

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

◆ BCIU BOARD MEMBER RECOGNITION

— BCIU STUDENT ARTWORK SHOWCASE | OFFICE OF THE EXECUTIVE DIRECTOR

◆ GRAPHIC DESIGN USA (GDUSA) | 59TH ANNIVERSARY AMERICAN GRAPHIC DESIGN AWARD

— Julie Bunnick, Creative Team Coordinator | Designer

— Amelia Krotee, Marketing Communications Specialist

— Kim Ressler, Digital Marketing Specialist

— Marielle Bozzini, Marketing Communications Specialist

◆ EMPLOYEE OF THE MONTH FOR JANUARY 2023

— Cory Clark, Special Education Behavior Analyst, Office of Early Childhood and Student Services

II. EXECUTIVE SESSION

III. EXECUTIVE DIRECTOR'S REPORT

A. Executive Director Update

1. Mid-Year State of the Unit | Wednesday, January 11, 2023
2. Newslink
3. Legislative Update
4. BCIU Mandated Services Budget
5. BCIU Health and Safety Plan | Six-Month Review
6. BCIU Continuous Alignment | Leadership Team Update
7. Other Items

IV. 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

C. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for Copy Paper on Tuesday, November 15, 2022, at 11:00 A.M.

02. APPROVAL OF MINUTES

A. Meeting of November 17, 2022

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

SOURCE		PAGE	AMOUNT
November	2022 Ratifications – IU	1-17	\$1,851,849.39
November	2022 Ratifications – PSDLAF	1-01	\$11,049.89
November	2022 Ratifications – IU Wires	1-01	\$24,000.00
December	2022 Ratifications – IU	1-28	\$2,888,850.27
December	2022 Ratifications – PSDLAF	1-01	\$8,530.22
December	2022 Ratifications – IU Wires	1-01	\$5,819,453.05
January	2023 Ratifications – IU	1-08	\$1,001,556.16
January	2023 Approvals – IU	1-10	\$1,031,967.79
TOTAL			\$12,637,256.77

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

Amount Outstanding
January 12, 2023
\$0

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JANUARY 12, 2023:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$2,021,095.45	\$1,322,922.04	\$299,828.93	\$101,041.49	\$34,275.80
Commonwealth of PA	\$2,626,724.24	\$35,234.74	\$0.00	\$0.00	\$2,857.15
Other Revenue Sources	\$9,591.19	\$133.65	\$0.00	\$5,058.61	\$34,737.68
TOTALS	\$4,657,410.88	\$1,358,290.43	\$299,828.93	\$106,100.10	\$71,870.63
GRAND TOTAL	\$6,493,500.97				

06. APPROVAL/RATIFICATION OF HEAD START:

- 2022 Head Start Federal ARP Grant Budget Revision Justification
- 2023 Notice of Award
- Financial Statements (November and December 2022)
- Credit Card Purchases (November and December 2022)
- Non-Federal Share Report November and December 2022)
- Change of Scope Application – Reduction of Enrollment Slots
- Policy Council Minutes/Resolutions (November and December 2022)
- Head Start Director's Report

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE NOVEMBER 1, 2022 **\$12,350,805.30**

RECEIPTS

REVENUE RECEIPTS	\$12,867,028.79	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$12,867,028.79</u>
		\$25,217,834.09

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$1,782,255.11
PRE-BOARD RATIFICATIONS-WIRES	\$3,725,969.72
BOARD APPROVALS	\$330,005.68

BOARD APPROVAL		
WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$11,049.89	
POST BOARD RATIFICATIONS IU	\$1,851,849.39	
POST BOARD RATIFICATIONS WIRES	\$24,000.00	
TOTAL CHECKS WRITTEN	\$7,725,129.79	
CHECKS VOIDED	(\$2,113.67)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,682,173.84</u>	<u>\$13,405,189.96</u>
ENDING BALANCE - NOVEMBER 30, 2022		\$11,812,644.13
CASH AVAILABLE-NOVEMBER 30, 2022		\$11,812,644.13
BEGINNING BALANCE DECEMBER 1, 2022		\$11,812,644.13
RECEIPTS		
REVENUE RECEIPTS	\$17,414,050.20	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$17,414,050.20</u>
		\$29,226,694.33
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$0.00	
PRE-BOARD RATIFICATIONS-WIRES	\$0.00	
BOARD APPROVALS	\$0.00	
BOARD APPROVAL		
WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$8,530.22	
POST BOARD RATIFICATIONS IU	\$2,888,850.27	
POST BOARD RATIFICATIONS WIRES	\$5,819,453.05	
TOTAL CHECKS WRITTEN	\$8,716,833.54	
CHECKS VOIDED	(\$4,233.27)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$8,446,673.76</u>	<u>\$17,159,274.03</u>
ENDING BALANCE - DECEMBER 31, 2022		\$12,067,420.30
CASH AVAILABLE-DECEMBER 31, 2022		\$12,067,420.30

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

NOVEMBER 2022	
TOMPKINS	\$20,089.52
CHASE	\$4.08

DECEMBER 2022	
TOMPKINS	\$26,236.29
CHASE	\$4.08

09. BUDGETS

A. New and Proposed Budgets

No items to consider.

