

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

Presiding over the meeting in President McEwen's and Vice President Huhn's absence, Secretary Ulrich called the meeting to order at 7:58 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Dr. Noahleen Betts; Michael Gierula; Christopher Heck; Dr. David Hemberger; Lisa Hogan; Todd Hummel; Russell Jirik; Dr. Amy Kennedy; Linda R. Lash; Joseph A. Lupia; Rev. Dr. Dennis Ritter; Terrie Taylor, LSW; and James Ulrich

Absent: Elizabeth S. Huhn; Nancy Jackson (present for Committee-of-the-Whole); Kevin L. Manmiller; Bret A.B. Sabold; and Gary McEwen

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): Bernice Crutchfield, BCIUEA President; and Amy Adam, BCIUEA Secretary

Press: None

Following the pledge of allegiance and roll call, Mr. Ulrich welcomed Board members and BCIUEA officers, Bernice Crutchfield, BCIUEA President; and Amy Adam, BCIUEA Secretary; to the BCIU Board meeting. Mr. Ulrich noted that an executive session was held prior to the meeting to discuss the evaluation of the executive director.

**Announcements**

Mr. Ulrich 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 Lash, seconded by Ritter, to approve the minutes of the February 17, 2022 Board meeting.

**Approval of Minutes  
—Item 02.**

Motion Carried

**Voice Vote**

A motion was made by Jirik, seconded by Lupia, to approve agenda items 03. through 11., as follows:

**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
February	2022 Ratifications - IU	1-17	\$1,664,700.85
February	2022 Ratifications - PSDLAF	1-00	\$0.00
March	2022 Ratifications - IU	1-08	\$534,404.54
March	2022 Ratifications - PSDLAF	1-01	\$9,311.34
March	2022 Approvals - IU	1-08	\$1,097,420.55
<b>TOTAL</b>			<b>\$3,305,837.28</b>

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

<b>Amount Outstanding</b>
March 10, 2022
\$0

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF MARCH 10, 2022 (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	\$2,486,855.43	\$335,176.83	\$330.32	\$475,084.59	\$161,756.98
Commonwealth of PA	\$2,593,785.06	\$0.00	\$217,851.86	\$0.00	\$81,844.44
Other Revenue Sources	\$264,767.64	\$70,486.29	\$969.30	\$5,247.23	\$2,236.97
<b>TOTALS</b>	<b>\$5,345,408.13</b>	<b>\$405,663.12</b>	<b>\$219,151.48</b>	<b>\$480,331.82</b>	<b>\$245,838.39</b>
<b>GRAND TOTAL</b>	<b>\$6,696,392.94</b>				

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

- a. December Preliminary #2 Financial Report
- b. Financial Statements (February 2022)
- c. Credit Card Purchases (February 2022)
- d. Non-Federal Share Report (February 2022)
- e. Policy Council Minutes/Resolutions (February 2022)
- f. Head Start Director's Report
- g. Berks County Head Start Calendars (2022-2023 School Year)

**07. COMBINED FINANCIAL REPORT**

**CASH**

**BEGINNING BALANCE FEBRUARY 1, 2022** **\$6,456,637.44**

**RECEIPTS**

REVENUE RECEIPTS	\$9,174,727.88	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$9,174,727.88</u>
		\$15,631,365.32

**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$697,641.99	
PRE-BOARD RATIFICATIONS - PSDLAF	\$0.00	
BOARD APPROVALS	\$1,093,524.90	
POST BOARD RATIFICATIONS - PSDLAF	\$0.00	
POST BOARD RATIFICATIONS IU	<u>\$1,664,700.85</u>	
TOTAL CHECKS WRITTEN	\$3,455,867.74	
CHECKS VOIDED	(\$1,141.63)	
PAYROLL DISTRIBUTIONS	<u>\$5,406,862.42</u>	<u>\$8,861,588.53</u>
ENDING BALANCE - FEBRUARY 28, 2022		\$6,769,776.79

