

## **COMMITTEE-OF-THE-WHOLE MEETING**

### **I. BCIU HONORS**

#### ◆ **EMPLOYEE OF THE MONTH FOR JUNE 2022**

— Lashae Stitt, Pre-K Counts Teacher, Office of Early Childhood and Student Services

#### ◆ **RETIREES**

— Randy Becker, Custodian, Office of Business Services and Operations  
— Bernice Crutchfield, Speech and Language Pathologist, Early Intervention,  
Office of Early Childhood and Student Services

### **II. FEATURED PROGRAM**

#### ◆ **BCIU ANNUAL REPORT | 50<sup>TH</sup> YEAR ANNIVERSARY | 1971-2021**

— Dr. Jill Hackman, Executive Director

### **III. EXECUTIVE SESSION**

- A. Annual Safety and Security Report
- B. Personnel Matters

### **IV. EXECUTIVE DIRECTOR'S REPORT**

- A. Executive Director Update
  - 1. Newslink
  - 2. Legislative Update
  - 3. BCIU Health and Safety Plan (Six-Month Review Requirement)
  - 4. Berks County School Safety Roundtable
  - 5. Leadership Team Strategic Work Session
  - 6. Other Items

### **V. AGENDA REVIEW**

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## **REGULAR MEETING**

### **01. CALL TO ORDER**

- A. Pledge to the Flag and Roll Call
- B. Announcements
  - 1. Executive Session
  - 2. Agenda Update
  - 3. Persons Desiring to be Heard

- C. To approve the following slate of Berks County Intermediate Unit Board representatives as elected via electronic ballot, and to seat these duly elected representatives for terms as noted, effective July 1, 2022, as follows:

**THREE-YEAR TERM (EXPIRING JUNE 30, 2025)**

- Michael Gierula, Antietam School District
- Bret A.B. Sabold, Conrad Weiser Area School District
- Joseph Lupia, Muhlenberg School District
- Nancy Jackson, Oley Valley School District
- Mark Detterline, Reading School District
- Christopher Heck, Tulpehocken Area School District

**TWO-YEAR TERM (EXPIRING JUNE 30, 2024)**

- Todd Hummel, Hamburg Area School District

**ONE YEAR TERM (EXPIRING JUNE 30, 2023)**

- Lisa Hogan, Boyertown Area School District
- Russell Jirik, Daniel Boone Area School District

- D. To seat Michael Vasquez as the BCIU Representative from the Muhlenberg School District, to fill the unexpired term of Joseph Lupia, effective July 1, 2022, through June 30, 2025.
- E. To appoint Dr. David Hemberger as the BCIU Voting Delegate for the PSBA Delegate Assembly. Saturday, November 5, 2022 | 9:00 A.M. | PSBA Headquarters, Mechanicsburg, PA or via Zoom
- F. To acknowledge the receipt of bids for Copy Paper through the Berks County Joint Purchasing Board on Tuesday, May 3, 2022, at 11:00 A.M.

**02. APPROVAL OF MINUTES**

- A. Meeting of May 19, 2022

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

SOURCE		PAGE	AMOUNT
May	2022 Ratifications - IU	1-17	\$1,667,918.41
May	2022 Ratifications - PSDLAF	1-00	\$0.00
June	2022 Ratifications - IU	1-05	\$2,025,124.12
June	2022 Ratifications - PSDLAF	1-01	\$13,981.86
June	2022 Approvals - IU	1-11	\$566,040.08
<b>TOTAL</b>			<b>\$4,273,064.47</b>

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

Amount Outstanding
June 9, 2022
\$0

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JUNE 9, 2022:**

<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	\$1,959,541.04	\$566,754.92	\$1,543.83	\$248,285.00	\$323,570.52
Commonwealth of PA	\$2,136,911.76	\$13,127,615.43	\$0.00	\$0.00	\$81,844.44
Other Revenue Sources	\$134,212.08	\$126,333.34	\$183,454.72	\$18,473.51	\$9,387.50
<b>TOTALS</b>	<b>\$4,230,664.88</b>	<b>\$13,820,703.69</b>	<b>\$184,998.55</b>	<b>\$266,758.51</b>	<b>\$414,802.46</b>
<b>GRAND TOTAL</b>	<b>\$18,917,928.09</b>				

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

- a. Head Start Notice of Award – Balance of Funds 2022
- b. Third Revision - 2022 Head Start Salary Scale
- c. Financial Statements (May 2022)
- d. Credit Card Purchases (May 2022)
- e. Non-Federal Share Report (May 2022)
- f. Policy Council Minutes/Resolutions (May 2022)
- g. Head Start Director's Report

**07. COMBINED FINANCIAL REPORT**

**CASH**

**BEGINNING BALANCE MAY 1, 2022** **\$4,247,522.87**

**RECEIPTS**

REVENUE RECEIPTS	\$10,604,027.53	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,604,027.53</u>
		\$14,851,550.40

**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$332,206.75	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$579,819.10	
POST BOARD RATIFICATIONS PSDLAF	\$0.00	
POST BOARD RATIFICATIONS IU	<u>\$1,667,918.41</u>	
TOTAL CHECKS WRITTEN	\$2,579,944.26	
CHECKS VOIDED	(\$4,181.09)	
PAYROLL DISTRIBUTIONS	<u>\$5,353,044.80</u>	<u>\$7,928,807.97</u>
ENDING BALANCE - MAY 31, 2022		\$6,922,742.43
<b>CASH AVAILABLE-MAY 31, 2022</b>		<b>\$6,922,742.43</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

<b>JUNE 2022</b>	
TOMPKINS	\$536.01
CHASE	\$ 4.35

**09. BUDGETS**

**A. New and Proposed Budgets**

**1. Emergency Connectivity Fund - Program 22-219**

Office of Information Technology

7/1/21 – 12/31/23

\$641,855

BCIU through a grant with Universal Service Administrative Company (USAC), will purchase equipment and services required for implementing WiFi/Internet access on 147 buses from three vendors. The total project cost is fully funded utilizing the Emergency Connectivity Fund (ECF) grant. This project will provide filtered, mobile broadband access to students while riding Berks County Intermediate Unit buses to help bridge the digital divide (new).

**B. Initial Budgets**

**1. Guest Teacher Training Program – Program 692**

Office of Human Resources

7/1/22 – 6/30/23

\$15,400

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

**2. Early Childhood Mental Health Initiative (ECMH) – Program 223**

Office of Professional Learning

7/1/22 – 6/30/23

\$918,888

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

**3. PA Pre-K Counts – OCDEL – Program 228**

Office of Professional Learning

7/1/22 – 6/30/23

\$2,823,564

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

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

Office of Professional Learning

7/1/22 – 6/30/23

\$108,488

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).

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

Office of Professional Learning

7/1/22 – 6/30/23

\$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).

**6. Berks Academic Challenge – Program 625**

Office of Professional Learning

7/1/22 – 6/30/23

\$7,500

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

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

Office of Professional Learning

7/1/22 – 6/30/23

\$134,652

This proprietary program captures fee-for-service projects that utilize the professional expertise of the PA 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).

**8. Network and Computer Services– Program 670**

Office of Information Technology

7/1/22 – 6/30/23

\$502,715

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).

**9. Information Technology Software Services – Program 671**

Office of Information Technology

7/1/22 – 6/30/23

\$1,741,907

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**

**1. Head Start – Program 22-165**

Office of Early Childhood and Student Services

1/1/22 – 12/31/22

\$204,785

**Total Proposed Revised Budget: \$8,066,070**

The 2022 Head Start Program is funded primarily by federal dollars, which are distributed by the Department of Health and Human Services, Administration for Children and Families. Additional funding is received through the Child and Adult Care Food Program. These funds will serve approximately 610 children in 35 classrooms across Berks County. This program has been in existence since 1965. This change is necessary due to a cost of living adjustment (COLA) and additional quality improvement funding (QI).

**D. Budgetary Transfers**

**1. BCIU Pre-K Counts – Program 230**

Office of Early Childhood and Student Services

7/1/21 – 6/30/22

\$155,133

Pre-K Counts is a state-funded initiative designed to provide high-quality preschool services to children. This program, administered through the PA Department of Education, provides funding to serve 137 at-risk children who primarily reside in the Reading School District plus other areas of Berks County as defined in the BCIU's contract with the Berks Community Action Program. PDE has defined "at-risk" as children whose families earn less than 300% of the federal poverty level, those who are English Language Learners, or children who have special needs as defined by their I.E.P.'s (since 2007). These transfers are necessary for year-end projections.

**2. BCIU Pre-K Counts Partnership – Program 231**

Office of Early Childhood and Student Services

7/1/21 – 6/30/22

\$103,590

Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high-quality preschool services to 160 at-risk children, as defined is living in households below 300 percent of the federal poverty rate, those who are English language learners or are at risk due to community factors, academic difficulties, or economic disadvantage. BCIU Pre-K Counts is operated in partnership with participating Berks County School Districts and two local Child Care Centers (since 2016). These transfers are necessary due to make year-end adjustments.

**10. COMMUNICATIONS**

*No Items to Report*

**11. OLD BUSINESS**

**A. Report of Nominations Chair and Officer Elections**

Dr. David Hemberger, *Chair*

**B. To approve the second reading of the following policies:**

**SUMMARY OF CHANGES**

103 Discrimination/Title IX Sexual Harassment Affecting Students (Revised)

113.2 Behavior Support (Revised)

204 Attendance (Revised)

216 Education Records (Revised)

218.3 Discipline of Student Convicted/Adjudicated of Sexual Assault (New)

806 Child Abuse (Revised)

**12. REPORT OF NEGOTIATIONS COMMITTEE**

Elizabeth S. Huhn, *Chair*

**13. PERSONNEL MATTERS**

—ROB ROSENBERY, DIRECTOR

**A. General**

1. To approve a Memorandum of Understanding (MOU) between the Board of Directors of the Berks County Intermediate Unit and the Berks County Intermediate Unit Education Association (BCIUEA) to create a telework procedure.
2. To approve the following position descriptions:
  - a. Classroom Monitor, Early Childhood and Student Services
  - b. Operations Coordinator, Transportation
  - c. Tax Services and Digital Print Support Specialist, Information Technology
3. To approve wage rates for the following positions, effective July 1, 2022:
  - a. Recording Secretary
  - b. Business Services
  - c. Technology and Support Services
  - d. Classroom Monitors
  - e. Early Intervention Substitute Classification
  - f. Head Start Substitute Classification
  - g. Pre-K Counts Substitute Classification
  - h. Alternative Education and Student Services Substitute Classifications
  - i. Special Education Substitute Classification
  - j. Student and Family Services: PA's Education for Children and Youth Experiencing Homelessness Program
  - k. Nolde Aides
  - l. Head Start Summer Program
  - m. Special Education Summer Program – Extended School Year Staff
  - n. Title I Summer Program/Reading Camp Staff
  - o. Alternative Education – Tower Behavioral Health Summer Program
  - p. Professional Learning
4. To employ the following staff, effective July 1, 2022:
  - a. Recording Secretary
  - b. Business Services
  - c. Substitutes
  - d. Nolde Aides
  - e. Continuing Professional Education (CPE) Instructors
5. To employ the following staff, effective during the summer of 2022:
  - a. Alternative Education – Tower Behavioral Health Summer Program
  - b. Head Start Summer Program / Additional Summer Hours
  - c. Special Education Summer Program – Extended School Year
6. To approve the elimination of the Bus/Van Deep Cleaner, Transportation position, effective June 30, 2022.
7. To acknowledge receipt of the list of employees containing the removal of Bus/Van Deep Cleaner positions, effective June 30, 2022.



8. To acknowledge receipt of the lists containing 2022-2023 salaries for the following employee groups in accordance with the applicable collective bargaining agreement or compensation and benefits plan:
  - a. American Federation of State, County and Municipal Employees (AFSCME)
  - b. Berks County Intermediate Unit Education Association (BCIUEA) Employees
  - c. Head Start Employees
  - d. Leadership Team, Middle Management, Technology and Support Services Staff
  - e. The Pennsylvania Key Middle Management and Technology Support Services Staff
  - f. Service Employees International Union (SEIU) Employees
  - g. Transportation Employees
9. To approve the revised Berks County Intermediate Unit Head Start Salary Schedule, effective July 1, 2022.
10. To ratify a \$500 referral bonus to employees who recommend employment candidates through June 30, 2023, ultimately hired by the Berks County Intermediate Unit to serve in any position on or after July 1, 2022, and who remain employed in said assignment(s).
  - a. \$100 to be paid after the first thirty (30) days of work.
  - b. \$150 to be paid after the first sixty (60) days of work.
  - c. \$250 to be paid after the first ninety (90) days of work.
  - d. Applicant must list employee on their application for employment.
  - e. Only one employee may be listed for the referral.
  - f. Employees can refer former BCIU employees who left the organization in good standing before June 30, 2022.
  - g. Employees can refer more than one individual and will receive a referral bonus for each new applicant that is hired and meets the criteria.

The administration of the Berks County Intermediate Unit may discontinue the referral bonus at any time, with or without notice.

11. 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. Rokely Serrata – Effective June 3, 2022
    - ii. Reymi Villaman – Effective June 3, 2022
  - b. Van Driver
    - i. Roda De Jesus – Effective June 3, 2022

## **B. Employment – Ratifications**

1. Business Services/Operations Office
  - a. Dewilka V. Basora – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – June 6, 2022  
*Replacement*
  - b. Carl D. Ganster – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$14.50 and \$13.33  
Effective Date – May 16, 2022  
*Replacement*



- c. Jeffrey P. Parzanese – Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Recommended Hourly Rates – \$17.75, \$14.50, and \$13.33  
Effective Date – May 31, 2022  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Catherine A. Barczynski-Kulp – Paraeducator, Early Intervention  
Recommended Hourly Rate – \$14.75  
Effective Date – May 23, 2022  
*Replacement*
  - b. Jeffrey Bertoni – Security Specialist, Alternative Education  
Recommended Annual Salary – \$35,000 (to be prorated)  
Effective Date – May 23, 2022  
*Replacement*
- 3. Professional Learning
  - a. Kevin M. Paul – Data Specialist, The Pennsylvania Key  
Recommended Annual Salary – \$57,306 (to be prorated)  
Effective Date – June 13, 2022  
*New Position*

**C. Change of Status – Ratifications**

- 1. Business Services/Operations Office
  - a. Dorinda Blatt  
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 – March 7, 2022  
*Voluntary Reassignment*
  - b. Dorinda Blatt – School Bus Fueller, Transportation  
Effective Date – March 7, 2022  
*Removal of Assignment*
  - c. Ana Cabreja  
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 – May 9, 2022  
*Voluntary Reassignment*
  - d. 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 – February 7, 2022  
*Replacement*

- e. Ciera Towles  
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 – May 4, 2022  
*Voluntary Reassignment*
- f. Liza Velazquez-Velazquez  
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 – May 4, 2022  
*Voluntary Reassignment*
- 2. Early Childhood & Student Services Office
  - a. Christina DeJesus – Family Life Education Specialist, Education Leading to  
Employment and Career Training (ELECT)  
Recommended Hourly Rate – \$67.75  
Effective Date – June 6, 2022 – August 16, 2022  
*Additional Hours (not to exceed 20 hours per week)*
  - b. Stacy Elias – Paraeducator, Head Start  
Recommended Hourly Rate – \$14.83  
Effective Date – May 16, 2022 – June 3, 2022  
*Additional Hours (not to exceed 120 hours)*
  - c. Denise Laguidara – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$35.89  
Effective Date – May 13, 2022  
*Additional Hours (not to exceed 7 hours)*
  - d. Amy Leshner – Teacher, Head Start  
Recommended Hourly Rate – \$21.88  
Effective Date – May 16, 2022 – June 3, 2022  
*Additional Hours (not to exceed 120 hours)*
  - e. Depetra McMaster – Paraeducator, Head Start  
Recommended Hourly Rate – \$15.78  
Effective Date – May 16, 2022 – May 18, 2022  
*Additional Hours (not to exceed 18 hours)*
  - f. Gina Mocci – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$34.65  
Effective Date – June 6, 2022  
*Additional Hours (not to exceed 7 hours)*
  - g. Lisa Pisano – Family Life Education Specialist, Education Leading to  
Employment and Career Training (ELECT)  
Recommended Hourly Rate – \$67.75  
Effective Date – June 6, 2022 – August 16, 2022  
*Additional Hours (not to exceed 20 hours per week)*

- h. Dr. Elaine Price – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$30.08  
Effective Date – June 13, 2022 – June 14, 2022  
*Additional Hours (not to exceed 14 hours)*
- i. Anginette Rodriguez – Paraeducator, Pre-K Counts  
Recommended Hourly Rate – \$15.56  
Effective Date – June 6, 2022  
*Additional Hours (not to exceed 6.5 hours)*
- j. Amber Sell – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$36.13  
Effective Date – May 13, 2022  
*Additional Hours (not to exceed 7 hours)*
- k. Denali Shook – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$35.89  
Effective Date – June 6, 2022 – June 7, 2022  
*Additional Hours (not to exceed 14 hours)*
- l. Carmen Trinidad – Teacher, Head Start  
Recommended Hourly Rate – \$20.25  
Effective Date – May 16, 2022 – June 3, 2022  
*Additional Hours (not to exceed 120 hours)*
- m. Kaitlyn Umberger – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$29.64  
Effective Date – June 6, 2022  
*Additional Hours (not to exceed 7 hours)*
- n. Alison Zeller – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry \$13.71 to Level II, Entry \$14.73  
Effective Date – May 5, 2022  
*Obtained CDA*

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

Alternative Education

Syed Ahmed, Teacher – Effective June 6, 2022  
Maya Fenner, Specialist – Effective June 13, 2022  
Megan Williams, Specialist – Effective May 31, 2022

Early Intervention

Syed Ahmed, Teacher – Effective June 6, 2022  
Maya Fenner, Paraeducator – Effective June 13, 2022  
Megan Williams, Paraeducator – Effective May 31, 2022

Head Start

Syed Ahmed, Teacher – Effective June 6, 2022  
Maya Fenner, Paraeducator – Effective June 13, 2022  
Megan Williams, Paraeducator – Effective May 31, 2022

Pre-K Counts

Syed Ahmed, Teacher – Effective June 6, 2022  
Maya Fenner, Paraeducator – Effective June 13, 2022  
Megan Williams, Paraeducator – Effective May 31, 2022

Special Education

Syed Ahmed, Teacher – Effective June 6, 2022  
Maya Fenner, Specialist – Effective June 13, 2022  
Megan Williams, Specialist – Effective May 31, 2022

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

Head Start

Alison Zeller – Effective May 5, 2022

**Removal from 2021-2022 Out-of-Class Substitute Lists – Approvals**

Pre-K Counts

Nilsa Leon-Lopez – Effective June 30, 2022  
Deania Rauch – Effective June 30, 2022  
Darlene Schenck – Effective June 30, 2022

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

Transportation

Jose Echavarria, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – June 3, 2022

**G. Employment – Approvals**

1. Early Childhood & Student Services Office
  - a. Allison S. Ahlefeld – Specialized Preschool Teacher – Itinerant, Early Intervention  
Recommended Annual Salary – Column 4, Step 15, \$86,855 (to be prorated)  
Effective Date – To be determined pending pre-employment process  
*Replacement*
  - b. Katherine L. Bayer – Education Supervisor, Head Start  
Recommended Annual Salary – \$50,125.49 (to be prorated)  
Effective Date – To be determined pending pre-employment process  
*Replacement*
  - c. Hilary K. Gancar – Board Certified Behavior Analyst, Special Education  
Recommended Annual Salary – Column 5, Step 5, \$65,510  
Effective Date – August 15, 2022  
*Additional Position*
  - d. Jeanne M. Rickards – Speech Therapist, Early Intervention  
Recommended Annual Salary – Column 4, Step 14, \$84,478  
Effective Date – July 5, 2022  
*Replacement*

2. Executive Office
  - a. Marielle C. Bozzini – Marketing Communications Specialist  
Recommended Annual Salary – \$45,424 (to be prorated)  
Effective Date – To be determined pending pre-employment process  
*Additional Position*
3. Professional Learning Office
  - a. Adriane A. Golden – ESL Supervisor, Professional Learning  
Recommended Annual Salary – \$80,000 (to be prorated)  
Effective Date – To be determined pending approval of contract with the Reading School District and pending pre-employment process  
*New Position*
  - b. Paula Reichert – ESL Supervisor, Professional Learning  
Recommended Annual Salary – \$78,000 (to be prorated)  
Effective Date – To be determined pending approval of contract with the Reading School District and pending pre-employment process  
*New Position*
  - c. Lauren H. Walter – Blended Age Mental Health Consultant, The Pennsylvania Key  
Recommended Annual Salary – \$57,306 (to be prorated)  
Effective Date – June 20, 2022  
*New Position*

#### **H. Change of Status – Approvals**

1. Business Services/Operations Office
  - a. Eric Clemmer  
Change from Assistant Director, Operations to Program Administrator, Operations  
Change Recommended Annual Salary from \$109,080.40 to \$96,800  
Effective Date – July 1, 2022  
*Reorganization*
  - b. John Coakley  
Change from Assistant Program Administrator, Transportation to Program Administrator, Transportation  
Change Recommended Annual Salary from \$84,000 to \$91,680 (to be prorated)  
Effective Date – June 20, 2022  
*Replacement*
  - c. Carol Fletcher  
Change from Operations Specialist, Operations to Operations Coordinator, Transportation  
Change Recommended Annual Salary from \$50,765 to \$53,280.30  
Effective Date – July 1, 2022  
*New Position*
  - d. Michelle Monk  
Change from Fiscal Specialist, Fiscal Services, to Accountant, Fiscal Services  
Change Recommended Annual Salary from \$46,374 to \$51,752  
Effective Date – July 1, 2022  
*Reorganization*

- e. Archie Ulshafer  
Change from Assistant Supervisor, Transportation, Reading to  
Operations Specialist, Transportation  
Change Recommended Annual Salary from \$40,000 to \$43,350  
Effective Date – July 1, 2022  
*Reorganization*
- f. Julie Van Lear  
Change from Supervisor, Transportation, Reading and Special Needs to  
Assistant Program Administrator, Transportation  
Change Recommended Annual Salary from \$56,655 to \$84,000.10  
Effective Date – July 1, 2022  
*Reorganization*
- g. Beth Wentzel  
Change from Assistant Supervisor, Transportation, Special Needs to Substitute Driver w &  
w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Annual Salary from \$47,000 to Hourly Rates \$22.05, \$18.10, \$14.80,  
and \$13.63  
Effective Date – June 22, 2022  
*Voluntary Reassignment*
- 2. Early Childhood & Student Services Office
  - a. Christina Argentati – Lead Occupational Therapist, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2022 – June 30, 2023  
*Additional Assignment*
  - b. Jeffrey Bertoni – Security Specialist, Alternative Education  
Recommended Hourly Rate – \$26.60  
Effective Date – July 18, 2022 – July 22, 2022  
*Additional Hours (not to exceed 35 hours)*
  - c. Jamie Brendle – Lead Specialized Preschool Teacher, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2022 – June 30, 2023  
*Additional Assignment*
  - d. Cheri Heebner – Lead Specialized Preschool Teacher, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2022 – June 30, 2023  
*Additional Assignment*
  - e. Eileen LaScala – Lead Speech Therapist, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2022 – June 30, 2023  
*Additional Assignment*
  - f. Kim Rahn  
Change from Access Specialist, Early Intervention to Access and Contracted Services  
Coordinator, Early Intervention  
Change Recommended Annual Salary from \$47,673 to \$51,752  
Effective Date – July 1, 2022  
*Reorganization*

- g. Vicki Ravert  
Change from Early Childhood Data Specialist, Early Childhood and Student Services to  
Data Oversight Coordinator, Early Childhood and Student Services  
Change Recommended Annual Salary from \$45,073 to \$51,752  
Effective Date – July 1, 2022  
*Reorganization*
- h. Cindy Silverman Chronister – Lead Psychologist, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2022 – June 30, 2023  
*Additional Assignment*
- 3. Information Technology Office
  - a. Patricia Little  
Change from Reprographic Specialist, Reprographic Services to Tax Services and Digital  
Print Support Specialist, Software Development and Support Services  
Change Recommended Annual Salary from \$43,048 to 45,498  
Effective Date – July 1, 2022  
*New Position*
- 4. Professional Learning Office
  - a. Rebecca Lamar – Manager of Higher Education Initiatives, The Pennsylvania Key  
Recommended Annual Stipend – \$5,000  
Effective Date – July 1, 2022 – June 30, 2023  
*Additional Responsibilities*

**I. Leave of Absence Requests**

- 1. Business Services/Operations Office  
Personal Leave (unpaid – with benefits – Not FMLA)
  - a. Bethzaida Cheek – Dispatcher, Transportation  
Effective Date – May 11, 2022  
Personal Leave (unpaid – without benefits – Not FMLA)
  - b. Cory Hambrick – Level IV Clerk / Level V Accounting Clerk, Fiscal Services  
Effective Date – May 3, 2022
  - c. Sylvan Witmer – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 16, 2022
- 2. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – Not FMLA)
  - a. Tracy Hannon – Paraeducator, Pre-K Counts  
Effective Date – May 2, 2022

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

- 1. Business Services/Operations Office  
Personal Leave (unpaid – with benefits – Not FMLA)
  - a. Bethzaida Cheek – Dispatcher, Transportation  
Effective Date – May 24, 2022  
Personal Leave (unpaid – without benefits – Not FMLA)
  - b. Kathleen Dawson – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – May 9, 2022



- c. Cory Hambrick – Level IV Clerk / Level V Accounting Clerk, Fiscal Services  
Effective Date – May 31, 2022
  - d. Leslie Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – May 2, 2022
  - e. Sylvan Witmer – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – May 17, 2022
2. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
- a. Molly Lenko – Speech Therapist, Early Intervention  
Effective Date – May 23, 2022
3. Professional Learning Office  
Personal Leave (unpaid – with benefits – FMLA)
- a. Lauren Kryston – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key  
Effective Date – June 2, 2022

**K. Retirements**

1. Business Services/Operations Office
- a. Randy L. Becker – Level III Custodian, Custodial  
Effective Date – August 1, 2022
  - b. Edmund D. Pieller – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – May 31, 2022
2. Early Childhood & Student Services Office
- a. Vicki M. Hiser – Level V Program Secretary, Special Education  
Effective Date – August 11, 2022

**L. Resignations**

1. Business Services/Operations Office
- a. Catherine Cintron-Valentin – Part-time Driver w/o Bus License, Assistant, Misc., and Fueler, Transportation  
Effective Date – May 19, 2022
  - b. Cristina Y. Cruz de Luna – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – May 9, 2022
  - c. Sherry A. Fidler – Part-time Bus/Van Specialist, Transportation  
Effective Date – June 3, 2022
  - d. Tara L. Jacoby – Supervisor, Transportation, Tulpehocken  
Effective Date – June 3, 2022
  - e. Carol L. Matlack – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – June 8, 2022
  - f. Richard L. Nelom – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – December 16, 2021
  - g. Dennis S. Ryan – Program Administrator, Transportation  
Effective Date – June 17, 2022
  - h. Domingo Vega Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – May 2, 2022

2. Early Childhood & Student Services Office
  - a. Ashley M. Anspach – Teacher, Pre-K Counts  
Effective Date – June 3, 2022
  - b. Christine J. Sleppy – Paraeducator, Early Intervention  
Effective Date – June 14, 2022

**M. Terminations**

1. Business Services/Operations Office
  - a. Mark W. Loy – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – June 17, 2022  
*Violation of Policy*

**N. Other**

1. Early Childhood & Student Services Office
  - a. Esmeralda Munoz – Level V Bilingual Program Secretary, Early Intervention  
Recommended Hourly Rate – \$14.43  
Effective Date – May 23, 2022  
*Rescinded Assignment*

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To approve the BCIU School Age Special Education and Alternative Education program calendars for the 2022-2023 school year.
2. To authorize the submission of the Act 80 request to the Pennsylvania Department of Education for Act 80 day exceptions to the School Age Special Education Deaf and Hard of Hearing Program for the 2022-2023 school year.
3. To approve and authorize the submission of the BCIU Emergency Instructional Time application under the provision of Section 520.1 of the School Code to meet the 180-day instructional time requirement through a combination of in-person and remote instruction in emergency situations as per the guidance from the Pennsylvania Department of Education for the 2022-2023 school year.
4. To approve amendments to the current agreements between the Berks County Intermediate Unit (BCIU) and the listed agencies, for the addition of language related to compensation / reimbursement for services provided by those agencies, as follows:
  - a. Bayada Pediatrics
  - b. School Operation Services (SOS) Group, Inc.

Addition of the following language:

Section 8. Compensation / Reimbursement for Services

Paraeducator / PCA Services

- 2022-23 School Year (July 1, 2022, to June 30, 2023) – \$25.22/hour
- 2023-24 School Year (July 1, 2023, to June 30, 2024) – \$25.74/hour
- 2024-25 School Year (July 1, 2024, to June 30, 2025) – \$26.31/hour

5. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Community Services Group (CSG), for CSG 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 \$77,292.84 during the period of July 1, 2022, through June 30, 2023.
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lone Oak Join Up, for Lone Oak Join Up 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 \$9,270 during the period of June 1, 2022, through December 31, 2022.
7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Devereux Foundation for consulting services through Devereux Behavioral Health's CARES Consulting Program at a rate of \$1,000 per participant and \$150 per hour rate for additional support and services, effective June 1, 2022, through June 30, 2023.

**B. PROFESSIONAL LEARNING**

—DR. CHRISTINA FOEHL, ASSISTANT DIRECTOR

1. 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 ESL supervisors according to the agreement, effective June 16, 2022, through June 30, 2024.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Jason Mundok, LLC, for Jason Mundok, LLC to provide consulting services to support the statewide Comprehensive Support and Improvement dashboard development initiative for a fee not to exceed \$41,500 effective upon signature date according to the agreement.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and J Casas & Associates, for Jimmy Casas to provide professional services including speaking engagement, book study, and virtual leadership coaching for a fee not to exceed \$19,000 effective June 15, 2022, and ending May 31, 2023, according to the agreement.
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Science Research Institute (SRI) at Albright College, for the BCIU to provide professional services related to STEM, Science Standards, and Career Readiness, for a fee of \$800 according to the agreement, for services to be provided on June 13, 2022.
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and IPC Global, for IPC Global to provide consulting services to support the statewide Comprehensive Support and Improvement dashboard development initiative for a fee not to exceed \$42,500 effective June 1, 2022, through June 30, 2023, according to the agreement.
6. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU), for PSU to provide professional development opportunities and technical assistance activities to early childhood practitioners, for a fee of \$803,501, for the period of July 1, 2022, through June 30, 2023 (The Pennsylvania Key).

7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Shippensburg University, for Shippensburg University to serve the Office of Child Development and Early Learning (OCDEL) in support of credential and/or degree completion for Pre-K Counts and Head Start Supplemental Assistance Programs staff across the four (4) regions within Pennsylvania for a fee of \$350,000 for the period of May 1, 2022, through June 30, 2023 (The Pennsylvania Key).
8. To ratify Amendment #2 between the Berks County Intermediate Unit (BCIU) and New World Now, LLC. (NWN), for NWN to modify its scope of services for the development of a PA New Career Advisor User Role, revisions to the PA Career Pathway Auto-Renew, and expansion of ELRC Admin Permissions applicable to the TA Request Queue. This amendment provides for a funding increase of \$106,000 for a revised total not to exceed \$784,547.30. All other terms and conditions remain in force (The Pennsylvania Key).
9. To ratify Amendment #3 between the Berks County Intermediate Unit (BCIU) and the Public Health Management Corporation (PHMC), for PHMC to modify its scope of services by providing the Alternative Pathway Program to PK-4 certification to additional PA PKC teachers. This amendment provides for a funding increase of \$350,000 for a revised total not to exceed \$561,890 and extends the term of the agreement to June 30, 2023. All other terms and conditions remain in force (The Pennsylvania Key).

**C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, CIO / DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and CDI LLC, for consultation, training, and workshops for the implementation of the Open Web Application Security Project (OWASP) Framework in application development and code testing. Services will begin after agreement execution and will be completed by December 31, 2022, at a fixed fee of \$10,900.
2. To approve the renewal of the Berks County Intermediate Unit's (BCIU) CrisisGo Emergency Communications Platform Subscription. The term of the subscription will be 24 months, beginning on September 1, 2022, at a cost of \$39,000. The following participating schools will be invoiced annually based on the sites included:
  - Antietam School District
  - Conrad Weiser Area School District
  - Daniel Boone Area School District
  - Hamburg Area School District
  - Kutztown Area School District
  - Muhlenburg School District
  - Reading Muhlenberg CTC
  - Reading School District
  - Schuylkill Valley School District
  - Tulpehocken Area School District
  - Twin Valley School District
  - Berks County Intermediate Unit
3. To approve the purchase of a Cymetric annual subscription from Caetra.io, effective July 1, 2022, through June 30, 2023, at a cost of \$8,000.

4. To approve the renewal of Netskope SASE Cloud Security Services, effective July 1, 2022, to June 30, 2023, at a cost of \$76,824.57.
5. To approve the renewal of the Barracuda Message Archiver Appliance 450 Subscription and Instant Replacement with IntegraOne, effective August 13, 2022, through August 12, 2023, at a cost of \$6,270.
6. To approve the renewal of Autonomous System Numbers (IPv4 and IPv6 Number Resources) with American Registry for Internet Numbers (ARIN), effective July 31, 2022, through July 30, 2023, at a cost of \$150.
7. To approve the renewal of the BCIU's DocuSign Subscription, effective July 1, 2022, through November 30, 2022, at a cost of \$7,578.50.
8. To approve the renewal of the KnowBe4 Security Awareness Training Subscription with Seneca Highlands IU 9, effective August 05, 2022, through August 4, 2023, at a cost of \$9,808.
9. To approve the renewal of the Tenable IO Subscription from CDW-G, effective July 1, 2022, through June 30, 2023, at a cost of \$17,890.33.
10. To approve the renewal of the Microsoft Enrollment for Education Solutions (EES) agreement with Lancaster-Lebanon IU 13, effective August 2, 2022, through August 1, 2023, at a cost of \$80,398.40.
11. To authorize the appropriate officers to execute a three-year lease with HP, Inc. for (115) HP laptop computers at a cost not to exceed \$104,453.35 effective upon receipt of the equipment.
12. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Custom Computer Specialists Inc., for one-time Implementation Services for Online Registration and Payment components of Infinite Campus for the Brandywine Heights Area School District, with implementation services to begin on May 10, 2022, and be completed for start of the 2022-2023 school year. The cost of this service will be billed to the school district at a cost of \$7,400.

**D. BUSINESS SERVICES/OPERATIONS**

—DONNA DELORETTA, CFO / COO

1. To award contracts through the Berks County Joint Purchasing Board for Copy Paper.
2. To authorize the appropriate officers to execute a Taxable Revenue Anticipation Note (RAN) in the amount of \$10 million with Tompkins Community Bank, effective July 1, 2022, and maturing June 30, 2023, at a variable rate equal to the Secured Overnight Financing Rate plus 2.00%, with an interest rate floor of 2.00%, as per the attached Letter of Commitment.
3. To approve a change in the mileage allowance rate from 58.5¢ per mile to 62.5¢ per mile to conform with Internal Revenue Service regulations, effective July 1, 2022.
4. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Bethany Children's Home, for the BCIU to lease the basement of the Chapel of the children's home for operating a Pre-K Counts class at a monthly cost of \$2,500 effective July 1, 2022, through July 31, 2023.

5. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Evangelical Lutheran Church of The Nativity, for the BCIU to lease ten (10) classrooms on the first and second floor with use of common areas and playlot for the BCIU Head Start program, effective August 1, 2022, through July 31, 2023, at a monthly rate of \$2,600 for the first floor and \$2,800 for the second floor.
6. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Iovino Designs & Remodeling, Inc., for Iovino Designs & Remodeling, Inc., to remove walls and for the construction of false beams at the Evangelical Lutheran Church of The Nativity for the BCIU Head Start program a total cost estimate of \$2,900 with a tentative start date of June 6, 2022.
7. To ratify an agreement between the Berks County Intermediate and Atlas Transportation, for Atlas Transportation to transport a Special Needs student to Chester County Intermediate Unit (CCIU), effective May 26, 2022, at a rate of \$485 per day.
8. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and TransPerfect Remote Interpreting, Inc. (TRI), for TRI to provide on-demand and over-the-phone translation and document translation services, effective June 1, 2022, to June 30, 2023, with automatic month-to-month renewals until the termination of the agreement, as per the following service pricing:

Phone Interpretation (monthly minimum of \$50.00):

Rate per minute (all languages) – \$1.21

Rate per minute (video) – \$3.30

Document Translation:

\$.17 to \$.24/word plus formatting charge of \$55/hour

**E. ADMINISTRATION**

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To acknowledge the six-month review of the Berks County Intermediate Unit Health and Safety Plan, as required by the American Rescue Plan (ARP) Act.
2. To approve the first reading of the following policy:  
SUMMARY OF CHANGES  
706 Property Records
3. To cancel the July 21 Berks County Intermediate Unit (BCIU) Board meeting and to authorize the officers and administration of the BCIU to take the necessary steps to pay bills and salaries during the time between the June and August meetings.
4. To authorize the Executive Director to offer employment to prospective employees between the June and August Board meetings subject to receiving approval from Berks County Intermediate Unit Board officers through polling of each officer. Employment shall be ratified at the August Board meeting.

**15. BOARD MEMBERS DESIRING TO BE HEARD**

**16. ADJOURNMENT**