B. Initial Budgets

1. Head Start – Program 23-165

Office of Early Childhood- and Student Services

1/1/23 – 12/31/23

\$8,095,550

The 2023 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.

2. Head Start Training and Technical Assistance – Program 23-175

Office of Early Childhood- and Student Services

1/1/23 – 12/31/23

\$58,512

Funded by federal dollars through the Department of Health and Human Services, Administration for Children and Families, the Head Start Training and Technical Assistance Program supports the professional development needs of Head Start staff, which may include the cost of training, supplies associated with training, costs to attend conferences, and coaching needs. Program funds may also be used to support the professional development and training needs of parents whose children are enrolled in the Head Start program (since 1985).

3. Alternative Education Program – GED Preparation – Program 23-308

Office of Early Childhood- and Student Services

1/1/23 – 12/31/23

\$165,520

The GED Preparation program and support classes are designed to provide an educationally conducive instructional environment for adults on behalf of the Berks County Jail System. The GED Preparation class, Adult Basic Education class, and English Language Support class are designed so that inmates aged 18 or older, or those aged 16-17 that have officially withdrawn from secondary education, are able to continue their educational progress while incarcerated with the goal of obtaining their GED or high school diploma equivalency. There is close staff collaboration with the officials at the Berks County Jail System for support and services. This program is funded by the Berks County Jail System (since 2018).

4. BCIU General Fund Budget – Program 115

Office of Business Services

7/1/23 – 6/30/24

\$12,275,321

This budget is the general operating budget for the Berks County Intermediate Unit (BCIU). The BCIU provides mandated services for the school districts of Berks County, along with providing support services for all the programs at the Intermediate Unit.

C. Changes to Initial Budgets

1. Extended School Year Program – Program 303

Office of Early Childhood- and Student Services

7/1/21 – 6/30/22

\$16,251

Total Proposed Revised Budget: \$70,098

Extended School Year services are determined by the IEP team. Districts have the option to provide ESY services themselves or contract with the Intermediate Unit on a fee-for-service basis. This program has been in existence since 1988. These changes are necessary to make year-end adjustments.

2. ESSER Non-Public – Program 20-193

Office of Professional Learning

3/13/20 – 9/30/22

\$1,640

Total Proposed Revised Budget: \$606,236

The Non-Public ESSER program is one-time federal emergency funding to help private schools respond to COVID-19 impacts. These funds are intended to support COVID-19 response efforts and may be spent on 10 allocable activities. The Berks County school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for the eligible non-public schools within Berks County. The ESSER services for non-public schools are developed in consultation with officials of the school districts and in accordance with federal regulations (since 2020). This change is necessary due to an overall increase in school districts' allocations.

D. Budgetary Transfers

1. Title II Non-Public - Program 20-191

Office of Professional Learning

7/1/20 – 9/30/22

\$9,920

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

2. Title IV Non-Public - Program 20-192

Office of Professional Learning

7/1/20 – 9/30/22

\$9,744

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

3. ESSER Non-Public - Program 20-193

Office of Professional Learning

3/13/20 – 9/30/22

\$37,753

The Non-Public ESSER program is a one-time federal emergency fund to help private schools respond to COVID-19 impacts. These funds are intended to support COVID-19 response efforts and may be spent on 10 allocable activities. The Berks County school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for the eligible non-public schools within Berks County. The ESSER services for non-public schools are developed in consultation with officials of the school districts and in accordance with federal regulations (since 2020). These transfers are necessary to adjust expenditures to year-end projections.

10. COMMUNICATIONS

No Items to Report

11. OLD BUSINESS

No Items to Report

12. REPORT OF NEGOTIATIONS COMMITTEE

Elizabeth S. Huhn, *Chair*

13. PERSONNEL MATTERS

—ROB ROSENBERY, DIRECTOR

A. General

1. To ratify the unpaid internship of Pamela Mingucha-Velazquez, Reading Area Community College undergraduate student majoring in Early Childhood Education, under the supervision of Connie Schallau, Head Start Teacher, effective November 18, 2022, through December 9, 2022.
2. To approve the Compensation and Benefits Plan for Leadership Team, effective July 1, 2021, to June 30, 2023, revised February 27, 2023.
3. To acknowledge receipt of the list containing the removal of Transportation Substitutes from the 2022-2023 Approved Substitute List, effective January 20, 2023.
4. To acknowledge receipt of the list containing stipend payments for performing temporary additional responsibilities for Board Approval.
5. To approve the position description for Bilingual Data Verification Associate, The Pennsylvania Key.
6. To approve a \$5,000 hiring incentive for the Infant Early Childhood Mental Health (IECMH) Consultant and the Preschool Program Specialist positions in the Pennsylvania Southeast Region of The Pennsylvania Key program. The hiring incentives will be paid according to the following:
 - Full-time new employee must be Board approved as an IECMH Consultant or Preschool Program Specialist serving the Southeast Region of Pennsylvania.
 - Full-time new employee must reside in Philadelphia, Bucks, Montgomery, Chester, or Delaware County.
 - Full-time new employee must receive a satisfactory evaluation following probation and/or at year-end.
 - Incentives will be paid in two installments, the first installment paid following successful completion of the probationary period and the second installment paid six months following the employee's date of hire.
 - Employees must be in compensable status and not under investigation.
 - Payment for employees on an unpaid leave of absence will be deferred until the employee returns to work. Employees on an unpaid leave of absence must be in compensable status on all scheduled workdays for the two (2) months immediately preceding each payment date.
 - Payment for employees under investigation will be deferred until the employee is in satisfactory status.

7. Resolved, for the Board of Directors to ratify the following Krapf Transportation employees to be assigned to the Berks County Intermediate Unit to provide transportation services according to the terms of the agreement with Krapf Transportation during the 2022-2023 fiscal year:
 - a. Van Driver
 - i. Stephen M. Gilbert – Effective August 23, 2022
 - ii. Yobanca N. Henriquez – Effective August 23, 2022
 - iii. Samuel A. Jones, Jr. – Effective August 23, 2022
 - iv. Angelita Lemus-Chavez – Effective August 23, 2022
 - v. Cynthia S. Radatti – Effective August 23, 2022
 - vi. John F. Trexler – Effective August 23, 2022

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Adelnery M. Bonano Rosso – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.85 and \$17.45
Effective Date – January 3, 2023
Replacement
 - b. William J. Frees – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.85 and \$17.45
Effective Date – December 5, 2022
Replacement
 - c. Wilma Herrera – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – November 21, 2022
Replacement
 - d. Michelle T. Jackson – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.85 and \$17.45
Effective Date – January 9, 2023
Replacement
 - e. Frank J. McKenzie – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – November 7, 2022
Replacement
 - f. Jason M. Rivera – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – November 14, 2022
Replacement
 - g. Allan L. Roberts, Sr. – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – January 9, 2023
Replacement
 - h. Steven A. Skipper – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.85 and \$17.45
Effective Date – January 3, 2023
Replacement

2. Early Childhood & Student Services Office

- a. Ashley D. Berkel – Teacher, Pre-K Counts
Recommended Annual Salary – Column 2, Step 5, \$54,737 (to be prorated)
Effective Date – December 5, 2022
Replacement
- b. Rebecca L. Martin – Level V Program Secretary, Early Intervention
Recommended Hourly Rate – \$15.53
Effective Date – January 3, 2023
Replacement
- c. Keishla Sanchez-Rodriguez – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$13.71
Effective Date – December 5, 2022
Replacement
- d. Lizbeth O. Torres-Davila – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$13.71
Effective Date – January 3, 2023
Replacement

3. Professional Learning Office

- a. Allison D. Hackenberg – Preschool Program Specialist, The Pennsylvania Key
Recommended Annual Salary – \$54,934 (to be prorated)
Effective Date – December 12, 2022
Additional Position
- b. Joy K. Mead – Preschool Program Specialist, The Pennsylvania Key
Recommended Annual Salary – \$54,934 (to be prorated)
Effective Date – November 29, 2022
Replacement

C. Change of Status – Ratifications

1. Business Services/Operations Office

- a. Gina Bernal
Change from Part-time School Bus Driver Trainee, Transportation to Level V Program
Secretary – Vehicle Maintenance, Transportation
Change Recommended Hourly Rate from \$16.90 to \$15.53
Effective Date – December 5, 2022
Replacement
- b. Bethzaida Cheek – Part-time Driver w & w/o Bus License, Assistant, Misc., and Trainer,
Transportation
Effective Date – November 21, 2022
Removal of Assignments
- c. Bethzaida Cheek – Transportation Trainer, Transportation
Recommended Hourly Rate – \$25.78
Effective Date – December 13, 2022
Additional Assignment

- d. Dawn DiMascio-Eddinger
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 – December 19, 2022
Voluntary Reassignment
- e. Richard Ewen – Transportation Trainer, Transportation
Recommended Hourly Rate – \$25.78
Effective Date – December 13, 2022
Additional Assignment
- f. Rodney Good – Safety and Training Supervisor, Operations
Recommended Rate – \$150 per course
Effective Date – July 1, 2022 – February 28, 2023
Temporary Additional Responsibilities
- g. Franzua Leon
Change from Part-time School Bus Driver Trainee to Part-time 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 31, 2022
Replacement
- h. Mary Martin
Change from Dispatcher, Transportation to Supervisor, Transportation, Muhlenberg, Head Start, and BCTC
Change Recommended Hourly Rate from \$18.25 to Annual Salary, \$50,000 (to be prorated)
Effective Date – December 5, 2022
Replacement
- i. Maria Mora-Zavala
Change from Part-time School Bus Driver Trainee to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$22.00, \$18.15, \$14.85, and \$17.45
Effective Date – December 20, 2022
Obtained CDL
- j. Joyce Orr
Change from Level II Custodian, Custodial to Level IV Clerk / Level V Accounting Clerk, Fiscal Services
Change Recommended Hourly Rate from \$20.79 to \$21.79 and \$22.29
Effective Date – January 2, 2023
Replacement
- k. Minerva Poblete Salas
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 – January 4, 2023
Voluntary Reassignment

- l. Milagros Rosado
Change from Substitute Bus/Van Assistant and Misc. Transportation to Part-time Bus/Van Assistant and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – November 14, 2022
Replacement
- m. Hargrey Saul
Change from Part-time School Bus Driver Trainee to Part-time 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 3, 2022
Replacement
- n. Lori Scheider – Transportation Trainer, Transportation
Recommended Hourly Rate – \$25.78
Effective Date – December 13, 2022
Additional Assignment
- o. Sheila Wyatt
Change from Supervisor, Transportation, Muhlenberg, Head Start, and BCTC to Operations Specialist, Transportation
Change Recommended Annual Salary from \$53,984.48 to \$43,350 (to be prorated)
Effective Date – December 5, 2022
Additional Position
2. Early Childhood & Student Services Office
 - a. Patricia Adams – Speech Therapist, Early Intervention
Change Recommended Annual Salary from Column 6, Step 6, \$67,439 to Column 7, Step 6, \$68,824 (to be prorated)
Effective Date – January 1, 2023
Salary Adjustment per BCIUEA Agreement
 - b. Geneva Aulenbach – Teacher, Pre-K Counts
Change Recommended Annual Salary from Column 1, Step 6, \$44,388 to Column 1, Step 6, \$51,388 (to be prorated)
Effective Date – October 10, 2022
Salary Adjustment per SEIU Agreement
 - c. Michele Ceccola – Specialized Preschool Teacher – Itinerant, Early Intervention
Change Recommended Annual Salary from Column 3, Step 6, \$56,111 to Column 4, Step 6, \$66,054 (to be prorated)
Effective Date – January 1, 2023
Salary Adjustment per BCIUEA Agreement
 - d. Ashley Engelman – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 1, Step 3, \$50,892 to Column 2, Step 3, \$51,509 (to be prorated)
Effective Date – January 1, 2023
Salary Adjustment per BCIUEA Agreement

- e. Constance Fehr
Change from Level V Program Secretary, Early Intervention to Office Supervisor,
Early Childhood and Student Services
Change Recommended Hourly Rate from \$18.45 to Annual Salary, \$65,614 (to be prorated)
Effective Date – December 12, 2022
Replacement
- f. Lyndsey Ferraro – Teacher, Pre-K Counts
Change Recommended Annual Salary from Column 2, Step 6, \$49,456 to
Column 2, Step 6, \$56,456 (to be prorated)
Effective Date – November 21, 2022
Salary Adjustment per SEIU Agreement – Rate Correction
- g. Joseph Grandstrom – Alternative Education Teacher, Alternative Education
Change Recommended Annual Salary from Column 1, Step 2, \$49,655 to Column 2, Step 2, \$50,273
Effective Date – September 1, 2022
Salary Adjustment per BCIUEA Agreement
- h. Raelene Grunn
Change from Substitute Teacher, Pre-K Counts to Teacher, Pre-K Counts
Change Recommended Hourly Rate from \$18.22 to
Annual Salary, Column 1, Step 5, \$49,665 (to be prorated)
Effective Date – November 29, 2022
Replacement
- i. David Jones – Alternative Education Teacher, Alternative Education
Change Recommended Annual Salary from Column 1, Step 5, \$53,366 to Column 4, Step 5, \$64,817
Effective Date – September 1, 2022
Salary Adjustment per BCIUEA Agreement
- j. Trena Murphy – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$13.71 to Level II, Entry, \$14.73
Effective Date – December 2, 2022
Obtained CDA
- k. Lindsay Nester – Speech Therapist, Early Intervention
Change Recommended Annual Salary from Column 6, Step 4, \$64,966 to an Hourly Rate, \$49.90
Effective Date – January 9, 2023
Replacement
- l. Beth O'Neill – Emotional Support Specialist, Alternative Education
Monthly Stipend – \$500.00
Effective Date – November 30, 2022
Removal of Stipend
- m. Cheryl Reinert
Change from Paraeducator, Early Intervention to Substitute Paraeducator, Early Intervention
Change Recommended Hourly Rate from \$13.87 to \$13.37
Effective Date – November 18, 2022
Voluntary Reassignment

- n. Kamie Rothenberger – Educational Coach, Head Start
Change Recommended Hourly Rate from Level II, Entry, \$26.29 to Level IV, Entry, \$26.34
Effective Date – September 25, 2022
Salary Adjustment per Head Start Salary Schedule
- o. Tiffany Smith – Special Education Teacher – Itinerant, Special Education
Change Recommended Annual Salary from Column 4, Step 12, \$80,248 to Column 5, Step 12, \$80,941
Effective Date – September 1, 2022
Salary Adjustment per BCIUEA Agreement

3. Professional Learning Office

- a. Stefani Camoni
Change from Program Quality Assessor, The Pennsylvania Key to Professional Development Registry Professional Development Coordinator, The Pennsylvania Key
Change Recommended Annual Salary from \$54,934 to \$58,453 (to be prorated)
Effective Date – January 3, 2023
New Position
- b. Gina Sallada – Educational Consultant, Training and Consultation
Recommended Hourly Rate – \$54.68
Effective Date – November 14, 2022 – June 30, 2023
Additional Hours (not to exceed 20 hours)

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

Alternative Education

Cheryl Reinert, Specialist – Effective November 18, 2022
Christina Seyfert, Specialist – Effective December 5, 2022

Early Intervention

Christina Seyfert, Paraeducator, Effective December 5, 2022

Head Start

Christina Seyfert, Teacher – Effective December 5, 2022

Pre-K Counts

Nilsa Leon Lopez, Classroom Monitor – Effective November 11, 2022
Deania Rauch, Classroom Monitor – Effective November 11, 2022
Christina Seyfert, Teacher – Effective December 5, 2022

Special Education

Cheryl Reinert, Specialist – Effective November 18, 2022
Christina Seyfert, Specialist – Effective December 5, 2022

Substitute Service

Erika Tarnoski, Substitute Secretary – Effective November 22, 2022

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

Head Start

Trena Murphy – Effective December 2, 2022

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

Pre-K Counts

Susan Gernert – Effective June 30, 2022

F. Remove from 2022-2023 Approved Substitute Lists

Alternative Education

Nicole Fosko, Teacher/Specialist – Effective November 21, 2022

Emily Guilbe, Specialist – Effective November 21, 2022

Daniel Sauder, Teacher – Effective January 3, 2023

James Welde, Teacher/Specialist – Effective November 7, 2022

Early Intervention

Nicole Fosko, Teacher – Effective November 21, 2022

Emily Guilbe, Paraeducator – Effective November 21, 2022

Daniel Sauder, Teacher – Effective January 3, 2023

Head Start

Nicole Fosko, Teacher – Effective November 21, 2022

Emily Guilbe, Paraeducator – Effective November 21, 2022

Daniel Sauder, Teacher – Effective January 3, 2023

Pre-K Counts

Nicole Fosko, Teacher – Effective November 21, 2022

Emily Guilbe, Paraeducator – Effective November 21, 2022

Daniel Sauder, Teacher – Effective January 3, 2023

Special Education

Nicole Fosko, Teacher – Effective November 21, 2022

Emily Guilbe, Specialist – Effective November 21, 2022

Daniel Sauder, Teacher – Effective January 3, 2023

James Welde, Teacher – Effective November 7, 2022

Transportation

Joseph Lioni, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – July 28, 2022