**CASH AVAILABLE-FEBRUARY 28, 2022** **\$6,769,776.79**

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

<b>FEBRUARY 2022</b>	
TOMPKINS VIST	\$710.86
CHASE	\$3.81

**09. BUDGETS**

**A. New and Proposed Budgets**

**BUDGETS**

*No Items to Consider*

**B. Initial Budgets**

*No Items to Consider*

**C. Changes to Initial Budgets**

**1. Head Start Federal COVID-19 Supplement – Program 20-166**

Office of Early Childhood and Student Services

1/1/20 – 12/31/21

\$25,601

**Total Proposed Revised Budget: \$561,674**

As a result of the CARES Act, Head Start has been awarded a supplemental grant for activities in response to COVID-19. This supplement contains funding for actions or activities to prevent, prepare for, and respond to COVID-19. Activities may include, but are not limited to, mental health supports for children and families, needed training for staff, cleaning and sanitizing costs directly related to COVID-19, and other related costs such as PPE, take-home materials for students, and/or technology needs (since 2020). This change is necessary due to an increase in the retirement reimbursement projection.

**2. The Pennsylvania Key - Early Head Start-Child Care Partnership (EHS-CCP) Program 20-288**

Office of Professional Development and Curriculum

8/1/20 – 7/31/21

\$797,605

**Total Proposed Revised Budget: \$7,024,577**

This program consists of funding for the administration and facilitation of OCDEL's Early Head Start-Child Care Partnership (EHS-CCP) Program that serves 368 low-income, at-risk children and their families. The EHS-CCP programs provide funded enrollments and services at the local level, prioritizing partnerships between community-based organizations and local childcare providers. 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 seven (7) agencies to provide monitoring, assistance, training & oversight to give a full report to OCDEL's Early Head Start Policy Council and Governing Body. These partner agencies receive pass-thru funding as part of this grant. Each year, we resubmit our plan for this grant, #03HP000326 on behalf of OCDEL (new). This change is necessary due to an increase in funding from OCDEL for Health and Safety (H&S), Quality Improvement (QI), and COVID-19.

**D. Budgetary Transfers**

*No Items to Consider*

**10. COMMUNICATIONS**

*No Items to Report*

**COMMUNICATIONS  
—Item 10.**

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**11. OLD BUSINESS**

To approve the following policies:

**SUMMARY OF CHANGES**

- 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)

**OLD BUSINESS  
Approval of Policies  
—Item 11.**

Yeas:	Betts; Gierula; Heck; Hemberger; Hogan; Hummel; Jirik; Kennedy; Lash; Lupia; Ritter; Taylor; Ulrich
Nays:	None. Motion carried.

**Roll Call Vote**

**12. REPORT OF NEGOTIATIONS COMMITTEE**

*No Items to Report*

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

A motion was made by Taylor, seconded by Jirik, to approve the following items under 13. Personnel Matters and 14. Other Matters for Consideration:

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**PERSONNEL MATTERS**

**A. General**

To acknowledge receipt of the list containing wage rates for Substitute Out-of-Class Pre-K Counts Teachers.

**Wage Rates for Substitute  
Out-of-Class Pre-K Counts  
Teachers— Item 13. A. 1.**

To approve the revised Berks County Head Start Salary Schedule, effective March 21, 2022.

**Revised Berks County Head  
Start Salary Schedule  
— Item 13. A. 2.**

To modify Transportation's Compensation and Benefits Plan relative to the Perfect Attendance Incentive, effective July 1, 2021:

**Transportation Perfect  
Attendance Incentive  
— Item 13. A. 3.**

- a. Perfect attendance shall not be impacted by any absence that can be proven to be related to COVID-19.

To approve the following position descriptions:

- a. Certification Bureau Manager, The Pennsylvania Key
- b. Blended Age Mental Health Consultant, The Pennsylvania Key
- c. Administrative Coordinator, Office of Early Childhood and Student Services

**Approve Position  
Descriptions  
— Item 13. A. 4.**

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To ratify the unpaid internships as noted below:

- a. Paige Behm, Kutztown University undergraduate student majoring in Special Education, under the supervision of Jill Brossman, Head Start Teacher, effective February 21, 2022, through May 16, 2022.
- b. Summer Seiger, Gallaudet University undergraduate student majoring in Interpretation and Translation, under the supervision of Audrianna Faria, Educational Interpreter, and Julie Hartman, Educational Interpreter, effective February 14, 2022, through May 4, 2022.

