewal of the eTaxTrax trademark registration for a cost of \$300. The term of the registration renewal is February 1, 2022, through January 31, 2026.

**Legal Services from Miller Law Group, PLLC and eTaxTrax Trademark Registration Assistance—Item 14. C. 11.**

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide eTaxTrax and the BCIU's Support and Print services, for a one-year auto-renewing term beginning with the July 1, 2021, tax year, at a cost assessed in accordance with the BCIU Board approved IT Services Rate Schedule:

**Agreements with Various School Districts for eTaxTrax and BCIUs Support and Print Services—Item 14. C. 12.**

- East Penn School District
- Interboro School District
- Manheim Township School District
- Palmerton School District
- Panther Valley School District
- Perkiomen Valley School District
- Upper Darby School District

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following townships and municipalities, for the BCIU to provide eTaxTrax and BCIU's Support and Print services, for a one-year auto-renewing term ending November 30, 2022, at a cost assessed in accordance with the BCIU Board approved IT Services Rate Schedule:

**Agreements with Various Townships and Municipalities for eTaxTrax and BCIUs Support and Print Services—Item 14. C. 9.**

- Catasauqua Borough
- Fountain Hill Borough
- Macungie Borough
- Slatington Borough
- Hanover Township
- Lower Milford Township
- Lowhill Township
- Salisbury Township
- South Whitehall Township
- Weisenberg Township

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

To approve the 2022-2023 proposed Budget Calendar.

**2022-2023 Proposed Budget  
Calendar—Item 14. D. 1.**

To ratify an agreement between the Berks County Intermediate Unit and the Wilson School District, for the BCIU to provide transportation services to Camphill Special School for one student effective September 7, 2021, on an as needed basis at \$396.86 per day.

**Agreement with Wilson  
School District for  
Transportation Services to  
Camphill Special School  
—Item 14. D. 2.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Fleetwood Area School District, for the BCIU to provide transportation services to Hogan Learning Academy for (3) three students, effective 2020-2021 school year at \$226.85 per day.

**Agreement with Fleetwood  
Area School District for  
Transportation Services to  
Hogan Learning Academy  
—Item 14. D. 3.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the YMCA of Reading, for the BCIU to provide transportation services for their child-care run, effective August 30, 2021, through June 8, 2022, at \$430.22 per day.

**Agreement with YMCA of  
Reading for Transportation  
Services for Child Care Run  
—Item 14. D. 4.**

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

**Agreement with Atlas  
Transportation for  
Transportation Services for  
Special Needs Students to  
Various Schools  
—Item 14. D. 5.**

- a. To transport Special Needs students to Transition House/Pal, effective October 21, 2021, at a rate of \$350 per day
- b. To transport Special Needs students to Riverside Elementary, effective October 21, 2021, with an aide at a rate of \$400 per day
- c. To transport Special Needs students to Hogan School, effective November 1, 2021, with an aide at a rate of \$400 per day
- d. To transport Special Needs Students to the Hillside School, effective November 2, 2021, at a rate of \$385 per day

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

To approve the BCIU Comprehensive Plan, Induction Plan (Chapter 49), Professional Development Plan (Act 48), and associated assurances of state requirements for submission by November 30, 2021

**Approval of BCIU  
Comprehensive Plan,  
Induction Plan, and  
Professional  
—Item 14. E. 1.**

To set the 2022 Berks County Intermediate Unit Board of Directors' regular meeting dates for the third Thursday of the month, with the Committee -of-the-Whole to begin at 6:15 P.M. and the regular meeting to begin no earlier than 7:00 P.M. immediately following the Committee-of-the-Whole, and to authorize the administration to advertise these meeting dates in accordance with Act 84 (Sunshine Law).

**Set 2022 Meeting Dates  
—Item 14. E. 2.**

**OFFICIAL PROCEEDINGS OF THE  
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To cancel the December 16, 2021, meeting of the Berks County Intermediate Unit Board of Directors and to authorize the officers and administration to take the necessary steps to pay bills and salaries until the next regular meeting of the BCIU Board on January 20, 2022

**Cancel December Board Meeting and Pay Bills and Salaries  
—Item 14. E. 3.**

To authorize the Executive Director to offer employment to prospective employees between the November and January Board meetings subject to receiving approval from the Berks County Intermediate Unit Board officers through polling of each officer. Employment shall be ratified at the January Board meeting.

