

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 17, 2022
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, February 17, 2022.

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: Dr. Noahleen Betts; Christopher Heck; Dr. David Hemberger; Lisa Hogan; Elizabeth S. Huhn; Todd Hummel; Nancy Jackson; Russell Jirik; Dr. Amy Kennedy; Linda R. Lash; Joseph A. Lupia; Kevin L. Manmiller; Rev. Dr. Dennis Ritter; Bret Sabold; Terrie Taylor, LSW; James Ulrich; and Gary McEwen

Absent: Michael Gierula

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

Solicitor: James Mancuso, Esq.

Guest(s): John Ford, BCIUEA Vice President; and Hope Kavka, BCIUEA Treasurer
Mr. and Mrs. Oscar Manbeck

Press: None

Following the pledge of allegiance and roll call, President McEwen welcomed participants to the BCIU Board meeting, and introduced Mr. Christopher Heck, Tulpehocken Area School District, who would be seated as a BCIU Board meeting at the beginning of the meeting. He also welcomed and introduced BCIUEA leaders Mr. John Ford, BCIUEA Vice President, and Ms. Hope Kavka, BCIUEA Treasurer, and thanked them for attending. President McEwen then noted that an executive session was held prior to the meeting to discuss personnel matters and contract negotiations.

Announcements

President McEwen urged Board members to share the State Mandates and Checklist documents (presented during the Executive Director's Report) with their district Board members and others as they feel appropriate.

**Announcements
—Item 01. B. 3**

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. 4.**

A motion was made by Taylor, seconded by Ulrich, to seat Christopher Heck as the BCIU Board member representing the Tulpehocken Area School District to fill the unexpired term of Oscar Manbeck, ending June 30, 2022.

**Seating of New Board
Members —Item 01. C.**

Motion Carried

Voice Vote

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A motion was made by Ritter, seconded by Lash, to approve agenda items 02. through 09., as follows:

To approve the minutes of the January 20, 2022 Board meeting.

**Approval of Minutes
—Item 02.**

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.)*

| SOURCE | | PAGE | AMOUNT |
|--------------|-----------------------------|------|-----------------------|
| January | 2022 Ratifications - IU | 1-16 | \$2,756,591.64 |
| January | 2022 Ratifications - PSDLAF | 1-01 | \$8,575.12 |
| February | 2022 Ratifications - IU | 1-06 | \$697,641.99 |
| February | 2022 Approvals - IU | 1-07 | \$1,093,524.90 |
| TOTAL | | | \$4,556,333.65 |

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

| Amount Outstanding |
|---------------------------|
| February 10, 2022 |
| \$0 |

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF FEBRUARY 10, 2022 (Information item):

| Funding Source | Current | 30 Days | 60 Days | 90 Days | 120 Days |
|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|---------------------|
| School Districts | \$495,996.34 | \$599,901.83 | \$1,056,414.48 | \$477,388.29 | \$157,043.42 |
| Commonwealth of PA | \$3,344,073.59 | \$2,108,767.14 | \$217,851.86 | \$0.00 | \$81,844.44 |
| Other Revenue Sources | \$219,462.49 | \$63,876.22 | \$6,480.90 | \$8,126.10 | \$2,995.57 |
| TOTALS | \$4,059,532.42 | \$2,772,545.19 | \$1,280,747.24 | \$485,514.39 | \$241,883.43 |
| GRAND TOTAL | \$8,840,222.67 | | | | |

06. APPROVAL/RATIFICATION OF HEAD START:

- a. Financial Statements (January 2022)
- b. Credit Card Purchases (January 2022)
- c. Non-Federal Share Report (January 2022)
- d. Policy Council Minutes/Resolutions (January 2022)
- e. Head Start Director's Report
- f. Policy Council By-Laws / Impasse Procedure

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE JANUARY 1, 2022 **\$3,905,934.25**

RECEIPTS

| | | |
|------------------------|-----------------|------------------------|
| REVENUE RECEIPTS | \$12,311,762.79 | |
| RETURNED CHECKS | \$0.00 | |
| INVESTMENT REDEMPTIONS | <u>\$0.00</u> | <u>\$12,311,762.79</u> |
| | | \$16,217,697.04 |

DISBURSEMENTS

| | |
|--------------------------------|----------------|
| PRE-BOARD RATIFICATIONS | \$1,036,036.67 |
| PRE-BOARD RATIFICATIONS-PSDLAF | \$0.00 |
| BOARD APPROVALS | \$947,487.68 |

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| | | |
|--|-----------------------|-----------------------|
| POST BOARD RATIFICATIONS | | |
| PSDLAF | \$8,575.12 | |
| POST BOARD RATIFICATIONS IU | <u>\$2,756,591.64</u> | |
| TOTAL CHECKS WRITTEN | \$4,748,691.11 | |
| CHECKS VOIDED | (\$34,316.29) | |
| PAYROLL DISTRIBUTIONS | <u>\$5,046,684.78</u> | <u>\$9,761,059.60</u> |
| ENDING BALANCE - JANUARY 31, 2022 | | \$6,456,637.44 |
| CASH AVAILABLE-JANUARY 31, 2022 | | \$6,456,637.44 |

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

| JANUARY 2022 | |
|---------------------|----------|
| TOMPKINS VIST | \$652.41 |
| CHASE | \$4.22 |

09. BUDGETS

A. New and Proposed Budgets

BUDGETS

1. PA Department of Health COVID-19 Support Project – Program 21-139

Office of Business Services

7/1/21 – 7/31/22

\$411,021

The Pennsylvania Department of Health (DOH) has entered into an agreement with PAIU to collaborate in the administration of the PA DOH COVID-19 Prevention/Outreach/Testing Project. PAIU has subcontracted the support services to be provided with 28 Intermediate Units across the Commonwealth. The BCIU will provide these services through activities of its Pandemic Coordinator and Pandemic Team (new).

B. Initial Budgets

1. Safe Schools Targeted Grant – Program 21-179

Office of Professional Development and Curriculum

7/1/21 – 12/31/22

\$61,820

The purpose of the Safe Schools Targeted Grant (Non-public) is to assist school entities by providing funding for services related to security planning and/or purchasing of security-related technology. This is state funding provided by the Pennsylvania Department of Education's Office for Safe Schools (since 2019).

2. Individuals With Disabilities Education Act 2004 (Part B) – Program 21-184

Office of Professional Development and Curriculum

7/1/21 – 9/30/22

\$17,256,500

Funded by the federal government through the Individuals with Disabilities Education Act 2004—Part B, this budget contains Component 2 which supports professional development and curriculum services to school districts and Component 3 which provides services/monies to school districts as well as equitable participation for eligible parentally-placed private school children (since 1982).

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3. The Pennsylvania Key – Early Head Start Home Visiting (EHS-HV) – Program 22-287

Office of Professional Development and Curriculum

1/1/22 – 12/31/22

\$218,984

This program consists of funding for the administration and facilitation of OCDEL's Early Head Start Home Visiting Program that serves 168 children and families in Lawrence, Lebanon, and Lancaster counties. Early Head Start programs provide family-centered services for low-income families tailored for the unique needs of infants and toddlers to promote their physical, cognitive, social, and emotional development. The funding supports contracted professional Nutrition, Health & Mental Health coaches, and portions of the EHS Manager, EHS Specialist, and other staff positions to administer the grant, along with appropriate travel and supplies. The Pennsylvania Key staff partners with Lancaster-Lebanon IU#13 and Children's Advocacy Center of Lawrence County and provides monitoring, assistance, training, and oversight to give full report to OCDEL's Early Head Start Policy Council and Governing Body. Each year, we resubmit our plan for this grant, #03CH3474 on behalf of OCDEL. It is considered a non-competing application contingent on program compliance (since 2019).

4. Network and Computer Services – Program 670

Office of Information Technology

7/1/21 – 6/30/22

\$526,225

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).

5. Information Technology Software Services – Program 671

Office of Information Technology

7/1/21 – 6/30/22

\$1,559,381

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).

C. Changes to Initial Budgets

No Items to Consider

D. Budgetary Transfers

1. The Pennsylvania Key – Program 225

Office of Professional Development and Curriculum

7/1/20 – 6/30/21

\$1,523,780

The PDE Office of Child Development and Early Learning and the 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). These transfers are necessary to adjust expenditures to year-end projections.

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2. Vehicle Maintenance – Program 630

Office of Business Services

7/1/20 – 6/30/21

\$34,020

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). These transfers are necessary to adjust expenditures to year-end projections.

3. Vehicle Maintenance Parts Inventory – Program 631

Office of Business Services

7/1/20 – 6/30/21

\$1,100

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). These transfers are necessary to adjust expenditures to year-end projections.