**Ratify Unpaid Internships  
of Paige Behm and  
Summer Seiger  
— Item 13. A. 6.**

To approve the unpaid internship as noted below:

- a. Karley Pedrick, Kutztown University undergraduate student majoring in Special Education: Visual Impairment, under the supervision of Amanda Kutzura, Special Education Itinerant Teacher, effective March 21, 2022, through May 12, 2022.

**Approve Unpaid Internship  
of Karley Pedrick  
— Item 13. A. 7.**

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:

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

- a. Bus Assistant
  - i. Juana Marrero – Effective February 10, 2022
- b. Van Driver
  - ii. Miguelina Eusebio – Effective March 7, 2022
  - iii. Angel Pineda Taveras – Effective March 7, 2022

**B. Employment – Ratifications**

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

1. Business Services/Operations Office
  - a. Raymond Alvarez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – February 21, 2022  
*Replacement*
  - b. Ana R. Cabreja – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$14.50 and \$13.33  
Effective Date – March 7, 2022  
*Replacement*
  - c. Cristina Y. Cruz de Luna – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – March 7, 2022  
*Replacement*
  - d. Jonathan M. Deem – Level III Custodian, Custodial  
Recommended Hourly Rate – \$13.57  
Effective Date – February 28, 2022  
*Replacement*

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- e. Michael J. Giles – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – February 28, 2022  
*Replacement*
- f. Dariana Herrera-Pena – Part-time Driver w/o Bus License, Assis  
and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – March 7, 2022  
*Replacement*
- g. Felicia H. Towles – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – March 7, 2022  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Ninoska J. Jimenez Santana – Paraeducator, Head Start  
Recommended Hourly Rate – Level I, Probationary, \$12.26  
Effective Date – February 28, 2022  
*Replacement*
  - b. Laury A. Pacheco Gutierrez – Level V Bilingual Program  
Secretary, Early Intervention  
Recommended Hourly Rate – \$14.43  
Effective Date – February 14, 2022  
*Replacement*
- 3. Professional Development & Curriculum Office
  - a. Melissa L. Burnheimer – Preschool Program Specialist, The  
Pennsylvania Key  
Recommended Annual Salary – \$53,857 (to be prorated)  
Effective Date – February 28, 2022  
*Replacement*

**C. Change of Status – Ratifications**

**Ratifications -  
Change of Status**

- 1. Business Services/Operations Office
  - a. Warren Good  
Change from Part-time School Bus Driver Trainee, Transportation to  
Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.55 to \$17.75, \$14.50, and \$13.33  
Effective Date – February 14, 2022  
*Voluntary Reassignment*
  - b. Norma Hidalgo Calderon – Part-time Driver w/o Bus License, Transportation  
Recommended Hourly Rate – \$17.75  
Effective Date – January 28, 2022  
*Additional Assignment*

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- c. Stephanie Mullarkey  
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 \$23.50, \$19.75, \$16.05, and \$14.45 to \$26.75  
Effective Date – February 7, 2022  
*Replacement*
- d. Amber Sandoval – Part-time Driver w/o Bus License, Transportation  
Recommended Hourly Rate – \$17.75  
Effective Date – February 8, 2022  
*Additional Assignment*
- e. Laurann Singleton  
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 – February 1, 2022  
*Voluntary Reassignment*
- f. Jeremy Tinnin  
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 – September 13, 2021  
*Replacement*
- g. Jacqueline Torres  
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – February 11, 2022  
*Voluntary Reassignment*
- 2. Early Childhood & Student Services Office
  - a. Cory Clark – Board Certified Behavior Analyst, Special Education  
Change Recommended Annual Salary from Column 4, Step 1, \$59,770 to Column 5, Step 1, \$60,463 (to be prorated)  
Effective Date – February 1, 2022  
*Salary Adjustment per BCIUEA Agreement*
  - b. Sharda Green  
Change from Substitute Paraeducator, Head Start to Paraeducator, Head Start  
Change Recommended Hourly Rate from \$10.35 to Level I, Probationary, \$12.26  
Effective Date – February 14, 2022  
*Replacement*
  - c. Laura Johnston – Alternative Education Teacher, Alternative Education  
Change Recommended Annual Salary from Column 4, Step 6, \$65,954 to Column 5, Step 6, \$66,647 (to be prorated)  
Effective Date – February 1, 2022  
*Salary Adjustment per BCIUEA Agreement*

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- d. Denise Laguidara – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$35.89  
Effective Date – February 18, 2022  
*Additional Hours (Not to exceed 7 hours)*
- e. Cierra Melendez – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, \$12.26 to Level I, Entry, \$12.82  
Effective Date – February 14, 2022  
*Completed Probationary Period*
- f. Amy Michaels – Specialized Preschool Teacher – Itinerant, Early Intervention  
Recommended Hourly Rate – \$67.17  
Effective Date – February 15, 2022 – February 22, 2022  
*Additional Hours (Not to exceed 12.5 hours)*
- g. Katherine Palm-Seiler – Teacher, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$19.08 to Level II, Entry, \$19.64  
Effective Date – January 4, 2022  
*Obtained CDA*
- h. Iris Rivera  
Change from Level V Bilingual Program Secretary, Early Intervention to Administrative Assistant, Head Start  
Change Recommended Hourly Rate from \$15.45 to Level I, Entry, \$18.39  
Effective Date – March 7, 2022  
*Replacement*
- i. Deborah Schneck – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.92 to Level II, Entry, \$13.37  
Effective Date – February 23, 2022  
*Obtained CDA*
- j. Dr. Stacy Shober – Psychologist, Special Education  
Recommended Hourly Rate – \$54.76  
Effective Date – March 1, 2022 – June 8, 2022  
*Additional Hours (Not to exceed 140 hours)*
- k. Michelle Whitehouse – Special Education Itinerant Teacher, Special Education  
Change Recommended Annual Salary from Column 7, Step 6, \$68,724 to Column 8, Step 6, \$69,961 (to be prorated)  
Effective Date – February 1, 2022  
*Salary Adjustment per BCIUEA Agreement*

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

Early Intervention

Katharine DeMotta, Paraeducator – Effective July 1, 2021

Transportation

David Soriano, Substitute Driver w & w/o Bus License, Assistant, and Misc. – Effective January 5, 2022

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



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**Additions to 2021-2022 Approved Substitute Lists – Approvals**

Executive Office

Samantha Weitzel, Substitute Specialist/Intern – Effective June 6, 2022

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

Head Start

Deborah Schneck – Effective February 23, 2022

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

**F. Remove from 2021-2022 Approved Substitute Lists**

Alternative Education

Mary Focht, Teacher/Specialist – Effective February 21, 2022

Sarah Thompson, Teacher – Effective February 7, 2022

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

Early Intervention

Mary Focht, Teacher – Effective February 21, 2022

Head Start

Sarah Thompson, Paraeducator – Effective February 7, 2022

Pre-K Counts

Sarah Thompson, Paraeducator – Effective February 7, 2022

Special Education

Mary Focht, Teacher – Effective February 21, 2022

Sarah Thompson, Teacher – Effective February 7, 2022

Transportation

Kyle Batz, Substitute Driver with Bus License – Effective January 31, 2022

Christel Leibenguth, Substitute Driver with Bus License – Effective January 31, 2022

Mariluz Montanez, Substitute Bus/Van Deep Cleaner – Effective August 30, 2021

Brenda Perez, Substitute Driver w/o Bus License, Assistant, and Misc. – Effective February 14, 2022

Laurann Singleton, Substitute Bus/Van Assistant and Misc. – Effective February 3, 2022

David Soriano, Substitute School Bus Driver Trainee – Effective January 4, 2022

**G. Employment – Approvals**

1. Professional Development & Curriculum Office

a. Claribel Reyes Lopez – Level V Program Secretary, OPDC

Recommended Hourly Rate – \$14.43

Effective Date – To be determined pending pre-employment process

*Replacement*

**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. Joseph Dzurkovich – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 20, 2022
  - b. Daryl Fasig – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 14, 2022
  - c. Joseph Lioni – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 17, 2022
  - d. Ana Lugo-Pino – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 17, 2022
  - e. Yvette Thomas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – January 17, 2022
  - f. Jeremy Tinnin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 1, 2022
2. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Rachel Johnson – Teacher, Head Start  
Effective Date – March 9, 2022
  - b. Kaitlyn Umberger – Teacher, Pre-K Counts  
Effective Date – March 9, 2022

**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. Jamie Brango – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 9, 2022
  - b. Ana Lugo-Pino – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 3, 2022
  - c. Jeremy Tinnin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 14, 2022
2. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Yohanni Lantigua Pena – Paraeducator, Head Start  
Effective Date – February 16, 2022

**K. Retirements**

*No Items to Consider*

**Retirements  
—Item 13. K.**

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**L. Resignations**

**Resignations  
—Item 13. L.**

1. Early Childhood & Student Services Office
  - a. Melissa M. Hassler – Teacher, Head Start  
Effective Date – February 18, 2022
  - b. David R. Kapaona, Jr. – Supervisor, Alternative Education  
Effective Date – February 25, 2022
  - c. Rickiesha R. Logan – Education Supervisor, Head Start  
Effective Date – February 25, 2022
  - d. Lliobana Lugo – Level V Bilingual Program Secretary,  
Early Intervention  
Effective Date – January 25, 2022
  - e. Kaitlyn S. Quay – Paraeducator, Head Start  
Effective Date – March 14, 2022
  - f. Heather A. Skrypski – Paraeducator, Early Intervention  
Effective Date – March 9, 2022
  - g. Tara L. Springer – Paraeducator, Head Start  
Effective Date – March 4, 2022
2. Professional Development & Curriculum Office
  - a. Sarah A. Cooper – Infant Early Childhood Mental Health  
Consultant, The Pennsylvania Key  
Effective Date – March 11, 2022

**M. Terminations**

**Terminations  
—Item 13. M.**

*No Items to Consider*

**N. Other**

**Other  
—Item 13. N.**

1. Human Resources Office
  - a. Isabel Henao  
Change from Administrative Assistant, Head Start to Data  
and Reporting Specialist, Human Resources  
Change Recommended Hourly Rate from \$22.12 to Annual  
Salary, \$46,333 (to be prorated)  
Effective Date – February 28, 2022  
*Date Amended*
2. 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 – February 28, 2022  
*Date Amended*

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**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

To approve the Special Education, Early Intervention, and Student Services Rates Schedule, effective July 1, 2022, through June 30, 2023.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Sweet, Stevens, Katz & Williams LLP, for the firm to continue to provide the services of Andrew E. Faust, Esquire, as a legal consultant for special education to the BCIU and its constituent school districts, at a fee of \$73,500 (no increase) in effect for the 2022-2023 school year.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Schuylkill Hope Center, for the Schuylkill Hope Center to provide services to children and youth experiencing homelessness in connection with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2, for a sum not to exceed \$72,601 during the period of February 1, 2022, through June 30, 2023.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Safe Berks, for Safe Berks to provide services to children and youth experiencing homelessness in connection with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2, for a sum not to exceed \$13,566.92 during the period of March 1, 2022, through June 30, 2023.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Mary's Shelter, for Mary's Shelter to provide services to children and youth experiencing homelessness in connection with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2, for a sum not to exceed \$75,000 during the period of October 1, 2021, through June 30, 2022.

To ratify an agreement between the Berks County Intermediate Unit and the Domestic Violence Intervention of Lebanon County, Inc. (DVI), for the DVI to provide services to children and youth experiencing homelessness in connection with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2, for a sum not to exceed \$7,497 during the period of March 1, 2022, through June 30, 2022.

To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and General Healthcare Services (GHS), for the addition of language related to Compensation / Reimbursement for Services provided by GHS, effective March 6, 2022, as follows:

- RN – \$50 / hour
- LPN – \$44 / hour
- Medical Specialist and Head Start Health Nutrition Specialist – \$55 / hour

**OTHER MATTERS FOR  
CONSIDERATION**

**Special Education, EI, and Student  
Services Rate Schedule  
—Item 14. A. 1.**

**Sweet, Stevens, Katz & Williams LLP /  
Continuation of Services of Andrew E.  
Faust, Esquire as Legal Consultant  
—Item 14. A. 2.**

**Agreement with Schuylkill Hope Center  
/ ECYEH Program for PA Region 2  
—Item 14. A. 3.**

**Agreement with Safe Berks /  
ECYEH Program for PA Region 2  
—Item 14. A. 4.**

**Agreement with Mary's Shelter /  
ECYEH Program for PA Region 2  
—Item 14. A. 5.**

**Agreement with Domestic Violence  
Intervention of Lebanon County, Inc. /  
ECYEH Program for PA Region 2  
—Item 14. A. 6.**

**Amendment to General Healthcare  
Services Agreement  
—Item 14. A. 7.**

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To ratify an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Bayada Pediatrics, for the addition of language related to Compensation / Reimbursement for Services provided by Bayada Pediatrics, effective March 1, 2022, as follows:

- RN/LPN – \$50 / hour
- Medical Specialist and Head Start Health Nutrition Specialist – \$55 / hour

**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 following vendor, for the BCIU to purchase products 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:

- Apple, Inc., for the Berks Catholic High School

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Spencer Creative Services, for Spencer Creative Services to provide a keynote and breakout session at the Core Connections Conference on June 14, 2022, for \$6,000 according to the agreement, effective March 17, 2022.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and The Jon Gordon Companies, Inc., for Jon Gordon to provide a keynote presentation at the Berks County Administrators' Conference on August 4, 2022, for the amount of \$20,000 according to the agreement, effective March 17, 2022.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District (BHASD), for the BCIU to provide professional services related to EL Development, for a fee of \$800 according to the agreement, for services to be provided on March 4, 2022, or alternate dates as needed.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and New World Now, LLC. (NWN), for NWN to provide annual support and maintenance relative to the PD Registry and Learning Management System (LMS) and Quality Rating and Improvement System (QRIS) for a fee not to exceed \$407,382.48 effective July 1, 2022, through June 30, 2023 (The Pennsylvania Key).

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Bucks County Intermediate Unit (BUCKS IU), for the BCIU/The Pennsylvania Key to provide Infant Early Childhood Mental Health Consultation services to BUCKS IU's Head Start classrooms, workforce, children, and families with total services in the amount not to exceed \$18,000 for the period of April 19, 2022, through April 18, 2023 (The Pennsylvania Key).

**Amendment to Bayada  
Pediatrics Agreement  
—Item 14. A. 8.**

**Agreement with Apple, Inc.  
for Berks Catholic High  
School / Emergency  
Assistance to Non-Public  
Schools (EANS)  
—Item 14. B. 1.**

**Agreement with Spencer  
Creative Schools / Keynote  
Speaker for Core  
Connections Conference  
—Item 14. B. 2.**

**Agreement with The Jon  
Gordon Companies, Inc. /  
Keynote for Berks County  
Administrators' Conference  
—Item 14. B. 3.**

**Agreement with Brandywine  
Heights Area School District for  
Professional Services Related to  
EL Development  
—Item 14. B. 4.**

**Agreement with New World  
Now, LLC / Support and  
Maintenance for PD Registry  
and Quality Rating and  
Improvement System  
(The Pennsylvania Key)  
—Item 14. B. 5.**

**Agreement with Bucks County  
IU / Infant Early Childhood  
Mental Health Consultation  
Services to Bucks County IU's  
Head Start Program  
(The Pennsylvania Key)  
—Item 14. B. 6.**

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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Kaplan Early Learning Company (KAPLAN), for KAPLAN to establish an exclusive website portal for Grantees to purchase hardware and software technology equipment and supplies through KAPLAN for a fee not to exceed \$10,000,000 for the period of February 23, 2022, through June 30, 2022, and for an additional fee not to exceed \$10,000,000 for the period July 1, 2022, through August 1, 2022, contingent on additional funding from the Commonwealth of Pennsylvania (The Pennsylvania Key).

**Agreement with Kaplan Early Learning Company / Website Portal for Grantees (The Pennsylvania Key)  
—Item 14. B. 7.**

To ratify a revised agreement between the Berks County Intermediate Unit (BCIU) and Dr. Grace Whitney, for Dr. Whitney to provide policy analysis and training for a fee of \$38,000 for the period of October 1, 2021, through March 31, 2022 (The Pennsylvania Key).

**Revised Agreement with Dr. Grace Whitney (The Pennsylvania Key)  
—Item 14. B. 8.**

To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit – Executive Office Creative Team, for the BCIU – Executive Office Creative Team to provide professional services for a fee not to exceed \$98,680 effective January 1, 2022, through June 30, 2023 (The Pennsylvania Key).

**MOU with BCIU Executive Office Creative Team / Professional Services (The Pennsylvania Key)  
—Item 14. B. 9.**

To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Living Strong Consulting, LLC, for Living Strong Consulting, LLC to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership (CCP) and Home-based programs (HB), and consulting services in Trauma-Informed Practices (TIP) and Community Assessment and Resource Mapping (CARM) on behalf of the BCIU, effective January 1, 2022. This amendment provides for a funding increase of \$56,654 for a revised total not to exceed \$159,648. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #2 to Agreement with Living Strong Consulting, LLC for Coaching Services (The Pennsylvania Key)  
—Item 14. B. 10.**

To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Mary Ellen Mannix, for Mary Ellen Mannix to provide health consultation services supporting OCDEL's Early Head Start Programs on behalf of the BCIU, effective January 1, 2022. This amendment provides for a funding increase of \$11,226 for a revised total not to exceed \$58,320. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #2 to Agreement with Mary Ellen Mannix / Health Consultation Services for OCDEL's Early Head Start Programs (The Pennsylvania Key)  
—Item 14. B. 11.**

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Michele Mapes, for Michele Mapes to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership on behalf of the BCIU, effective January 1, 2022. This amendment provides for a funding increase of \$2,730 for a revised total not to exceed \$21,450. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #1 to Agreement with Michele Mapes / Coaching Services for OCDEL's Early Head Start Child Care Partnership (The Pennsylvania Key)  
—Item 14. B. 12.**

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To ratify Amendment #3 to the current agreement between the Berks County Intermediate Unit (BCIU) and The Pennsylvania State University (Penn State), for Penn State to modify its scope of services to conduct a state-wide comprehensive Market Rate Survey and a narrow cost study to update information on the true cost of childcare in Pennsylvania and provide new evidence on variation in cost by location, quality, type, and care level. This amendment provides for a funding increase of \$815,000 for a revised total of \$1,299,539 and extends the term of the agreement to February 28, 2023. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #3 to  
Agreement with Penn  
State / Market Rate  
Survey  
(The Pennsylvania Key)  
—Item 14. B. 13.**

To ratify Amendment #2 of the current agreement between the Berks County Intermediate Unit (BCIU) and Dr. Roger Phillips, for Dr. Roger Phillips to provide mental health consulting services supporting OCDEL's Early Head Start Programs on behalf of the BCIU, effective January 1, 2022. This amendment provides for a funding increase of \$20,097 for a revised total not to exceed \$104,400. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #2 to  
Agreement with Dr. Roger  
Phillips / Mental Health  
Consulting Services for  
OCDEL's Early Head  
Start Programs  
(The Pennsylvania Key)  
—Item 14. B. 14.**

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Dr. Grace Whitney, for Dr. Grace Whitney to provide additional policy analysis, training, template and toolkit development for local providers and community partnerships. This amendment provides for a funding increase of \$20,000 for a revised total not to exceed \$58,000 and extends the term of the agreement to December 31, 2022. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #1 to  
Agreement with Dr. Grace  
Whitney  
(The Pennsylvania Key)  
—Item 14. B. 15.**

**C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, DIRECTOR

To approve the Office of Information Technology Products/Services Rates Schedule, effective July 1, 2022, through June 30, 2023.

**IT Products / Services  
Rates Schedule—Item  
14. C. 1.**

To approve the purchase of 90 Meraki access points from ePlus to replace access points at 24 Berks County Intermediate Unit locations at a cost of \$36,321.90.

**Purchase of 90 Meraki  
Access Points from ePlus  
—Item 14. C. 2.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and StrategicLink Consulting, for a block of support hours for system engineering and consulting services at a cost of \$5,000 effective upon payment and does not expire.

**Agreement with Strategic  
Link Consulting  
—Item 14. C. 3.**

To authorize the appropriate officers to execute a renewal of the agreement between the Berks County Intermediate Unit (BCIU) and Thycotic/Delinea, for Thycotic Secret Server software and support, effective April 17, 2022, to April 16, 2023, at a cost not to exceed \$ 1,536.58.

**Renewal of Agreement with  
Thycotic / Delinea for  
Software and Support  
—Item 14. C. 4.**

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

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

- To transport Special Needs students to Chester County Intermediate Unit, effective February 1, 2022, at a rate of \$450 per day.
- To transport Homeless Special Needs students to Bethany Children's Home, effective February 22, 2022, at a rate of \$190 per day.
- To transport Special Needs students to New Story-Wyomissing with an aid, effective March 3, 2022, at a rate of \$590 per day.

**Agreement with Atlas Transportation for Transportation Services / Special Needs Students to CCIU, Homeless Special Needs Students to Bethany Children's Home, and Special Needs Students to New Story-Wyomissing**  
—Item 14. D. 1.

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

To approve the revised Berks County Intermediate Unit (BCIU) Health and Safety Plan, effective March 18, 2022.

**Approve Revised BCIU Health and Safety Plan**  
—Item 14. E. 1.

Yeas:	Betts; Gierula; Heck; Hemberger; Hogan; Hummel; Jirik; Kennedy; Lash; Lupia; Ritter; Taylor; Ulrich
Nays:	None. Motion carried.

**Roll Call Vote**

No one desired to speak.

**Board Members Desiring to be Heard**

A motion was made by Ritter, seconded by Lupia, to adjourn the meeting at 8:02 p.m.

**Adjournment**

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:**

Ms. Kris Madden, Assistant Program Director of Workforce Systems with The Pennsylvania Key, introduced **Mr. Alec Johnson** as Employee of the Month for March. Mr. Johnson serves as the Customer Experience Administrative Coordinator for The Pennsylvania Key. He is the “face” of The Pennsylvania Key and is often the first contact for those needing assistance. He is reliable and creative, and has taken initiative to produce webinars and videos as needed. He has also stepped up to undertake two projects with their equity initiative. Alec goes above and beyond to offer assistance to internal and external clients, always promoting a positive image.

Dr. Marnie Aylesworth attended the meeting virtually to congratulate Alec. She shared that The Pennsylvania Key holds themselves to specific values and Alec embodies all of those values.

Alec thanked his co-workers and the Board. He stated that his job has been made easier with a great team to support his efforts.

Mrs. Donna DeLoretta, CFO / COO, introduced **Mr. Russell Del Rosario**, who serves as the BCIU Safety and Security Program Administrator. Mr. Del Rosario began at the BCIU in January 2022, and brought with him a wealth of experience and knowledge regarding school safety and security. His work experience includes over 20 years with the New York City Police Department, in addition to serving as the Director of Security for the Reading School District, and most recently as an adjunct professor and Director of Campus Safety at the Montgomery County Community College. Since his start at the BCIU, he has had introductory meetings with district superintendents and safe schools administrators and is getting to know each school district. Mr. Del Rosario stated he is looking forward to working with all schools to assist as needed with school safety efforts.

The Inside BCIU video was centered on the 50<sup>th</sup> Anniversary Theme – *Honoring Our Past and Focusing on Our Future*. Executive Directors Dr. K. Robert Hohl (1992-2001), Dr. Nancy Allmon (2001-2008), Dr. John George (2008-2014), and Dr. Jill Hackman (2014-present) shared their thoughts on the impact the BCIU has made to the students, schools, and the community throughout their rich 50 years history and gave their wishes for the future.

**EMPLOYEE OF THE  
MONTH – MARCH 2022  
—Alec Johnson, Office of  
Professional Development  
and Curriculum / The  
Pennsylvania Key**

**ADMINISTRATOR  
INTRODUCTION  
—Russell Del Rosario,  
BCIU Safety and Security  
Program Administrator,  
Office of Business Services**

**INSIDE BCIU | 50<sup>TH</sup>  
ANNIVERSARY EDITION:  
PERSPECTIVES FROM  
BCIU EXECUTIVE  
DIRECTORS**