**Approval for Executive Director to Offer Employment Subject to Approval of Board Officers  
—Item 14. E. 4.**

Yeas: Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Manbeck; Richard; Ritter; Sellers; Taylor; Ulrich; McEwen Nays: None. Motion carried.	<b>Roll Call Vote</b>
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Mrs. Huhn offered words of congratulations to Dr. Hackman for her re-appointment as Executive Director, saying we are fortunate and honored to have her lead the organization. Other Board members echoed that sentiment saying, “She has lifted the BCIU to higher levels,” “Dr. Hackman’s level of professionalism is unprecedented,” “Dr. Hackman is highly respected, having significant impact not only in Berks County, but throughout the Commonwealth,” and others.

**Board Members Desiring to be Heard**

Dr. Hackman thanked the Board for their confidence in her, saying it has been an amazing 7.5 years. She humbly attributed her success to the commitment and support of the BCIU Board, BCIU Leadership Team, the Executive Team, the 1,200 dedicated BCIU staff members, and stated that she was blessed to partner with the 18 Berks County district partners and others from the community. She expressed her gratitude for the opportunity to serve another four years.

President McEwen thanked outgoing Board members and wished them happiness and success as they move forward. They will be truly missed and have contributed greatly in their service to the BCIU.

A motion was made by Richard, seconded by Taylor, to adjourn the meeting at 8:34 p.m.

**Adjournment**

Motion carried.	<b>Voice Vote</b>
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Approved by,

James Ulrich, Secretary

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

Mrs. Cherie Zimmerman, Assistant Director of Information Technology, introduced **Mr. Justin Lodek** as Employee of the Month for November. Mrs. Zimmerman reported that Justin joined the IT team as Software Support Specialist at the onset of the pandemic and he has efficiently managed over 300 support requests from clients since that time. He quickly obtained certification to support the Infinite Campus client base and was also tapped to join the FIS implementation team. He has proven to be reliable and flexible, and provided excellent client service to all clients. He demonstrates a strong willingness and desire to learn and understand the processes and issues presented and has exercised utmost patience with each individual he works with.

Justin thanked Mr. Major and Mrs. Zimmerman for the opportunity to serve in the role, stating he is grateful to be part of the IT team.

Justin's fiancée, Alyssa, accompanied him as she was honored by the Board.

The following retirees were honored for their contributions and service:

Mr. Dennis Ryan, Program Administrator, Transportation, with bittersweet emotions, introduced the following employees, sharing that both of the retirees were "awesome" and it will be difficult to see them retire, but he wished them the best as they move into their retirement.

**Ms. Josefa Pena**, Transportation Driver, has served as a Special Needs (Reading) transportation driver since August 2010. She will retire on December 14 and is moving to warmer weather in Florida. She has been a very dedicated, caring, and reliable employee throughout her employment. She also has a wonderful relationship with the children and parents. Josefa stated she is honored to serve at the BCIU and will miss her work.

**Mr. Jose Perez** has served at the BCIU as a transportation driver since August 2008 and will retire at the end of this month. He also drove for the (Reading) Special Needs program working out of the Route 61 Transportation Center. Jose was dedicated to his job and the BCIU. He enjoyed his work and the children and will miss his daily interaction with them. Jose will be moving to Florida after his retirement. Jose's wife accompanied him to the Board meeting.

**EMPLOYEE OF THE  
MONTH – NOVEMBER 2021  
—Justin Lodek, Office of  
Information Technology**

**RETIREES  
—Josefa Pena and Jose  
Perez, Transportation**

**OFFICIAL PROCEEDINGS OF THE  
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Ms. Mandy Gerhart, Head Start Program Administrator, introduced **Ms. Ivette Clemente**, who will retire on January 4, 2022, from her role as a Family Engagement Worker for Head Start. Ivette began her service at the BCIU in 2006 and was highly sought after as a substitute. Ms. Gerhart shared that Ivette is always calm, collected, and professional. She is a dedicated and well-loved employee who sincerely cares about the children and families and goes the extra mile everyday. Prior to coming to the BCIU, she worked as a bilingual assistant for nine years for the Reading School District. She is still remembered by the parents from Reading School District, who along with the families from the BCIU, say she has made a tremendous difference in their lives.

**Ivette Clemente and Carol Fritz, Office of Early Childhood and Student Services**

Ivette thanked all those who supported her and said she has made wonderful connections with families and the community. She said she will truly miss her job and the families she has built relationships with, and asked for continued support for these families in need.

Heather Grim, Assistant Program Administrator for Early Intervention, introduced **Carol Fritz** who will retire on December 17. Ms. Grim shared that Mrs. Fritz began her employment in August 2008 and served as an Early Intervention Paraeducator in the Learning Center at the BCIU Education Centre. Ms. Grim stated that Carol is always positive, warm, and compassionate, as exhibited by her dedication to supporting the needs of the children and staff.

Carol told the Board that the BCIU is a great place to work. She has made lasting friendships which she will always treasure.

Dr. Dan Richards, Director of the Office of Professional Development and Curriculum (OPDC), introduced **Ms. Lori Gerber**, who will be retiring on January 3. Dr. Richards shared that Lori has dedicated 22.5 years to serving the Office of Professional Development and Berks County schools in her role as Confidential Secretary to the OPDC Director. Dr. Richards told the Board that he strongly relied on Lori when he started at the BCIU, and her longevity and experience have been an asset to him throughout the years. Dr. Richards said that Lori has a “knack for reading his mind,” and oftentimes things were prepared before he asked for them. Lori truly cared about her work and was humble in her service.

**Lori Gerber, Office of Professional Development and Curriculum  
January 3**

Lori told the Board that she did not know what an IU was when she started in 1999. She is proud to be a part of the BCIU and truly loves her job. She will miss it, along with the friends she has made along the way.

**Dr. Jill Hackman** introduced a video as part of the 50<sup>th</sup> Anniversary of the BCIU series. This Inside BCIU video shares historical photos that tell the story of the first 25 years of the BCIU.

**FEATURED PROGRAMS  
Inside BCIU: 50<sup>th</sup>  
Anniversary Edition –  
From the Archives: A  
Visual History of the BCIU**



**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
NOVEMBER 18, 2021  
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**RECOGNITION OF  
OUTGOING BCIU  
BOARD MEMBERS**

President Gary McEwen and Executive Director Dr. Jill Hackman recognized the following BCIU Board members who were attending their final meeting as members of the BCIU Board, expressing sincere appreciation for their contributions and dedication to serving the children, schools and the Berks County community. “We thank them for being a champion for our children and schools and their ongoing support of the mission of the BCIU. We are fortunate to have had them as members of our Board.”

*Combined total years of experience on the BCIU Board — 30 years  
Combined total years of experience on school district boards — 64 years.*

- Ms. Ann Sellers, Antietam School District – 3 years on the BCIU Board
  - First seated on the BCIU Board September 2018
  - Berks County COLA Representative
  - 20 years on the Antietam School District School Board.
- Mrs. Jill Dennin, Boyertown Area School District – 6 years, 3 months on the BCIU Board
  - First seated on the BCIU Board June 2015
  - Berks County COLA Representative
  - 8 years on the Boyertown Area School District Board
  - Served as Vice President (2015) and President (2016) of the BASD Board.
- Mr. Steven Miller, Daniel Boone Area School District – 1 year, 8 months on the BCIU Board
  - First seated on the BCIU Board January 16, 2020
  - Seated on Daniel Boone Area School District Board on 10/23/2017
  - Vice President of the Daniel Boone Area School District Board (December 3, 2019-December 7, 2020 and December 7, 2020- December 7, 2021)
- Mr. Ralph Richard, Oley Valley – 18 years on the BCIU Board
  - First seated on the BCIU Board December 2003
  - Vice President – since January 2020
  - Treasurer – Since January 2018
  - Nomination Chair – 2017
  - 24 years on the Oley Valley School District Board, serving as Vice President and on the Finance Committee during his time on the OVSD Board
- Mrs. Robin Costenbader-Jacobson, Reading School District – 1 year, 3 months on the BCIU Board
  - First seated on the BCIU Board September 2020
  - Served 8 years on the Reading School District Board (President 3 years)
  - Also served on the RMCTC and Museum Boards, and as PSBA Liaison