4. BCIU Contracted Transportation – Program 632

Office of Business Services

7/1/20 – 6/30/21

\$93,122

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). These transfers are necessary to adjust expenditures to year-end projections.

10. COMMUNICATIONS

No Items to Report

COMMUNICATIONS

—Item 10.

11. OLD BUSINESS

No Items to Report

OLD BUSINESS

—Item 11.

12. REPORT OF NEGOTIATIONS COMMITTEE

Mrs. Huhn reported that Board members will be asked to take action on the proposed Service Employees International Union (SEIU) MOU and three-year agreement as approved by SEIU membership during the Personnel Matters section on the agenda. If approved by the Board, the agreement will be effective July 1, 2022, through June 30, 2025. Mrs. Huhn extended appreciation to the SEIU members, Attorney John Stott, Attorney James Mancuso, and the administration for their assistance during the negotiations process.

**REPORT OF NEGOTIATIONS
COMMITTEE**

—Item 12.

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A motion was made by Taylor, seconded by Ulrich, to approve the following items under Personnel Matters 13. A. 1. and 13. A. 2.:

13. PERSONNEL MATTERS

—ROB ROSENBERY, DIRECTOR

A. General

To a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and the Service Employees International Union (SEIU), Local 668, which provides wage increases for Early Intervention and Pre-K Counts Paraeducators and Pre-K Counts Enrollment Specialists, effective January 1, 2022.

To authorize the appropriate officers to execute a collective bargaining agreement with the Service Employees International Union (SEIU), Local 668, for the period of July 1, 2022, to June 30, 2025, subject to final review by the solicitor and the administration.

PERSONNEL MATTERS

Memorandum of Understanding with the SEIU / Wage Increases for EI and Pre-K Counts Paraeducators and Pre-K Counts Enrollment Specialists— Item 13. A. 1.

**Collective Bargaining Unit Agreement with SEIU
— Item 13. A. 2.**

| | |
|-------|--|
| Yeas: | Betts; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Kennedy; Lash; Lupia; Manmiller; Ritter; Sabold; Taylor; Ulrich; McEwen |
| Nays: | None. Motion carried. |

Roll Call Vote

A motion was made by Huhn, seconded by Jirik, to approve the following items under Personnel Matters 13. A. 3. through 13. M. and Other Matters for Consideration – Items 14. A. through 14. E.:

To acknowledge receipt of the list containing the salaries for Early Intervention and Pre-K Counts Paraeducators and Pre-K Counts Enrollment Specialists.

To approve the following hourly rates for substitute classifications, effective February 21, 2022:

- Substitute Early Intervention Paraeducator – \$12.40
- Substitute Pre-K Counts Enrollment Specialist – \$14.95
- Substitute Pre-K Counts Paraeducator – \$12.00

To acknowledge receipt of the list containing substitute wage rates for Board approval.

Receipt of List / Salaries for Early Intervention and Pre-K Counts Paraeducators and Pre-K Counts Enrollment Specialists— Item 13. A. 3.

**Hourly Rates for Substitute Classifications
— Item 13. A. 4.**

Receipt of List / Substitute Wage Rates— Item 13. A. 5.

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To ratify the unpaid internships as noted below:

- a. Matthew Callegari, Millersville University graduate student majoring in School Counseling under the supervision of Andrew Johnson, Guidance Counselor, effective January 18, 2022, through April 29, 2022.
- b. Gina Markus, Kutztown University undergraduate student majoring in Special Education: Visual Impairment, under the supervision of Alicia Wood, Special Education Itinerant Teacher, effective January 25, 2022, through March 18, 2022.
- c. Sarah Wagstaff, Kutztown University undergraduate student majoring in Special Education, under the supervision of Diane Kay, Specialized Preschool Teacher - Classroom, effective January 17, 2022, through May 16, 2022.
- d. Alyssa Zuercher, Kutztown University undergraduate student majoring in Special Education, under the supervision of Catherine Skrocki, Specialized Preschool Teacher - Classroom, effective January 17, 2022, through May 16, 2022.
- e. Brian Zuschmidt, Lancaster Bible College graduate student majoring in School Counseling under the supervision of Andrew Johnson, Guidance Counselor, effective January 10, 2022, through May 20, 2022

