

The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, November 17, 2022, at the BCIU Main Office.

President McEwen called the meeting to order at 8:17 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Mark Detterline; Michael Gierula; Christopher Heck; Dr. David Hemberger; Lisa Hogan; Elizabeth S. Huhn; Todd Hummel; Nancy Jackson; Russell Jirik; Linda R. Lash; Rev. Dr. Dennis Ritter; Terrie Taylor, LSW; James Ulrich; Miguel Vasquez; and Gary McEwen

Absent: Dr. Amy Kennedy; Kevin L. Manmiller; and Bret A.B. Sabold

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

Solicitor: James Mancuso, Esq.

Guest(s): John Ford, BCIUEA President; Amy Bortz, BCIUEA Secretary

Press: None

Following the pledge of allegiance and roll call, President McEwen welcomed Board members and BCIUEA officers John Ford, BCIUEA President; and Amy Bortz, BCIUEA Secretary. He indicated that an executive session was held prior to the meeting to discuss personnel and contracts.

**Announcements**  
—Item 01. B. 1.

President McEwen asked if anyone present would like to speak regarding an agenda item. No one desired to speak.

**Persons Desiring to Be Heard**  
—Item 01. B. 3.

A motion was made by Ritter, seconded by Heck, to approve Items 02. Minutes through 9. D. Budgets, as follows:

To approve the minutes of the meeting of September 15, 2022.

**Approval of Minutes**  
—Item 02.

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

**IU Bills and Financial Reports—Items 03., 04., 05., 06., 07., 08., and 09.**  
(Detailed list of bills available for review.)

SOURCE		PAGE	AMOUNT
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
<b>TOTAL</b>			<b>\$7,235,247.08</b>

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

<b>Amount Outstanding</b>
November 11, 2022
\$0

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF NOVEMBER 11, 2022 (Information item):**

<b>Funding Source</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	<b>120 Days</b>
School Districts	\$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
<b>TOTALS</b>	\$7,969,536.60	\$76,769.41	\$53,090.33	\$10,000.00	\$227,132.39
<b>GRAND TOTAL</b>	\$8,336,528.73				

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

- a. Head Start Budget Revision 2022
- b. Financial Statements (October 2022)
- c. Credit Card Purchases (October 2022)
- d. Policy Council Minutes/Resolutions (October 2022)
- e. 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**

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**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

<b>OCTOBER 2022</b>	
TOMPKINS	\$15,525.74
CHASE	\$4.22

**09. BUDGETS**

**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).

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**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.

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**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.

Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Lash; Ritter; Taylor; Ulrich; Vasquez; McEwen
Nays:	None. Motion carried.

**Roll Call Vote**

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**10. COMMUNICATIONS**

*No Items to Report*

**COMMUNICATIONS**

**—Item 10.**

**11. OLD BUSINESS**

Dr. David Hemberger, BCIU Voting Delegate to the PSBA Delegate Assembly shared information regarding the 2022 Delegate Assembly he attended on behalf of the BCIU on November 5, 2022. This association-wide business meeting was held in a hybrid format. Dr. Hemberger provided a thorough overview on the legislative platform deliberations including the legislative priorities and core legislative principles (new proposals and proposed language), financial updates, and leadership election results. President McEwen thanked Dr. Hemberger for representing the BCIU and for bringing back this information to the Board. Secretary Ulrich thanked Dr. Hemberger for his comprehensive and informative report.

**OLD BUSINESS—Item 11.**

**PSBA DELEGATE ASSEMBLY –  
REPORT BY VOTING DELEGATE  
—Item 11. 1.**

A motion was made by Ulrich, seconded by Heck, to approve the following policies (second reading):

**SECOND READING AND  
APPROVAL OF POLICIES**

**—Item 11. 2.**

- 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)

Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Lash; Ritter; Taylor; Ulrich; Vasquez; McEwen
Nays:	None. Motion carried.

**Roll Call Vote**

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**12. REPORT OF NEGOTIATIONS COMMITTEE**

Chair Huhn reported that AFSCME members approved and signed the collective bargaining unit agreement on November 9. The agreement is effective July 1, 2023, through June 30, 2026. She indicated that Board Officers will be signing the agreement after action at the Board meeting.

Chair Huhn also shared that SEIU signed and returned the memorandum of understanding reflecting the items approved at the September BCIU Board meeting regarding wage increases for Pre-K Counts paraeducators and teachers, increasing hours for Pre-K Counts paraeducators (effective November 21, 2022), providing for hiring and retention incentives, and establishing a wage for employees serving as a classroom monitor, effective July 1. The signed agreement will also be presented to Board Officers for their signatures after Board action.

She offered her thanks and appreciation to both groups, Attorneys Stott and Mancuso, and BCIU administration for their time, energy, and positive collaboration.

A motion was made by Ulrich, seconded by Heck, to approve the following items under 13. A. through 13. N. Personnel Matters:

**13. PERSONNEL MATTERS**

—ROB ROSENBERY, DIRECTOR

**A. General**

To approve the position description for Chief Operating Officer, Office of Operations.

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.

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.

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.

To acknowledge receipt of the list containing salaries for Pre-K Counts Teachers and Paraeducators, effective July 1, 2022.

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

**PERSONNEL MATTERS**

**Position Description for  
Chief Operating Officer  
— Item 13. A. 1.**

**Chief Financial Officer /  
Chief Operating Officer to  
Assistant to the Director  
— Item 13. A. 2.**

**Director of Human  
Resources to Chief  
Operating Officer  
— Item 13. A. 3.**

**Assistant Director for Finance  
to Chief Financial Officer  
— Item 13. A. 4.**

**Salary List for Pre-K Counts  
Teachers and Paraeducators  
— Item 13. A. 5.**

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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.

**Hourly Rate for Substitute  
Pre-K Counts Teacher  
— Item 13. A. 6.**

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

**Wage Rates for Substitute  
Out-Of-Class Pre-K Counts  
Teachers and Substitute Pre-  
K Counts Teachers  
— Item 13. A. 7.**

To approve the 2023-2024 BCIU Holiday Calendar.

**BCIU Holiday Calendar  
— Item 13. A. 8.**

To approve the Berks County Intermediate Unit Head Start Longevity Award, effective November 21, 2022.

**Head Start Longevity  
Award— Item 13. A. 9.**

To ratify the amended Berks County Intermediate Unit Transportation Salary Schedule, effective July 1, 2022.

**Amended BCIU  
Transportation Salary  
Schedule— Item 13. A. 10.**

**B. Employment – Ratifications**

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

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*



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- 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*

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- 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*

**Ratifications –  
Change of Status  
—Item 13. C.**

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- 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*

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- 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

**Ratifications - Additions  
to 2022-2023 Approved  
Substitute Lists  
—Item 13. D.**

**Ratifications – Out of Class  
2022-2023 Approved Substitute  
Lists —Item 13. E.**

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**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

**Remove from 2022-2023  
Approved Substitute Lists  
—Item 13. F.**

**G. Employment – Approvals**

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

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**

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

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*

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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**

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

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**

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

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

**K. Retirements**

**Retirements  
—Item 13. K.**

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**

**Resignations  
—Item 13. L.**

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

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- 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**

**Terminations  
—Item 13. M.**

- 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**

**Other—Item 13. N.**

- 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*

Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Lash; Ritter; Taylor; Ulrich; Vasquez; McEwen
Nays:	None. Motion carried.

**Roll Call Vote**

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A motion was made by Ritter, seconded by Huhn, to approve the following item under 14. A. through E. Other Matters for Consideration:

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and 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.

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.

To approve the 2023-2024 school year calendar for BCIU Early Intervention Program.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DR. DANIEL RICHARDS, DIRECTOR

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the 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.

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).

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and 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).

**OTHER MATTERS FOR  
CONSIDERATION**

**Agreement with  
Community Prevention  
Partnership of Berks  
County / ELECT  
—Item 14. A. 1.**

**Agreement with Reading  
School District / ELECT  
—Item 14. A. 2.**

**2023-2024 School Year  
Calendar for Early  
Intervention —Item 14. A. 3.**

**Agreement with Exeter  
Township School District /  
Math Curriculum and  
Instruction  
—Item 14. B. 1.**

**Agreement with Illustrating  
Progress / Graphic  
Facilitation for Pennsylvania  
Pre-Counts Grantee Annual  
Meeting (The Pennsylvania  
Key)—Item 14. B. 2.**

**Agreement with Miss Steph  
LLC / Signing Smart™  
Workshop  
(The Pennsylvania Key)  
—Item 14. B. 3.**



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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).

**Amendment #1 to Agreement  
with Chester County Head  
Start / Early Head Start Child  
Care Partnership  
(The Pennsylvania Key)  
—Item 14. B. 4.**

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).

**Amendment #1 to Agreement  
with Lancaster-Lebanon IU /  
Sub-Contractor Agreement  
with Lancaster YWCA  
(The Pennsylvania Key)  
—Item 14. B. 5.**

**C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, DIRECTOR

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.

**Agreement with Governor  
Mifflin School District /  
Erate Support Services  
—Item 14. C. 1.**

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.