Jacqueline Yoder, Substitute Bus/Van Assistant and Misc. Transportation
Effective – December 21, 2022

G. Employment – Approvals

1. Business Services Office
 - a. Angel A. Green – Assistant Director for Finance
Recommended Annual Salary – \$120,000 (to be prorated)
Effective Date – February 27, 2023
Replacement
2. Human Resources Office
 - a. Mary C. Franciscus – Director, Human Resources
Recommended Annual Salary – \$140,000 (to be prorated)
Effective Date – February 27, 2023
Replacement
3. Information Technology Office
 - a. Charity A. Kutt – Service Center Specialist, Infrastructure and Operations
Recommended Annual Salary – \$53,250 (to be prorated)
Effective Date – January 23, 2023
Replacement

H. Change of Status – Approvals

No Items to Consider

I. Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Archie Ulshafer – Operations Specialist, Transportation
Effective Date – October 17, 2022Personal Leave (unpaid – without benefits – Not FMLA)
 - b. Linda Miller – Level II Custodian, Custodial
Effective Date – November 30, 2022
2. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Erica Felty – Teacher, Pre-K Counts
Effective Date – November 15, 2022
 - b. Valerie Martin – Speech Therapist, Early Intervention
Effective Date – January 5, 2023
 - c. Leslie Ann Pacheco Montalvo – Paraeducator, Head Start
Effective Date – December 14, 2022
 - d. Sara West Hoffert – Occupational Therapist, Early Intervention
Effective Date – January 3, 2023Personal Leave (unpaid – without benefits – Not FMLA)
 - e. Christine Jaskolka – Emotional Support Specialist, Alternative Education
Effective Date – December 14, 2022
 - f. Esmeralda Munoz – Level V Bilingual Program Secretary, Early Intervention
Effective Date – December 5, 2022
 - g. Shawne Simon – Speech Therapist, Early Intervention
Effective Date – January 9, 2023

3. Professional Learning Office
Personal Leave (unpaid – with benefits – Not FMLA)
 - a. Kimberly Kline – Grants and Program Coordinator I, Professional Learning
Effective Date – November 4, 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 – November 2, 2022Personal Leave (unpaid – without benefits – Not FMLA)
 - b. Linda Miller – Level II Custodian, Custodial
Effective Date – January 3, 2023
2. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Mallory Dombroski – Speech Therapist, Special Education
Effective Date – December 5, 2022
 - b. Lindsay Nester – Speech Therapist, Early Intervention
Effective Date – November 16, 2022Personal Leave (unpaid – without benefits – Not FMLA)
 - c. Amy Leshner – Teacher, Head Start
Effective Date – December 1, 2022
 - d. Melody McCulley – Teacher, Head Start
Effective Date – December 1, 2022

K. Retirements

1. Early Childhood & Student Services Office
 - a. Jacqueline S. Ruffer – Emotional Support Specialist, Alternative Education
Effective Date – January 4, 2023

L. Resignations

1. Business Services/Operations Office
 - a. Patricia A. Care – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 4, 2022
 - b. Robert W. Fair, Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 20, 2023
 - c. Ruth E. Kull – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 11, 2022
 - d. Yajaira S. Mercedes-Jimenez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 14, 2022
 - e. Kelly L. Scholl – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 18, 2022
 - f. Luies F. Sheetz – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 8, 2022
 - g. Ciera Towles – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 7, 2022
 - h. Lori D. Williams – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 14, 2022

2. Early Childhood & Student Services Office
 - a. Kayleigh A. Clymer – Teacher, Head Start
Effective Date – January 17, 2023
 - b. Megan J. Cusano – Educational Interpreter, Special Education
Effective Date – December 15, 2022
 - c. Kaitlyn A. Gibson – Paraeducator, Early Intervention
Effective Date – November 18, 2022
 - d. Elizabeth B. Good – Special Education Teacher – Itinerant, Special Education
Effective Date – December 21, 2022
 - e. Christine D. Graber – Speech Therapist, Early Intervention
Effective Date – November 4, 2022
 - f. Kelli R. Haeuser – Speech Therapist, Early Intervention
Effective Date – November 14, 2022
 - g. Lori L. Hu – Psychologist, Special Education
Effective Date – November 7, 2022
 - h. Neishlarie A. Iraola – Level V Program Secretary, Early Intervention
Effective Date – November 14, 2022
 - i. Dr. Jennifer L. Jones – Psychologist, Special Education
Effective Date – January 13, 2023
 - j. Amy B. Leshner – Teacher, Head Start
Effective Date – January 3, 2023
3. Professional Learning Office
 - a. Nicole Good Zawidski – Continuing Professional Education (CPE) Instructor
Effective Date – December 2, 2022