**Unpaid Internships /
Callegari, Markus, Wagstaff,
Zuercher, and Zuschmidt
— Item 13. A. 6.**

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

- a. Ashleigh Bell, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Leigh Messner, Occupational Therapist, effective January 26, 2022, through March 16, 2022.
- b. Lila Bolze, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Theresa Soley, Occupational Therapist, effective January 26, 2022, through March 16, 2022.
- c. Julianne Magin, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Colleen Slaton, Occupational Therapist, effective January 26, 2022, through March 16, 2022.
- d. Jillian Meitzler, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Karen Schlegel, Occupational Therapist, effective January 26, 2022, through March 16, 2022.
- e. Peyton Paine-Arnold, University of Miami graduate student majoring in Occupational Therapy, under the supervision of Amy Bortz, Occupational Therapist, and Theresa Soley, Occupational Therapist, effective January 3, 2022, through January 10, 2022.
- f. Natalie Shearer, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Susan Thomas, Occupational Therapist, effective January 26, 2022, through March 16, 2022.

**Unpaid Field Experiences /
Bell, Bolze, Magin, Meitzler,
Paine-Arnold, and Shearer
— Item 13. A. 7.**

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To ratify the unpaid practicum as noted below:

- a. Matthew Gombar, West Chester University graduate student majoring in Speech and Language Pathology, under the supervision of Mallory Dombroski, Speech Therapist, effective January 3, 2022, through March 25, 2022.

**Unpaid Practicum / Gombar
— Item 13. A. 8.**

To approve the following position descriptions:

- a. Early Childhood Education Strategy Advisor, The Pennsylvania Key
- b. Professional Development Organization Grants Supervisor, The Pennsylvania Key

**Position Descriptions / Early
Childhood Education Strategy
Advisor, and Professional
Development Organization
Grants Supervisor (The
Pennsylvania Key)
— Item 13. A. 9.**

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:

**Atlas Transportation
Employee
— Item 13. A. 10.**

- a. Bus Assistant
 - i. Maria Marte – January 31, 2022

B. Employment – Ratifications

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

1. Business Services/Operations Office
 - a. Taylor A. Harris – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.50 and \$13.33
Effective Date – January 10, 2022
Replacement
 - b. Yajaira S. Mercedes-Jimenez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33
Effective Date – January 24, 2022
Replacement
 - c. Kenneth M. Oshansky – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.55
Effective Date – January 17, 2022
Replacement
2. Early Childhood & Student Services Office
 - a. Jessica R. Clark – Psychologist, Early Intervention
Recommended Annual Salary – Column 6, Step 5, \$66,102 (to be prorated)
Effective Date – January 31, 2022
Replacement

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- b. Kristiane L. Eben – Paraeducator, Early Intervention
Recommended Hourly Rate – \$14.75
Effective Date – January 18, 2022
Replacement
- c. Allyssa Kovich – PA’s Education for Children and Youth
Experiencing Homelessness and Foster Care Education
Specialist, ECYEH
Recommended Annual Salary – \$45,424 (to be prorated)
Effective Date – February 7, 2022
Replacement
- d. Cheryl A. Reinert – Paraeducator, Early Intervention
Recommended Hourly Rate – \$13.40
Effective Date – January 31, 2022
Replacement
- e. Shawne B. Simon – Speech Therapist, Early Intervention
Recommended Annual Salary – Column 5, Step 4, \$64,173
(to be prorated)
Effective Date – January 31, 2022
Replacement

C. Change of Status – Ratifications

1. Business Services/Operations Office

- a. Erica Diaz
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 22, 2021
Voluntary Reassignment
- b. Sherry Fidler
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, \$18.10, \$14.80, and
\$13.63 to \$26.75
Effective Date – January 17, 2022
Replacement
- c. Edwin Houseman – Vehicle Maintenance Technician, Transportation
Change Recommended Hourly Rate from \$19.41 to \$21.00
Effective Date – December 16, 2021
Obtained State Inspection License Certification
- d. Chaiana Irrizary – Level III Custodian, Custodial
Recommended Hourly Rate – \$13.57
Effective Date – January 31, 2022
Additional Position

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

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- e. Thomas Petro
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 31, 2021
Replacement
- f. Marilyn Singlar
Change from Substitute Driver w/o Bus License, Assistant, and
Misc. Transportation to Part-time Driver w/o Bus License, Assistant,
and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – December 20, 2021
Replacement
- 2. Early Childhood & Student Services Office
 - a. Kayleigh Clymer – Teacher, Head Start
Change Recommended Hourly Rate from Level I, Probationary,
\$18.51 to Level I, Entry, \$19.08
Effective Date – January 31, 2022
Completed Probationary Period
 - b. Tonee Doelman – Family Engagement Worker, Head Start
Change Recommended Hourly Rate from Level III, Probationary,
\$18.51 to Level III, Entry, \$19.08
Effective Date – January 24, 2022
Completed Probationary Period
 - c. Yadira Duran – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary,
\$12.26 to Level I, Entry, \$12.82
Effective Date – January 3, 2022
Completed Probationary Period
 - d. Kemmy Francis – Family Engagement Worker, Head Start
Change Recommended Hourly Rate from Level III, Entry, \$19.23 to
Level V, Entry, \$20.76
Effective Date – April 11, 2021
Salary Adjustment per Head Start Salary Schedule
 - e. Kelli Haeuser – Speech Therapist, Early Intervention
Change Recommended Annual Salary from Column 5, Step 1,
\$60,463 to Column 6, Step 1, \$61,155 (to be prorated)
Effective Date – January 1, 2022
Salary Adjustment per BCIUEA Agreement
 - f. Katherine Kline – Speech Therapist, Special Education
Change Recommended Annual Salary from Column 5, Step 1,
\$60,463 to Column 6, Step 1, \$61,155 (to be prorated)
Effective Date – January 1, 2022
Salary Adjustment per BCIUEA Agreement

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- g. Jennifer Madeira – Physical Therapist, Early Intervention
Change Recommended Hourly Rate from Column 5, Step 3, \$48.34
to Column 6, Step 3, \$48.87
Effective Date – January 1, 2022
Salary Adjustment per BCIUEA Agreement
- h. Trena Murphy – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Probationary,
\$12.26 to Level I, Entry, \$12.82
Effective Date – January 24, 2022
Completed Probationary Period
- 3. Professional Development & Curriculum Office
 - a. Erica Shortridge
Change from Early Head Start Specialist, The Pennsylvania Key
to Early Head Start Program Supervisor, The Pennsylvania Key
Change Recommended Annual Salary from \$53,060 to \$64,204
(to be prorated)
Effective Date – January 17, 2022
Replacement

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

Alternative Education

Odalís Obando Lomas, Specialist – Effective February 7, 2022

Early Intervention

Odalís Obando Lomas, Paraeducator – Effective February 7, 2022

Head Start

Odalís Obando Lomas, Paraeducator – Effective February 7, 2022

Pre-K Counts

Odalís Obando Lomas, Paraeducator – Effective February 7, 2022

Special Education

Odalís Obando Lomas, Specialist – Effective February 7, 2022

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

Kayleen Cruz Morales, Teacher – Effective January 24, 2022

Marina Nunez, Specialist – Effective January 19, 2022

Early Intervention

Kayleen Cruz Morales, Paraeducator – Effective January 24, 2022

Marina Nunez, Paraeducator – Effective January 19, 2022

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

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

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

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Head Start

Kayleen Cruz Morales, Paraeducator – Effective January 24, 2022

Marina Nunez, Paraeducator – Effective January 19, 2022

Pre-K Counts

Kayleen Cruz Morales, Paraeducator – Effective January 24, 2022

Marina Nunez, Paraeducator – Effective January 19, 2022

Special Education

Kayleen Cruz Morales, Specialist – Effective January 24, 2022

Marina Nunez, Specialist – Effective January 19, 2022

Transportation

Ivelisse Guerra, Substitute Driver w/o Bus License – Effective January 28, 2022

Amy Reidmiller, Substitute Driver w/o Bus License, Assistant, and

Misc. – Effective January 10, 2022

G. Employment – Approvals

1. Professional Development & Curriculum Office
 - a. Briana L. Hicks – Professional Development and Technology Project Specialist, OPDC
Recommended Annual Salary – \$45,000 (to be prorated)
Effective Date – To be determined pending pre-employment process
Additional Position
 - b. Abigail S. Houck – Assistant Director of School Improvement Performance Management, OPDC
Recommended Annual Salary – \$89,000 (to be prorated)
Effective Date – To be determined pending pre-employment process
Replacement
 - c. Kimberly E. Kline – Grant and Program Coordinator I, OPDC
Recommended Annual Salary – \$58,000 (to be prorated)
Effective Date – To be determined pending approval of contract with the Reading School District and pending pre-employment process
New Position

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

H. Change of Status – Approvals

No Items to Consider

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

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I. Leave of Absence Requests

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

1. Business Services/Operations
Personal Leave (unpaid – without benefits – Not FMLA)
 - a. Jamie Brango – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 21, 2022
 - b. Pamela Gantkowski – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 4, 2022
 - c. Angelita Lemus-Chavez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 7, 2022
 - d. Marie Leonardo – Part-time School Bus Driver Trainee, Transportation
Effective Date – December 7, 2021
 - e. Anthony Miccicke – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 17, 2022
 - f. Gabriel Otero – Part-time School Bus Driver Trainee, Transportation
Effective Date – January 7, 2022
 - g. Thomas Petro – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 10, 2022
 - h. Leslie Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 3, 2022
 - i. Luies Sheetz – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 1, 2021
 - j. Ruth Sheetz – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 12, 2022
 - k. Cynthia Thomas – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 4, 2021
2. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Yohanni Lantigua Pena – Paraeducator, Head Start
Effective Date – January 21, 2022
Personal Leave (unpaid – with benefits – not FMLA)
 - b. Diana Caba – Level IV Clerk / Level V Program Secretary, Early Childhood & Student Services Office
Effective Date – January 14, 2022
3. Professional Development & Curriculum Office
Personal Leave (unpaid – with benefits – not FMLA)
 - a. Alyssa Heggenstaller – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key
Effective Date – February 7, 2022

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J. Return from Leave of Absence Requests

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

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. Gisele Fargas – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – January 4, 2022
 - b. Tina Grande – Part-time Driver w & w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – December 14, 2021
 - c. Angelita Lemus-Chavez – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – January 18, 2022
 - d. Anthony Miccicke – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – January 31, 2022
 - e. Gabriel Otero – Part-time School Bus Driver Trainee,
Transportation
Effective Date – January 14, 2022
 - f. Leslie Rhodes – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – January 14, 2022
2. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – not FMLA)
 - a. Diana Caba – Level IV Clerk / Level V Program Secretary,
Fiscal Services
Effective Date – January 24, 2022
 - b. Blanca Piguave Castillo – Teacher, Head Start
Effective Date – January 10, 2022
3. Professional Development & Curriculum Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Shanta Austin – Infant Early Childhood Mental Health
Consultant, The Pennsylvania Key
Effective Date – January 25, 2022

K. Retirements

**Retirements
—Item 13. K.**

1. Business Services/Operations Office
 - a. David L. Arentz – Level II Custodian, Custodial
Effective Date – February 25, 2022

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L. Resignations

**Resignations
—Item 13. L.**

1. Business Services/Operations Office
 - a. Stacey Aguilar – Part-time School Bus Driver Trainee, Transportation
Effective Date – February 10, 2022
 - b. Maria C. Batista – Part-time School Bus Driver Trainee, Transportation
Effective Date – January 27, 2022
 - c. June M. Eby – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – January 4, 2022
 - d. Pamela A. Gantkowski – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 24, 2022
 - e. Orsola Kirby – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – January 13, 2022
 - f. Debra L. Kroutch – Level IV Clerk, Operations
Effective Date – January 28, 2022
 - g. Iralisa Mercedes – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 5, 2022
2. Early Childhood & Student Services Office
 - a. Christeen A. Kazmierczak – Specialized Preschool Teacher – Classroom, Early Intervention
Effective Date – March 11, 2022
 - b. June E. Malocu – Health and Nutrition Specialist, Head Start
Effective Date – February 4, 2022
 - c. Cynthia Quirindongo – Paraeducator, Head Start
Effective Date – January 10, 2022

M. Terminations

**Terminations
—Item 13. M.**

1. Business Services/Operations Office
 - a. Mauro A. Ciabattoni – Part-time Driver w/o Bus License, Assistant, Misc. Transportation
Effective Date – February 18, 2022
Violation of Policy
 - b. Antonio Romelis – Part-time School Bus Driver Trainee, Transportation
Effective Date – February 18, 2022
Job Abandonment
 - c. Edwin Valentin – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – February 18, 2022
Job Abandonment

N. Other

No Items to Consider

**Other
—Item 13. N.**

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| | | |
|-------|---|-----------------------|
| Yeas: | Betts; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Kennedy; Lash; Lupia; Mannmiller; Ritter; Sabold; Taylor; Ulrich; McEwen | Roll Call Vote |
| Nays: | None. Motion carried. | |

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS FOR
CONSIDERATION**

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

No Items to Consider

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B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DR. DANIEL RICHARDS, DIRECTOR

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District (RSD), for the BCIU to provide professional services related to the employment of a grant and program coordinator according to the agreement, effective February 23, 2022, through October 21, 2024.

**Agreement with Reading
School District / Employment
of Grant and Program
Coordinator
—Item 14. B. 1.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Riverview Intermediate Unit 6 (RIU6), for the BCIU to participate in and provide professional services related to STEMInPA projects including the Meaningful Watershed Educational Experience (MWEE), Pennsylvania Science Education Leadership (PennSEL), and STEM Learning Series for an amount of \$22,486 according to the agreement, effective February 1, 2022.

**Agreement with Riverview
IU / Professional Services for
STEMInPA Projects
—Item 14. B. 2.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Teachstone, Inc., for Teachstone, Inc. to provide CLASS Group Coaching (MMCI) packages for a fee of \$10,009.48 effective January 3, 2022, through December 31, 2023 (The Pennsylvania Key).

**Agreement with Teachstone,
Inc. / CLASS Group Coaching
Packages (MMCI)
(The Pennsylvania Key)
—Item 14. B. 3.**

To ratify Amendment #1 to the current 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 25,000 staff of Early Learning Resource Centers in Pennsylvania, effective February 10, 2022. This amendment provides for a funding increase of \$199,911 for a revised total of \$202,500 and extends the term of the agreement to February 9, 2024. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #1 to Agreement
with Healthy Minds Innovation,
Inc. (The Pennsylvania Key)
—Item 14. B. 4.**

To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Kalahari Resorts & Conventions, for Kalahari Resorts & Conventions to extend the term of the agreement at no cost through March 9, 2023. All other terms and conditions remain in full force (The Pennsylvania Key).

**Amendment #2 to Agreement
Kalahari Resorts and
Conventions
(The Pennsylvania Key)
—Item 14. B. 5.**

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

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and PenTeleData, to renew the WAN circuit to Transition House Birdsboro at a cost of \$100.95/month. The term of the agreement is July 1, 2022, through June 30, 2023.

**Agreement with
PenTeleData / Renew WAN
Circuit to Transition House
Birdsboro
—Item 14. C. 1.**

To authorize the appropriate officers to agreements between the Berks County Intermediate Unit (BCIU) and Comcast, for cable modems at 15 Berks County locations at a cost of \$2,997.75/month, effective July 1, 2022, through June 30, 2023.

**Agreement with Comcast /
Cable Modems at 15 Berks
County Locations
—Item 14. C. 2.**

To authorize the appropriate officers to an agreement between the Berks County Intermediate Unit (BCIU) and Blackboard Inc., for Connect Services at a cost of \$1,896/year for 1,200 licenses, effective April 1, 2022, through March 31, 2023.

**Agreement with Blackboard
Inc. for Connect Services
—Item 14. C. 3.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the PAIUnet for the provisioning of 8000 Mbps of commodity internet services for dedicated use by the BCIU, effective July 1, 2022, to June 30, 2023, at a cost of \$1,120/month pre-Erate discount application.

**Agreement with PAIUnet /
Commodity Internet
Services for the BCIU
—Item 14. C. 4.**

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

To authorize the Berks County Intermediate Unit's continued participation as a member of the Berks County Joint Purchasing Council for purposes of purchasing materials, supplies, services, and equipment pursuant to Section 521 and Section 1850.1 of the Public-School Code of 1949, effective February 17, 2022, with membership to continue from year to year for each succeeding fiscal year unless the BCIU notifies the Council within 60 days prior to the end of the fiscal year.

**Continued Participation /
Berks County Joint
Purchasing Council
—Item 14. D. 1.**

To appoint Eric Clemmer, Assistant Director for Operations, as the Berks County Intermediate Unit (BCIU) representative to the Berks County Joint Purchasing Council, and Tillie Panneton, Operations Supervisor-Purchasing & Logistics, to serve as the alternate representative for the BCIU when the Assistant Director for Operations is unable to participate in a meeting of the Council, effective February 17, 2022.

**Appointments to Berk
County Joint Purchasing
Council / Eric Clemmer as
Representative and Tillie
Panneton as Alternate
—Item 14. D. 2.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Spayd's Outdoor Environments, for Spayd's Outdoor Environments to refresh landscape at the BCIU Main Office at a fee of \$19,356.25 effective Spring 2022.

**Agreement with Spayd's
Outdoor Environments /
Refresh Landscape at BCIU
Main Office
—Item 14. D. 3.**

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E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

To approve the first reading of the following policies:

**First Reading of Policies
—Item 14. E. 1.**

- 006 Meetings (Revised)
- 203 Immunizations and Communicable Diseases (Revised)
- 218.1 Weapons (Revised)
- 218.2 Terroristic Threats (Revised)
- 236.1 Threat Assessment (New)
- 247 Hazing (Revised)
- 249 Bullying / Cyberbullying (Revised)
- 252 Dating Violence (Revised)
- 610 Purchases Subject to Bid / Quotation (Revised)
- 903 Public Participation in Board Meetings (Revised)
- 904 Public Attendance at Intermediate Unit Events (Revised)

| | |
|-------|--|
| Yeas: | Betts; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Kennedy; Lash; Lupia; Manmiller; Ritter; Sabold; Taylor; Ulrich; McEwen |
| Nays: | None. Motion carried. |

Roll Call Vote

President McEwen again thanked Mr. Oscar Manbeck for his contributions to and service to Berks County schools and students.

**Board Members Desiring to
be Heard**

A motion was made by Lash, seconded by Ulrich, to adjourn the meeting at 8:22 p.m.

Adjournment

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| Motion carried. |
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Voice Vote

Approved by,

James Ulrich, Secretary

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

The BCIU Board recognized **Mr. Oscar Manbeck** for his service, dedication, and advocacy on behalf of our students, schools, and the community. Mr. Oscar Manbeck served on the BCIU Board from January 1992 through February 1994, and most recently from July 2019 through November 2021. He has served the education community for over 36 years – on the Tulpehocken Area School Board, the BCTC Joint Education Committee (JOC), and the BCIU Board; always putting students first in the execution of his duties as a Board and JOC member. President McEwen, Dr. Hackman, and members of the Board gave words of thanks and how his experience and mentorship had impacted their lives and the lives of the students in Berks County.

Mr. Manbeck was accompanied to the Board meeting by his wife as he was honored for his service and contributions.

Mr. Dennis Ryan, Transportation Program Administrator, introduced **Mrs. Deb Williams** as Employee of the Month for February. Mr. Ryan reported that Deb has served for four years as a van driver for BCIU Transportation. He shared that she is one of their most reliable employees and treats everyone with the utmost kindness and respect. Deb is the ultimate team player and has a positive, team-first attitude that uplifts others. She is flexible and will cover any run when needed and rarely misses any work.

Deb was accompanied to the Board meeting by her husband.

Mr. Rodney Good, Operations Supervisor / Safety and Training, introduced **Mr. David Arentz**, who is retiring on February 25. Mr. Good shared that Mr. Arentz has served as a Custodian since February 2008. He works mostly in the Learning Center at the BCIU Education Centre, and is a dedicated and conscientious employee. He will be missed.

Dr. Christi Weitzel, Assistant Director, Office of Early Childhood and Student Services, provided training to Board members on **Head Start Program Governance** and shared the Board Governance training video, information on the Head Start Management Systems Wheel, and an overview of 2021-2022 Head Start Program Highlights.

The Inside BCIU video was centered on the 50th Anniversary Theme – Honoring Our Past and Focusing on Our Future. Employees and retirees shared their thoughts on their tenure at the BCIU; the impact the BCIU has had on our students, schools, and the community; and hopes for the future.

**RECOGNITION OF OUTGOING
BOARD MEMBER
—Oscar Manbeck,
Representative from the
Tulpehocken Area School
District**

**EMPLOYEE OF THE
MONTH – FEBRUARY 2022
—Deb Williams, Office of
Early Childhood and
Student Services**

**RETIREE
—David L. Arentz, Office
of Business Services /
Operations**

**HEAD START PROGRAM
GOVERNANCE BOARD
TRAINING**

**INSIDE BCIU | 50TH
ANNIVERSARY EDITION:
EMPLOYEES AND
RETIRES REFLECT ON
THE IMPACT OF THE BCIU**