**Agreement with DocuSign,  
Inc. / Consortium Purchase  
of eSignature Enterprise  
Pro Edition Subscription  
Services —Item 14. C. 2.**

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.

**Agreement with DocuSign,  
Inc. / Purchase of DocuSign  
Retrieve  
—Item 14. C. 3.**

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.

**Purchase of Formax 2056  
High Volume Folder /  
Sealer from Weaver  
Associates, Inc.  
—Item 14. C. 4.**

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.

**Renewal of Wrike Project  
Management Business Plus  
Subscription  
—Item 14. C. 5.**

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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.

**Lease Agreement with  
Canon Solutions America /  
Refresh of Leased  
Production Printers  
—Item 14. C. 6.**

**D. BUSINESS SERVICES/OPERATIONS**

— DONNA DELORETTA, CFO / COO

To approve the 2023-2024 proposed Budget Calendar.

**2023-2024 Proposed Budget  
Calendar—Item 14. D. 1.**

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.

**Amendment to Agreement  
with the Tuscarora IU /  
Pediatric CPR Training and  
Certification to Community  
Daycare and Preschool  
Providers—Item 14. D. 2.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and 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.

**Agreement with PAIU / Sub-  
Contractor for PAIU / PA  
DOH COVID-19  
Prevention/Outreach/Testing  
Project—Item 14. D. 3.**

To acknowledge the annual review of the BCIU All Hazards Plan as per Pennsylvania Consolidated Statutes Title 35, Section 7701. Duties concerning disaster prevention.

**Annual Review of BCIU All  
Hazards Plan  
—Item 14. D. 4.**

**E. ADMINISTRATION**

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

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).

**BCIU Board Meeting Dates  
— Item 14. E. 1.**

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.

**Cancel December 15, 2022  
BCIU Board Meeting /  
Authorization to Pay Bills  
and Salaries  
— Item 14. E. 2.**

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

**Authorize Executive  
Director to Offer  
Employment with Polling of  
Officers— Item 14. E. 3.**

Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Lash; Ritter; Taylor; Ulrich; Vasquez; McEwen
Nays:	None. Motion carried.

**Roll Call Vote**

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President McEwen thanked Board members for their attendance. He asked if anyone desired to comment before the conclusion of the meeting. No one desired to speak.

**Board Members Desiring to  
be Heard**

Dr. Hackman wished everyone a Happy Thanksgiving and holiday season, reminding Board members that there will not be a December BCIU Board meeting. She announced that the BCIU Student Artwork Showcase would be unveiled at the January 2023 Board meeting in celebration of School Director Recognition Month and BCIU Board members would be recognized for their contributions and services to the students and schools across the County.

Mr. McEwen offered Mrs. DeLoretta congratulations on her upcoming retirement and also thanked Mr. Rosenberry and Mrs. Gallis for their willingness to move into new roles within the organization.

A motion was made by Ulrich, seconded by Heck, to adjourn the meeting at 8:42 p.m.

**Adjournment**

Motion carried.	Voice Vote
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Approved by,

James Ulrich, Secretary

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

Mrs. Cherie Zimmerman, Assistant Director of Information Technology, introduced **Mrs. Patty Little** as Employee of the Month for November 2022. Mrs. Zimmerman shared that Mrs. Little began her service with the BCIU in the Print Center in January 2018 as a Reprographic Specialist, bringing 30 years of experience in the printing business. Since that time, she has developed processes and services to improve efficiency and workflow and her role has grown to Tax Services and Digital Specialist. She is reliable and dedicated, is an out-of-the-box thinker, and is flexible from the tasks she is assigned, to her work schedule. Patty is known as the “energizer bunny” and thrives under pressure. She is committed to her team and clients, offering superior client service and taking it upon herself to connect with internal and external clients to assist however necessary.

**EMPLOYEE OF THE MONTH ·  
NOVEMBER 2022  
— Patty Little, Office of  
Information Technology**

Patty thanked the board and administration for recognizing her efforts.

Mrs. Cherie Zimmerman then introduced **Mrs. Chaudene Michalek** to honor her upon her retirement. Cherie shared that Chaudene began her BCIU employment in May 2018 in the Business Office as an Assistant Program Administrator in Fiscal Services. She moved into the role of Office of Information Technology Customer Success Specialist in February 2022. Chaudene’s work ethic and desire to learn are unsurpassed. She acquired knowledge about this new position and the position grew with her.

**RETIREE  
— Chaudene Michalek,  
Office of Information  
Technology**

Chaudene thanked Mrs. Zimmerman and the IT Team for providing her with the opportunity to serve with them.