M. Terminations

1. Business Services/Operations Office
 - a. Sydney P. Alvaro – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 20, 2023
Job Abandonment

N. Other

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 – December 5, 2022
Correction to Effective Date
 - b. Jennifer J. Wergeland – Teacher, Pre-K Counts
Recommended Annual Salary – Column 2, Step 6, \$56,456 (to be prorated)
Effective Date – January 3, 2023
Date Amended
2. Information Technology Office
 - a. Karen K. Brown – Customer Success Specialist, Information Technology
Recommended Annual Salary – \$54,000 (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 approve the submission of the Berks County Intermediate Unit Head Start Change of Scope application to the U.S. Department of Health and Human Services, Office of Head Start.
2. To ratify Amendment #2 to the ICA-235028-21 Agreement between the Berks County Intermediate Unit and the County of Berks, to extend the agreement to operate the General Education Development Program at the Berks County Jail System for an additional one-year term, effective January 1, 2023, to December 31, 2023, according to the agreement, for an amount not to exceed \$147,065 during the term.

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 We and Me, Inc., for Chad Littlefield to provide professional services related to the Berks County Administrators' Conference, for a fee not to exceed \$30,000 according to the agreement, for services to be provided on August 3, 2023.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Central Susquehanna Intermediate Unit (CSIU), for the BCIU to provide professional services related to the ELO Conference, for a fee of \$150 according to the agreement, for services to be provided on February 23, 2023, or alternate date as needed.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Schuylkill Valley School District for the BCIU to provide professional services related to social studies curriculum development, for a fee of \$6,000 according to the agreement, for services to be provided from December 1, 2022, through May 25, 2023.
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Bucks County Intermediate Unit, for the BCIU to provide professional services related to managing email, for a fee of \$150 according to the agreement, for services to be provided from December 20, 2022, through April 30, 2023.
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Philadelphia Education Fund (PEF), for the BCIU to provide professional services related to STEM Education, for a fee of \$2,400 according to the agreement, for services to be provided from July 1, 2022, through June 30, 2024.
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the American Institutes for Research, (AIR), for AIR to provide professional services relative to providing technical assistance to support the Financial Literacy Standards revision process on behalf of the Pennsylvania Department of Education for a fee of \$94,284 effective December 12, 2022, through June 30, 2023.
7. To ratify an agreement between Creative Child Care Solutions / The Pennsylvania Key / The Berks County Intermediate Unit (CCCS) and Erie Indemnity Company, for CCCS to conduct an employee / workforce survey and provide analysis and recommendation of the survey results relative to child care options for a fee of \$2,000 for the period of November 4, 2022, through February 3, 2023 (The Pennsylvania Key).

8. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Eastern Region Association of Forest and Nature Schools, Inc. (ERAFANS), for ERAFANS to provide a professional development workshop, “Parents as Partners in Nature-Based Education,” for the Pennsylvania Key’s Children Advocacy Center program for a fee of \$420 effective December 8, 2022 (The Pennsylvania Key).
9. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and New World Now, LLC (NWN), for NWN to provide professional services to Public Health Management Corporation (PHMC) and Shine Early Learning, Inc. relative to the professional development registry system through June 30, 2023, for a fee of \$170,355 (The Pennsylvania Key).
10. 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 Early Communication for the Early Head Start Home Visiting Program Partner, Lancaster-Lebanon Intermediate Unit, for a fee of \$1,844.40 effective November 15, 2022 (The Pennsylvania Key).
11. To ratify Amendment #1 between the Berks County Intermediate Unit (BCIU) and the KeyStone Research Corporation (KSRC), for KSRC to modify its scope of services in support of additional funding required for postage to provide for the distribution of Pennsylvania Early Learning Resource materials. This amendment provides for a funding increase of \$20,000 for a revised total not to exceed \$282,832. All other terms and conditions remain in force (The Pennsylvania Key).
12. To ratify a revised 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 reflect an additional sub-contractor agreement with Your Child’s World Learning Center, Inc., effective October 25, 2022. All other terms and conditions of this agreement shall remain in full force and effect (The Pennsylvania Key).
13. To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Imani Christian Academy, to amend the total amount of grant funding available by \$22,500 for a revised total of \$180,000 due to an increase in the cost per child amount, effective July 1, 2022, through June 30, 2023. All other terms and conditions of this agreement shall remain in full force and effect (The Pennsylvania Key).
14. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Lancaster Mennonite School, to amend the total amount of grant funding available by \$35,000 for a revised total of \$280,000 due to an increase in the cost per child amount, effective July 1, 2022, through June 30, 2023. All other terms and conditions of this agreement shall remain in full force and effect (The Pennsylvania Key).
15. To ratify a revised Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Lancaster-Lebanon IU 13 (LLIU), for LLIU to amend its sub-contractor agreement with Lancaster YWCA, effective September 16, 2022, reflecting a budget revision to \$60,149. 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 authorize the appropriate officers to execute agreements between the Berks County Intermediate Unit (BCIU) and Comcast for cable modems at 13 Berks County locations at a cost of \$2,533.05 per month, effective July 1, 2023, through June 30, 2024.
2. To authorize the appropriate officers to execute a renewal of agreement between the Berks County Intermediate Unit (BCIU) and IntegraOne for VMware Production Support. The term of the agreement is 12 months, from February 1, 2023, to January 31, 2024, at a cost not to exceed \$8,892.
3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and PenTeleData, to renew WAN circuit to Transition House Birdsboro at a cost of \$102.95/month. The term of the agreement is July 1, 2023, through June 30, 2024.
4. To ratify an agreement with HP, Inc. for a three-year lease of (5) Microsoft Surface Pro+ tablet computers for the Pennsylvania Key at a cost not to exceed \$8,010 effective upon receipt of the equipment.
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Radnor Township School District, for provisioning of the BCIU's eTaxTrax software, support, and tax bill print services. The agreement is perpetual commencing on December 8, 2022, with automatic annual renewal on each July 1, unless written notification is provided by December 31 of any term year. Costs are assessed in accordance with the BCIU Board approved IT Services Rate Schedule.

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

1. To authorize Berks County Intermediate Unit (BCIU) Board President, Mr. Gary McEwen, to execute an Agreement of Sale and related documents between the BCIU and the Commonwealth of Pennsylvania, Department of General Services, for the BCIU to purchase approximately 5.80 acres, and all buildings, structures, and improvements known as Tract No. 4 and a portion of the former Hamburg Center located in Windsor Township, Berks County, Pennsylvania from the State of Pennsylvania for a purchase price of \$25,000 in accordance with the terms and conditions set forth in the Agreement of Sale attached hereto and made a part of this resolution. This property purchase is restricted and must be used solely for the operation of an Education Center and for no other purpose.
2. To approve a change in the mileage allowance rate from 62.5¢ per mile to 65.5¢ per mile to conform with Internal Revenue Service regulations, effective January 1, 2023.
3. To ratify Addendum #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Right From the Start Daycare and Preschool Center, for the BCIU to extend the term for one additional year effective July 1, 2022, through June 30, 2023, to lease to the Center 7,635.46 square feet of classroom space in the Hamburg Center, with the common use of the lobby area, parking area, hallways, and playground area, with an annual rental rate \$63,375.40 (no change).

4. To award contracts for Copy Paper through the Berks County Joint Purchasing Board.
5. To request permission to solicit bids for Food Service Paper Products.
6. To request permission to solicit bids for (1) one 2022 or 2023 Chevrolet Silverado 3500HD for the use of our staff in the Education for Children and Youth Experiencing Homelessness (ECYEH) program.
7. To request permission to solicit bids for (1) one 2023 Chaparral RV for our staff in the Education for Children and Youth Experiencing Homelessness (ECYEH) program to use as a mobile classroom.
8. To request permission to solicit bids for the printing of seven different reading resources utilized by The Pennsylvania Key.

E. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To appoint Alexis Luckhart, Assistant Director, Office of Human Resources, as the Berks County Intermediate Unit Pandemic Coordinator, with defined roles and responsibilities for health and safety preparedness and response planning as required by the Pennsylvania Department of Education.
2. 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, and approve the revised Berks County Intermediate Unit (BCIU) Health Plan, effective January 20, 2023.
3. Resolved that the appropriate officers are authorized to execute a Release and Settlement Agreement in the legal action filed to CMR #240283, BCIU vs. Williams.
4. To ratify the Services Agreement with the BLaST Intermediate Unit, for the Berks County Intermediate Unit's Executive Office Creative Team to provide marketing and graphic design support as per the agreement for a fee not to exceed \$5,000 for the period of November 17, 2022, through June 30, 2023.

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT