

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

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

— Patty Little, Tax Services and Digital Support Specialist, Office of Information Technology

◆ **RETIREE**

— Chaudene Michalek, Customer Success Specialist, Office of Information Technology

II. FEATURED PROGRAM

◆ **INSIDE BCIU | KEEPING KIDS SAFE**

— Dr. Jill Hackman, Executive Director

III. EXECUTIVE SESSION

IV. EXECUTIVE DIRECTOR'S REPORT

A. Executive Director Update

1. Newslink
2. Legislative Update
3. Berks County State Delegation – Election Results
4. BCIU Mandated Services Budget Timeline
5. Other Items

V. AGENDA REVIEW

REGULAR MEETING

01. CALL TO ORDER

A. Pledge to the Flag and Roll Call

B. Announcements

1. Executive Session
2. Agenda Update
3. Persons Desiring to be Heard

02. APPROVAL OF MINUTES

A. Meeting of October 20, 2022

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

SOURCE		PAGE	AMOUNT
October	2022 Ratifications – IU	1-17	\$1,374,312.35
October	2022 Ratifications – PSDLAF	1-01	\$19,704.22
October	2022 Ratifications – IU Wires	1-01	\$3,000.00
November	2022 Ratifications – IU	1-08	\$1,782,255.11
November	2022 Approvals – IU	1-07	\$330,005.68
November	2022 Approvals – IU Wires	1-01	\$3,725,969.72
TOTAL			\$7,235,247.08

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

Amount Outstanding
November 11, 2022
\$0

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF NOVEMBER 11, 2022:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,049,296.70	\$35,218.74	\$49,099.19	\$10,000.00	\$71,054.77
Commonwealth of PA	\$6,715,785.78	\$0.00	\$0.00	\$0.00	\$86,728.15
Other Revenue Sources	\$204,454.12	\$41,550.67	\$3,991.14	\$0.00	\$69,349.47
TOTALS	\$7,969,536.60	\$76,769.41	\$53,090.33	\$10,000.00	\$227,132.39
GRAND TOTAL	\$8,336,528.73				

06. APPROVAL/RATIFICATION OF HEAD START:

- Head Start Budget Revision 2022
- Financial Statements (October 2022)
- Credit Card Purchases (October 2022)
- Policy Council Minutes/Resolutions (October 2022)
- Head Start Director's Report

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE OCTOBER 1, 2022 **\$7,329,108.50**

RECEIPTS

REVENUE

RECEIPTS

\$13,218,164.84

RETURNED

CHECKS

\$0.00

INVESTMENT REDEMPTIONS

\$0.00

\$13,218,164.84

\$20,547,273.34

DISBURSEMENTS

PRE-BOARD RATIFICATIONS

\$768,621.96

PRE-BOARD RATIFICATIONS-PSDLAF

\$0.00

BOARD

APPROVALS

\$396,015.60

BOARD APPROVAL

WIRES

\$0.00

POST-BOARD RATIFICATIONS PSDLAF

\$19,704.22

POST BOARD RATIFICATIONS IU

\$1,374,312.35

POST-BOARD RATIFICATIONS WIRES

\$3,000.00

TOTAL CHECKS WRITTEN

\$2,561,654.13

CHECKS VOIDED

(\$46,003.99)

CURRENT PAYROLL DISTRIBUTIONS

\$5,680,817.90

\$8,196,468.04

ENDING BALANCE - OCTOBER 31, 2022

\$12,350,805.30

CASH AVAILABLE-OCTOBER 31, 2022

\$12,350,805.30

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

OCTOBER 2022	
TOMPKINS	\$15,525.74
CHASE	\$4.22

09. BUDGETS

A. New and Proposed Budgets

1. ARP EANS II Non-Public – Program 22-195

Office of Professional Learning

5/25/22 – 9/30/24

\$3,718,558

The American Rescue Plan Act of 2021 for Emergency Assistance for Non-Public Schools (ARP EANS), authorized a second round of federal funding to help non-public schools that enroll a significant percentage of students from low-income families and are most impacted, respond to the COVID-19 emergency. These funds are intended to help non-public schools safely reopen, measure, and effectively address significant learning loss, and take other actions to mitigate the impact of COVID-19 on the students and families who depend on the non-public schools (new).

2. Caron Treatment Center Alternative Education Program – Program 629

Office of Early Childhood- and Student Services

7/1/22 – 11/30/22

\$33,234

This educational program has been established to provide basic instruction to students, ages 12 to 21, who have been placed in the Caron Treatment Center due to chemical dependency. The primary care short-term education program (average of twenty-eight to forty-five days) prepares students for re-entry into their regular school environment while they are engaged in treatment for recovery from addiction. Revenue is received from the resident school district of the students. Non-Pennsylvania students are funded by the out-of-state district of residence and Caron Treatment Center. BCIU will operate this program until Caron discontinues the adolescent educational services in late November (new).

B. Initial Budgets

1. Individuals With Disabilities Education Act 2004 (Part B) – Program 22-184

Office of Professional Learning

7/1/22 – 9/30/23

\$14,502,585

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).

2. Title II Non-Public – Program 22-191

Office of Professional Learning

7/1/22 – 9/30/23

\$88,225

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

3. Title IV Non-Public – Program 22-192

Office of Professional Learning

7/1/22 – 9/30/23

\$68,830

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

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

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

4. PA Department of Health COVID-19 Support Project – Program 22-139

Office of Business Services

8/1/22 – 7/31/23

\$454,706

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 the activities of its Pandemic Coordinator and Pandemic Team (since 2021). This is the second year of funding.

C. Changes to Initial Budgets

1. Special Education Contracted Services – Program 302

Office of Early Childhood- and Student Services

7/1/21 – 6/30/22

\$67,544

Total Proposed Revised Budget: \$5,405,888

This proprietary program provides local school districts with special education instructional programs and services including Deaf & Hard of Hearing classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991).

These changes are necessary to make year-end projections.

D. Budgetary Transfers

1. Head Start - Program 22-165

Office of Early Childhood- and Student Services

1/1/22 – 12/31/22

\$839,665

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. These transfers are necessary for year-end projections.

2. Early Head Start Child Care Partnership - Program 21-168

Office of Early Childhood- and Student Services

8/1/21 – 7/31/22

\$8,411

The Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL) has contracted with the BCIU to partner with two local Child Care Centers to provide Early Head Start services. The Early Head Start Child Care Partnership (EHS-CCP) will provide full-day, full-year services designed to promote the development of young children from birth to three. Early Head Start promotes the school readiness of low-income children (since 2015). These transfers are necessary due to year-end projections.

3. Special Education Core - Program 304

Office of Early Childhood- and Student Services

7/1/21 – 6/30/22

\$396,670

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

4. Special Education Transportation - Program 344

Office of Business Services

7/1/21 – 6/30/22

\$1,254,300

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

5. Vehicle Maintenance - Program 630

Office of Business Services

7/1/21 – 6/30/22

\$43,700

This proprietary fund accounts for all expenditures for vehicle maintenance including such items as mechanics, service helpers, vehicle washers, contracted repairs and maintenance, and supplies. Revenue is derived from other BCIU programs, which will utilize these vehicle maintenance items (since 1990). These budget transfers are necessary to adjust expenditures to year-end projections.

10. COMMUNICATIONS

11. OLD BUSINESS

1. PSBA Delegate Assembly, November 5, 2022
— Report by Dr. David Hemberger, BCIU Voting Delegate
2. To approve the following policies:

SUMMARY OF CHANGES

- 004 Membership (Revised)
- 113.1 Discipline of Students with Disabilities (Revised)
- 210.1 Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors (Revised)
- 218 Student Discipline (Revised)
- 220 Student Expression/Dissemination of Materials (Revised)
- 227 Controlled Substances/Paraphernalia (Revised)
- 237 Electronic Devices (Revised)
- 705 Facilities and Workplace Safety (Revised)
- 707 Use of Facilities (Revised)
- 709 Building Security (Revised)
- 800 Records Management (Revised)
- 810 Transportation (Revised)
- 906 Public Complaint Procedures (Revised)

12. REPORT OF NEGOTIATIONS COMMITTEE

Elizabeth S. Huhn, *Chair*

13. PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

A. General

1. To approve the position description for Chief Operating Officer, Office of Operations.
2. To transfer Donna DeLoretta from position of Chief Financial Officer/Chief Operating Officer to Assistant to the Executive Director, effective February 27, 2023, retaining her Compensation and Benefits Plan she received as Chief Financial Officer/Chief Operating Officer through July 13, 2023.
3. To transfer Rob Rosenberry from position as Director of Human Resources to Chief Operating Officer, effective February 27, 2023, and approve the Compensation and Benefits Plan for Chief Operating Officer as attached. This is not an employment agreement but rather a summary of compensated benefits and salary for the position.
4. To transfer Lucille Gallis from position as Assistant Director for Finance to Chief Financial Officer, effective February 27, 2023, and approve the Compensation and Benefits Plan for Chief Financial Officer as attached. This is not an employment agreement but rather a summary of compensated benefits and salary for the position.
5. To acknowledge receipt of the list containing salaries for Pre-K Counts Teachers and Paraeducators, effective July 1, 2022.

6. To ratify the hourly rate for the Substitute Pre-K Counts Teacher position for existing permanent Berks County Intermediate Unit employees to be equal to the entry step of pay for the Pre-K Counts Teacher position, effective July 1, 2022.
7. To acknowledge receipt of the list containing wage rates for Substitute Out-of-Class Pre-K Counts Teachers and Substitute Pre-K Counts Teachers.
8. To approve the 2023-2024 BCIU Holiday Calendar.
9. To approve the Berks County Intermediate Unit Head Start Longevity Award, effective November 21, 2022.
10. To ratify the amended Berks County Intermediate Unit Transportation Salary Schedule, effective July 1, 2022.

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Vladimir F. Aragon-Cabrera – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – October 31, 2022
Replacement
 - b. Maria D. Batista de Munoz – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – October 31, 2022
Replacement
 - c. Linda A. Feltner – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.85 and \$17.45
Effective Date – October 17, 2022
Replacement
 - d. Richard E. Hoffmaster – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – October 17, 2022
Replacement
 - e. Judith A. Murray – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – October 31, 2022
Replacement
 - f. Nereyda A. Perez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – October 31, 2022
Replacement

- g. Amy Y. Rodriguez – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – October 17, 2022
Replacement
- h. Lydia E. Santos – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – October 17, 2022
Replacement
- i. Haley M. Trumbore – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.85 and \$17.45
Effective Date – October 31, 2022
Replacement
- j. Delmy G. Velasquez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – October 31, 2022
Replacement
- 2. Early Childhood & Student Services Office
 - a. Trevor A. Blackwood – Nolde Aide, Nolde
Recommended Hourly Rate – \$15.00
Effective Date – October 17, 2022
Replacement
 - b. Adrienne C. Leshner – Paraeducator, Early Intervention
Recommended Hourly Rate – \$15.22
Effective Date – October 24, 2022
Replacement
 - c. Lliobana Lugo – Level V Bilingual Program Secretary, Early Intervention
Recommended Hourly Rate – \$15.53
Effective Date – October 24, 2022
Replacement
 - d. Delia F. McLendon – Family Engagement Worker, Head Start
Recommended Hourly Rate – Level III, Entry, \$20.10
Effective Date – October 31, 2022
Replacement
 - e. Maria E. Montalvo – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$13.71
Effective Date – October 17, 2022
Replacement
 - f. Mildred M. Silvestre Acosta – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$13.71
Effective Date – October 31, 2022
Replacement

- g. Melissa L. Singleton – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$13.71
Effective Date – October 17, 2022
Replacement

3. Professional Learning Office

- a. Jeanne A. Ross – Preschool Program Specialist, The Pennsylvania Key
Recommended Annual Salary – \$54,934 (to be prorated)
Effective Date – November 14, 2022
Additional Position
- b. Tara J. Stichter – Certification Bureau Manager, The Pennsylvania Key
Recommended Annual Salary – \$70,630 (to be prorated)
Effective Date – October 24, 2022
New Position

C. Change of Status – Ratifications

1. Business Services/Operations Office

- a. Brian Becker
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to
Dispatcher, Transportation
Change Recommended Hourly Rates from \$21.75, \$17.98, and \$17.45 to \$19.25
Effective Date – November 7, 2022
Replacement
- b. Lesley Burgos – Part-time Driver w/o Bus License, Transportation
Recommended Hourly Rate – \$18.50
Effective Date – October 28, 2022
Additional Assignment
- c. Johanna De La Cruz – Part-time Driver with Bus License, Transportation
Recommended Hourly Rate – \$22.00
Effective Date – October 10, 2022
Obtained CDL
- d. Jasmine Gonzalez – Part-time Driver with Bus License, Transportation
Recommended Hourly Rate – \$22.00
Effective Date – October 19, 2022
Obtained CDL
- e. Jelisa Rhodes
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to
Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – October 10, 2022
Voluntary Reassignment

- f. Jelisa Rhodes
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 – November 3, 2022
Replacement
- g. Josue Rivera Espada
Change from Part-time School Bus Driver Trainee to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.15, \$14.85, and \$17.45
Effective Date – October 17, 2022
Voluntary Reassignment
- h. Cynthia Thomas – School Bus Fueler, Transportation
Effective Date – August 29, 2022
Removal of Assignment
- 2. Early Childhood & Student Services Office
 - a. Marene Chavez
Change from Floating Paraeducator, Head Start to Substitute Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$13.71 to \$12.97
Effective Date – November 11, 2022
Voluntary Reassignment
 - b. Jamie Kingsbury – Special Education Teacher – Itinerant, Special Education
Change Recommended Hourly Rate from \$53.81 to Annual Salary, Column 8, Step 6, \$70,061 (to be prorated)
Effective Date – November 14, 2022
Change in Status
 - c. Jennifer Madeira – Physical Therapist, Early Intervention
Change Recommended Hourly Rate from \$49.90 to Annual Salary, Column 6, Step 4, \$64,966 (to be prorated)
Effective Date – July 28, 2022
Additional Position
 - d. Beth O'Neill – Emotional Support Specialist, Alternative Education
Recommended Monthly Stipend – \$500.00
Effective Date – September 6, 2022
Temporary Additional Responsibilities
- 3. Professional Learning Office
 - a. Robin Fanelli
Change from Preschool Program Specialist, The Pennsylvania Key to Preschool Program Supervisor, The Pennsylvania Key
Change Recommended Annual Salary from \$54,934 to \$61,970 (to be prorated)
Effective Date – September 19, 2022
Additional Position

- b. Michael Herb – Educational Consultant, Training and Consultation
Recommended Hourly Rate – \$68.76
Effective Date – October 24, 2022 – November 1, 2022
Additional Hours (not to exceed 6 hours)
- c. Dana Moser
Change from Infant Toddler Specialist, The Pennsylvania Key to Infant Toddler Program
Coordinator, The Pennsylvania Key
Change Recommended Annual Salary from \$54,934 to \$58,453 (to be prorated)
Effective Date – October 24, 2022
New Position

D. Additions to 2022-2023 Approved Substitute Lists – Ratifications

Alternative Education

Marene Chavez, Specialist – Effective November 11, 2022

Early Intervention

Marene Chavez, Paraeducator – Effective November 11, 2022

Pre-K Counts

Marene Chavez, Paraeducator – Effective November 11, 2022

Raelene Grunn, Teacher – Effective October 17, 2022

Special Education

Marene Chavez, Specialist – Effective November 11, 2022

E. Additions to Approved 2022-2023 Out-Of-Class Substitute Lists – Ratifications

Alternative Education

Alexander Stunz – Effective October 3, 2022

Special Education

Megan Cusano – Effective July 1, 2022

Cristen Himmelberger – Effective July 1, 2022

Kara Stezenko – Effective November 7, 2022

Removal from 2021-2022 Out-of-Class Substitute Lists – Ratifications

Alternative Education

Jacqueline Ruffer – Effective June 30, 2022

Marsha Waldman – Effective June 30, 2022

F. Remove from 2022-2023 Approved Substitute Lists

Transportation

Christina Cooper, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective – November 2, 2022

Dre-Lynn Sanders, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective – October 27, 2022

G. Employment – Approvals

1. Early Childhood & Student Services Office
 - a. Megan A. Leinbach – Social Worker, Special Education
Recommended Annual Salary – Column 4, Step 1, \$59,870 (to be prorated)
Effective Date – November 29, 2022
Replacement
 - b. Jennifer J. Wergeland – Teacher, Pre-K Counts
Recommended Annual Salary – Column 2, Step 6, \$56,456 (to be prorated)
Effective Date – To be determined pending pre-employment process
Replacement
2. Information Technology Office
 - a. Karen K. Brown – Customer Success Specialist, Information Technology
Recommended Annual Salary – \$54,000 (to be prorated)
Effective Date – To be determined pending pre-employment process
Replacement
3. Professional Learning Office
 - a. Janine M. Pagano – Family Child Care Coordinator, The Pennsylvania Key
Recommended Annual Salary – \$62,783 (to be prorated)
Effective Date – November 21, 2022
New Position

H. Change of Status – Approvals

1. Business Services/Operations Office
 - a. Cory Hambrick
Change from Level IV Clerk/Level V Accounting Clerk, Fiscal Services to
Level V Program Secretary, Operations
Change Recommended Hourly Rates from \$15.78 and \$16.28 to \$16.28
Effective Date – December 5, 2022
Replacement
2. Early Childhood & Student Services Office
 - a. Megan Pankonien
Change from Education Supervisor, Head Start to Assistant Program Administrator,
Early Intervention
Change Recommended Annual Salary from \$52,023.74 to \$75,710 (to be prorated)
Effective Date – December 5, 2022
Additional Position
3. Professional Learning Office
 - a. Erin DelRegno Evans – Program Quality Assessor, The Pennsylvania Key
Change Recommended Annual Salary from \$27,061 to \$54,122 (to be prorated)
Effective Date – November 21, 2022
Change in Status

I. Leave of Absence Requests

1. Business Services/Operations Office
 - Personal Leave (unpaid – with benefits – FMLA)
 - a. Archie Ulshafer – Operations Specialist, Transportation
Effective Date – September 26, 2022

2. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Mallory Dombroski – Speech Therapist, Special Education
Effective Date – November 2, 2022

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Archie Ulshafer – Operations Specialist, Transportation
Effective Date – October 10, 2022

K. Retirements

1. Business Services/Operations Office
 - a. Rose J. Gehret – Level II Custodian, Custodial
Effective Date – March 31, 2023
2. Early Childhood & Student Services Office
 - a. Audrey E. Zimmerman – Speech Therapist, Early Intervention
Effective Date – June 15, 2023
3. Executive Office
 - a. Donna L. DeLoretta – Assistant to the Executive Director, Executive Office
Effective Date – July 13, 2023
4. Information Technology Office
 - a. Chaudene M. Michalek – Customer Success Specialist, Software Support Services
Effective Date – January 3, 2023

L. Resignations

1. Business Services/Operations Office
 - a. Jessenia Diaz – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 20, 2022
 - b. Brittany L. Hamm – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 4, 2022
2. Early Childhood & Student Services Office
 - a. Jena L. Crea – Speech Therapist, Early Intervention
Effective Date – December 14, 2022
 - b. Kemmy J. Francis – Family Engagement Worker, Head Start
Effective Date – November 9, 2022
 - c. Kettiya J. Monfort – Paraeducator, Head Start
Effective Date – October 28, 2022
 - d. Grace N. Phillips – Paraeducator, Head Start
Effective Date – October 28, 2022
 - e. Blanca D. Piguave Castillo – Teacher, Head Start
Effective Date – October 20, 2022
 - f. Roselia M. Ramos – Paraeducator, Early Intervention
Effective Date – October 28, 2022

M. Terminations

1. Business Services/Operations Office
 - a. Paul M. DeLapp – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – November 18, 2022
Violation of Policy

N. Other

1. Early Childhood & Student Services Office
 - a. Jessica L. Head – Program Administrator, Special Education/Student Services
Recommended Annual Salary – \$108,000 (to be prorated)
Effective Date – November 14, 2022
Date Amended
2. Professional Learning Office
 - a. Heather J. Wamsher – Program Administrator – Training and Consultation (TaC-IDEA), Professional Learning
Recommended Annual Salary – \$95,000 (to be prorated)
Effective Date – November 14, 2022
Date Amended

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Community Prevention Partnership of Berks County, Inc., for the Community Prevention Partnership of Berks County, Inc. to provide two full-time program coordinators, at the rate of \$38.56/hour, and associated supervision for the ELECT / Fatherhood Program, effective July 1, 2022, through June 30, 2023.
2. To ratify an agreement between Berks County Intermediate Unit (BCIU) and the Reading School District, for the Reading School District to provide one full-time case worker for the ELECT/Fatherhood Program at a cost of \$71,000 effective July 1, 2022, through June 30, 2023.
3. To approve the 2023-2024 school year calendar for BCIU Early Intervention Program.

B. PROFESSIONAL LEARNING

—DR. DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Exeter Township School District, for the BCIU to provide professional services related to math curriculum and instruction, for a fee of \$1,275 according to the agreement, for services to be provided November 22, 2022, through June 23, 2023.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Illustrating Progress, for Illustrating Progress to serve in a graphic facilitation capacity for the 2023 Pennsylvania Pre-K Counts Grantee Annual Meeting, for a fee of \$14,800 for the period of November 8, 2022, through June 30, 2023 (The Pennsylvania Key).

3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Signing with Miss Steph, LLC, for Signing with Miss Steph, LLC to provide a Signing Smart™ Workshop for Long-Term Learning for the Early Head Start Home Visiting Program, for a fee of \$1,915.53 effective November 2, 2022 (The Pennsylvania Key).
4. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Chester County Intermediate Unit d/b/a/ Chester County Head Start, for Chester County Intermediate Unit d/b/a/ Chester County Head Start's Early Head Start Child Care Partnership program to expand high quality early learning opportunities to infants and toddlers, effective August 1, 2022, through July 31, 2023. This amendment provides for a funding increase of \$142,277.12 to serve sixteen (16) additional children to the new agreement total of \$2,793,661.12 to serve 168 children (The Pennsylvania Key).
5. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Lancaster-Lebanon IU, for the Lancaster-Lebanon IU to amend its sub-contractor agreement with Lancaster YWCA, effective September 16, 2022. All other terms and conditions of this agreement shall remain in full force and effect (The Pennsylvania Key).

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CIO / DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Governor Mifflin School District for Erate Support Services for the 2023-2024 fiscal year, at costs reflected in the agreement for selected services. The term of the agreement commences January 2023 and will remain in place until all Erate filings and reimbursements for the 2023-2024 fiscal year are completed, approximately August 2024.
2. To approve an agreement between the Berks County Intermediate Unit (BCIU) and DocuSign, Inc., for the consortium purchase of eSignature Enterprise Pro Edition subscription services to be utilized by participating member school districts across the Commonwealth, at a cost of \$41,125 for 23,500 envelopes. The term of this agreement is one year beginning December 1, 2022, through November 30, 2023.
3. To approve an agreement between the Berks County Intermediate Unit (BCIU) and DocuSign, Inc., for the purchase of DocuSign Retrieve, at a cost of \$3,499.20. This tool will be used to extract all completed envelopes and templates from the standalone portal and will enable the BCIU to participate in the consortium at a significantly reduced cost. This is a perpetual license, effective December 1, 2022.
4. To approve the purchase of a Formax 2056 High Volume Folder/Sealer and annual service agreement from Weaver Associates, Inc. at a one-time cost of \$13,005 for the equipment and \$1,195 for the annual service agreement, effective at first service call or after the six-month manufacturer warranty expires.
5. To approve a 12-month license agreement for the renewal of Wrike Project Management Business Plus subscription for 20 user licenses at a cost of \$5,952 for the term of December 8, 2022, through December 7, 2023.
6. To ratify a 60-month lease agreement between the Berks County Intermediate Unit (BCIU) and Canon Solutions America, for the refresh of leased production printers (3) for the BCIU Print Services Center, (1) DP140, (1) DP115, (1) IPC 810 unit, to replace and upgrade existing units at a cost of \$4,150/month providing for additional finishing components, increased functionality and efficiencies, and lower per click costs for color printing.

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

1. To approve the 2023-2024 proposed Budget Calendar.
2. To ratify an amendment to the original agreement between the Berks County Intermediate Unit (BCIU) and the Tuscarora Intermediate Unit (TIU), effective July 1, 2022, to extend the term of the agreement from December 31, 2022, to February 28, 2023, for the BCIU to provide Pediatric CPR training and certification to community daycare and preschool providers. All other service terms remain in force.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Association of Intermediate Units (PAIU), for the BCIU to act as a subcontractor for PAIU in the administration of the PA Department of Health (DOH) COVID-19 Prevention/Outreach/Testing Project, effective August 1, 2022, through July 31, 2023.
4. To acknowledge the annual review of the BCIU All Hazards Plan as per Pennsylvania Consolidated Statutes Title 35, Section 7701. Duties concerning disaster prevention.

E. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To set the 2023 Berks County Intermediate Unit Board of Directors' regular meeting dates for the third Thursday of the month, with the Committee -of-the-Whole to begin at 6:15 P.M. and the regular meeting to begin no earlier than 7:00 P.M. immediately following the Committee-of-the-Whole, and to authorize the administration to advertise these meeting dates in accordance with Act 84 (Sunshine Law).
2. To cancel the December 15, 2022, meeting of the Berks County Intermediate Unit Board of Directors and to authorize the officers and administration to take the necessary steps to pay bills and salaries until the next regular meeting of the BCIU Board on January 19, 2023.
3. To authorize the Executive Director to offer employment to prospective employees between the November and January Board meetings subject to receiving approval from the Berks County Intermediate Unit Board officers through polling of each officer. Employment shall be ratified at the January Board meeting.

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT