

The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, April 20, 2023, at the BCIU Main Office.

President McEwen called the meeting to order at 8:45 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; Dr. Amy Kennedy; Linda R. Lash; Kevin L. Manmiller; Bret A.B. Sabold; Terrie Taylor, LSW; James Ulrich; Miguel Vasquez; and Gary McEwen

Absent: Russell Jirik and Rev. Dr. Dennis Ritter

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

Solicitor: James Mancuso, Esq.

Guest(s): Hope Kavka, BCIUEA Treasurer

Press: None

Following the pledge of allegiance and roll call, President McEwen welcomed Board members and BCIUEA Treasurer Hope Kavka. He indicated that an executive session was held prior to the meeting to discuss personnel and the evaluation of the Executive Director.

**Announcements
—Item 01. B. 1.**

President McEwen then announced there would be an amendment to item 13. A. 4. of the agenda upon approval by the Board. On a motion made by Lash and seconded by Taylor, a roll call was taken to approve the amendment be added to the agenda.

**Agenda Update
—Item 01. B. 2.**

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

Roll Call Vote

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 Ulrich, seconded by Heck, to approve the Items 01. C. Acknowledge Receipt of Bids through 11. 1. Old Business, as follows:

To acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:

Receipt of Bids —Item 01. C.

1. Trash on Wednesday, March 7, 2023, at 1:00 P.M.
2. Fuel on Tuesday, March 21, 2023, at 1:00 P.M.
3. Physical Education Equipment and Supplies on Tuesday, February 21, 2023, at 11:00 A.M.
4. Digital Media Equipment and Technology Supplies on Tuesday, February 28, 2023, at 11:00 A.M.

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To approve the minutes of the meeting of March 16, 2023

**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
March	2023 Ratifications – IU	1-22	\$3,016,833.51
March	2023 Ratifications – PSDLAF	1-01	\$7,971.66
March	2023 Ratifications – IU Wires	1-01	\$3,000.00
April	2023 Ratifications – IU	1-09	\$1,051,242.80
April	2023 Ratifications – IU Wires	1-01	\$3,000.00
April	2023 Approvals - IU	1-06	\$700,714.01
TOTAL			\$4,782,761.98

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

Amount Outstanding
April 14, 2023
\$0

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF APRIL 14, 2023 *(Information item):*

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$649,206.74	\$163,156.59	\$1,099,397.78	\$6,254.69	\$377,265.77
Commonwealth of PA	\$0.00	\$1,560,390.42	\$0.00	\$0.00	\$2,857.15
Other Revenue Sources	\$196,992.60	\$64,977.94	\$10,414.08	\$2,153.42	\$7,341.52
TOTALS	\$846,199.34	\$1,788,524.95	\$1,109,811.86	\$8,408.11	\$387,464.44
GRAND TOTAL	\$4,140,408.70				

06. APPROVAL/RATIFICATION OF HEAD START:

- a. Head Start NOA 2022 Final Budget Revision
- b. Head Start NOA 2022 Close Out
- c. Head Start COLA & Quality Improvement Funding 2023
- d. Financial Statements (March 2023)
- e. Credit Card Purchases (March 2023)
- f. Non-Federal Share Report (March 2023)
- g. Policy Council Minutes/Resolutions (March 2023)
- h. Head Start Director's Report
- i. 2023 Community Needs Assessment

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07. COMBINED FINANCIAL REPORT

CASH			
BEGINNING BALANCE MARCH 1, 2023			\$12,393,613.68
RECEIPTS			
REVENUE RECEIPTS	\$12,213,521.65		
RETURNED CHECKS	\$0.00		
INVESTMENT REDEMPTIONS	<u>\$0.00</u>		<u>\$12,213,521.65</u>
			\$24,607,135.33
DISBURSEMENTS			
PRE-BOARD RATIFICATIONS	\$805,677.52		
PRE-BOARD RATIFICATIONS PSDLAF	\$15,187.62		
BOARD APPROVALS	\$884,197.28		
BOARD APPROVAL WIRES	\$0.00		
POST BOARD RATIFICATIONS PSDLAF	\$7,971.66		
POST BOARD RATIFICATIONS IU	\$3,016,833.51		
POST BOARD RATIFICATIONS WIRES	\$3,000.00		
TOTAL CHECKS WRITTEN	\$4,732,867.59		
CHECKS VOIDED	(\$123,991.52)		
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,664,023.15</u>		<u>\$10,272,899.22</u>
ENDING BALANCE - MARCH 31, 2023			\$14,334,236.11
CASH AVAILABLE-MARCH 31, 2023			\$14,334,236.11

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

MARCH 2023	
TOMPKINS	\$49,125.61
CHASE	\$4.22

09. BUDGETS

BUDGETS

A. New and Proposed Budget

1. School Mental Health & Safety and Security Grants – Program 22-176

Office of Early Childhood and Student Services

8/1/22 – 7/31/24

\$166,217

The PA Commission of Crime and Delinquency is administering funding to support school mental health initiatives and physical school security enhancements per Act 55 of 2022. The objective of the FY 2022-2023 School Safety and Security Grant Program is to ensure that eligible school entities meet 'Tier 1' of the Baseline Criteria Guidance for Physical Security, Behavioral Health, and School Climate, which was developed by the School Safety and Security Committee and adopted in February 2021. The Berks County Intermediate Unit received \$140,000 in funding. \$70,000 will be applied to developing an internship program for school psychology and/or school-based mental health professionals. \$70,000 will be used for a Full Time Security Supervisor to fulfill Tier I "Specialized Staff" criteria and assist with staff training.

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B. Initial Budgets

No Items to Consider

C. Changes to Initial Budgets

No Items to Consider

D. Budgetary Transfers

No Items to Consider

10. COMMUNICATIONS

No Items to Report

COMMUNICATIONS

—Item 10.

11. OLD BUSINESS

Second reading and approval of the following policy:

SUMMARY OF CHANGES

831 Data Storage (New)

OLD BUSINESS

—Item 11.

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

Roll Call Vote

12. REPORT OF NEGOTIATIONS COMMITTEE

No Items to Report

REPORT OF NEGOTIATIONS
COMMITTEE—Item 12.

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

13. PERSONNEL MATTERS

—MARY FRANCISCUS, DIRECTOR

A. General

To approve the revised Berks County Intermediate Unit Head Start Salary Schedule, effective January 1, 2023.

PERSONNEL MATTERS

Revised BCIU Head Start
Salary Schedule
— Item 13. A. 1.

To acknowledge receipt of the list containing the salaries for Head Start employees.

Receipt of Head Start Salary
List— Item 13. A. 2.

To approve the following position descriptions:

- Early Head Start Coach, The Pennsylvania Key
- Early Head Start Coaching Supervisor, The Pennsylvania Key
- Early Head Start Health Specialist, The Pennsylvania Key

Approve Pennsylvania Key
Position Descriptions
— Item 13. A. 3.

~~Be it resolved, the BCIU Board of Directors hereby adopts the enclosed resolution and statement of charges against Employee #1109.~~

As amended:

Be it resolved, the Executive Director is hereby authorized to execute the enclosed settlement agreement with Employee #1109.

Settlement Agreement /
Employee #1109 (as
amended)
— Item 13. A. 4.

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B. Employment – Ratifications

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

1. Early Childhood & Student Services Office
 - a. Hillary C. Dankel – Teacher, Pre-K Counts
Recommended Annual Salary – Column 1, Step 2, \$44,885
(to be prorated)
Effective Date – April 3, 2023
Replacement
 - b. Yadnery Morales – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$14.48
Effective Date – March 13, 2023
Replacement
 - c. Rosaura M. Polanco Lopez – Paraeducator, Head Start
Recommended Hourly Rate – Level II, Entry, \$15.55
Effective Date – March 20, 2023
Replacement
2. Operations Office
 - a. Luchy A. Alcantara De Cabral – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – March 20, 2023
Replacement
 - b. Jayonna L. Crawley – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – April 3, 2023
Replacement
 - c. Donald J. Gatto – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – April 11, 2023
Replacement
 - d. Patricia M. Hartmann – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – March 20, 2023
Replacement
 - e. Jolyn A. Hiester – Level II Custodian, Custodial
Recommended Hourly Rate – \$14.26
Effective Date – April 3, 2023
Replacement

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- f. Carla M. Kuilan Rijos – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – March 20, 2023
Replacement
- g. Philip M. Mayo – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – March 27, 2023
Replacement
- h. Rosa I. Rodriguez Camacho – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – March 20, 2023
Replacement
- i. Jasselenne Sosa – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – March 20, 2023
Replacement
- j. Heather M. Speck – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – April 11, 2023
Replacement
- k. Freddy L. Torres, III – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – March 20, 2023
Replacement
- l. Jevaughn W. Umrah – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – March 20, 2023
Replacement

C. Change of Status – Ratifications

- 1. Business Services/Operations Office
 - a. Marie Hafer
Change from Part-time School Bus Driver Trainee, Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.15, \$14.85, and \$17.45
Effective Date – January 3, 2023
Voluntary Reassignment

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

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- b. Maria Rodriguez – Part-time Driver w/o Bus License, Transportation
Recommended Hourly Rate – \$18.15
Effective Date – February 22, 2023
Additional Assignment
- 2. Early Childhood & Student Services Office
 - a. Tara Eck
Change from Paraeducator, Early Intervention to Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Hourly Rate from \$15.22 to Annual Salary, Column 1, Step 1, \$48,419 (to be prorated)
Effective Date – April 3, 2023
Replacement
 - b. Katherine Kline
Change from Speech Therapist, Early Intervention to Specialized Preschool Teacher – Coordinator, Early Intervention
No Change in Recommended Annual Salary
Effective Date – February 27, 2023
Replacement
- 3. Operations Office
 - a. Debra Gerhart – Van Fueler, Transportation
Recommended Hourly Rate – \$17.50
Effective Date – March 13, 2023
Additional Assignment
 - b. Rodney Good – Safety and Training Supervisor, Operations
Recommended Rate – \$150 per course
Effective Date – March 1, 2023
Temporary Additional Responsibilities
 - c. Tammy Hill – Part-time Driver w & w/o Bus License, Transportation
Effective Date – March 14, 2023
Removal of Assignments
 - d. Tammy Hill – Part-time Driver w & w/o Bus License, Transportation
Recommended Hourly Rates – \$23.95 and \$20.15
Effective Date – March 24, 2023
Additional Assignments
 - e. Julio Jaquez, Jr.
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 – March 16, 2023
Voluntary Reassignment

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- f. Michael Stoudt
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 – March 30, 2023
Voluntary Reassignment

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

Alternative Education

Josue Camilo, Specialist – Effective March 27, 2023

Early Intervention

Josue Camilo, Paraeducator – Effective March 27, 2023

Head Start

Josue Camilo, Paraeducator – Effective March 27, 2023

Linda Pontician, Teacher – Effective March 20, 2023

Pre-K Counts

Josue Camilo, Paraeducator – Effective March 27, 2023

Tara Eck, Teacher – Effective April 3, 2023

Linda Pontician, Teacher – Effective March 20, 2023

Special Education

Josue Camilo, Specialist – Effective March 27, 2023

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

No Items to Consider

Removal from Approved 2022-2023 Out-Of-Class Substitute Lists – Ratifications

Early Intervention

Tara Eck – Effective March 31, 2023

Pre-K Counts

Tara Eck – Effective March 31, 2023

F. Remove from 2022-2023 Approved Substitute Lists

Early Intervention

Jamie Franklin, Paraeducator – Effective March 20, 2023

Head Start

Jamie Franklin, Paraeducator – Effective March 20, 2023

Transportation

Dawn DiMascio-Eddinger, Substitute Driver w & w/o Bus License,
Assistant, and Misc. Transportation
Effective – March 27, 2023

Marilyn Singlar, Substitute Driver w/o Bus License, Assistant, and Misc.
Transportation
Effective – April 3, 2023

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

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

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

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G. Employment Approvals

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

1. Business Services Office
 - a. Kristina A. Huey – Business Services Coordinator, Fiscal Services
Recommended Annual Salary – \$54,000 (to be prorated)
Effective Date – April 24, 2023
Replacement
2. Early Childhood & Student Services Office
 - a. Daniel F. Purnell – School Psychologist Intern, Special Education
Recommended Annual Salary – \$20,000
Effective Date – August 14, 2023
New Position

H. Change of Status – Approvals

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

1. Early Childhood & Student Services Office
 - a. Vicki Ravert – Data Oversight Coordinator, Early Childhood & Student Services
Monthly Stipend – \$500
Effective Date – June 30, 2023
Removal of Stipend

I. Leave of Absence Requests

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

1. Operations Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Bethzaida Cheek – Dispatcher, Transportation
Effective Date – March 10, 2023
Personal Leave (unpaid – without benefits – Not FMLA)
 - b. Elidania Reyes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – February 28, 2023

J. Return from Leave of Absence Requests

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

1. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Eileen LaScala – Assistant Program Administrator, Early Intervention
Effective Date – March 27, 2023
 - b. Leslie Ann Pacheco Montalvo – Paraeducator, Head Start
Effective Date – March 24, 2023
2. Operations Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Bethzaida Cheek – Dispatcher, Transportation
Effective Date – March 27, 2023
 - b. Archie Ulshafer – Operations Specialist, Transportation
Effective Date – March 20, 2023
Personal Leave (unpaid – without benefits – Not FMLA)
 - c. Elidania Reyes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 24, 2023

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K. Retirements

No Items to Report

**Retirements
—Item 13. K.**

L. Resignations

**Resignations
—Item 13. L.**

1. Early Childhood & Student Services Office
 - a. Darryll L. Ellison – Mental Health Specialist, Head Start
Effective Date – March 31, 2023
 - b. Rebecca L. Martin – Level V Program Secretary, Early Intervention
Effective Date – March 24, 2023
2. Information Technology Office
 - a. Kenneth E. Nihart, III – Systems and Security Administrator I, Infrastructure and Operations
Effective Date – March 31, 2023
3. Operations Office
 - a. Stephanie D. Brown – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 10, 2023
 - b. Charletta D. Chapman – Assistant Supervisor, Transportation, Special Needs
Effective Date – April 14, 2023
 - c. Darryl Damiani – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 14, 2023
 - d. Frank J. McKenzie – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 24, 2023
 - e. Linda J. Miller – Level II Custodian, Custodial
Effective Date – April 6, 2023
 - f. Naomi Y. Smith – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 29, 2023
4. Professional Learning Office
 - a. Adriane A. Golden – ESL Supervisor, Professional Learning
Effective Date – March 24, 2023
 - b. Dr. Joshua P. Hoyt – Program Administrator, Professional Learning
Effective Date – May 26, 2023
 - c. Kevin M. Paul – Data Specialist, The Pennsylvania Key
Effective Date – April 14, 2023
 - d. Paula Reichert – ESL Supervisor, Professional Learning
Effective Date – March 24, 2023

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M. Terminations

**Terminations
—Item 13. M.**

1. Operations Office
 - a. Steven W. George – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – April 21, 2023
Violation of Policy
 - b. Margaret V. Gitler – Part-time Bus/Van Specialist, Transportation
Effective Date – April 21, 2023
Violation of Policy

N. Other

Other—Item 13. N.

1. Professional Learning Office
 - a. Joanne B. Salvatore – ESL Supervisor, Professional Learning
Recommended Annual Salary – \$87,000 (to be prorated)
Effective Date – To be determined pending pre-employment process
Rescinded Assignment

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

Roll Call Vote

A motion was made by Taylor, seconded by Heck, to approve the following items under 14. A. through F. Other Matters for Consideration:

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS FOR
CONSIDERATION**

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

To approve the submission of the 2023-2024 IU Special Education Plan and associated assurance for the operation of special education services and programs/quality space, no later than May 1, 2023.

**Submission of 2023-2024
Special Education Plan and
Associated Assurance
—Item 14. A. 1.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Sweet, Stevens, Katz & Williams LLP, for the firm to continue to provide the services of Andrew E Faust, Esquire, as a legal consultant for special education to the BCIU and its constituent school districts, at a fee of \$73,500 (no increase) for the 2023-2024 school year.

**Agreement with Sweet
Stevens, Katz & Williams /
Andrew Faust, Esquire as
Legal Consultant
—Item 14. A. 2.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Human Services, Bureau of Early Intervention Services and Family Supports, for the BCIU Early Intervention Program to assist in supporting preschool service delivery through the Office of Child Development and Early Learning (OCDEL) initiative of coaching across settings: Practice Based Coaching. The agreement provides for funding not to exceed \$10,000 and is effective March 15, 2023, through June 30, 2023.

**Agreement with PA Dept. of
Human Services, Bureau of
EI Services and Family
Supports / BCIU EI
Program Support of Practice
Based Coaching
—Item 14. A. 3.**

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To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Coalition to End Homelessness (BCEH), for the BCEH to provide services to children and youth experiencing homelessness in connection with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2, for a sum not to exceed \$71,765 during the period of July 1, 2023, to June 30, 2024.

**Agreement with Berks
Coalition to End
Homelessness (BCEH) /
ECYEH Program
—Item 14. A. 4.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Thrive Housing Services, for Thrive Housing Services to provide services to children and youth experiencing homelessness in connection with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2, for a sum not to exceed \$85,143 during the period of July 1, 2023, to June 30, 2024.

**Agreement with Thrive
Housing Services / ECYEH
Program
—Item 14. A. 5.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Community Services Group (CSG), for the CSG to provide outreach and referral services to students and families in Lancaster County in conjunction with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region II, and assign a staff person to serve in the role of Outreach Specialist on a full-time basis for a cost not to exceed \$81,588 effective July 1, 2023, to June 30, 2024

**Agreement with
Community Services Group
/ ECYEH Program
—Item 14. A. 6.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and General Healthcare Resources, for General Healthcare Resources to provide Occupational Therapy, Physical Therapy, Speech-Language, Psychological, and Paraeducator services supporting educational and special education programs per the agreement and compensation / reimbursement for services attachment, effective July 1, 2023, through June 30, 2024.

**Agreement with General
Healthcare Resources / OC,
PT, SL, Psychological, and
Paraeducator Services
—Item 14. A. 7.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and GAMUT Early Intervention Services, Inc., for GAMUT Early Intervention Services, Inc. to provide Paraeducator / PCA, Registered Behavior Technician (RBT), and Behavior Consultant / Supervision (BSC) Services per the agreement and Compensation/ Reimbursement for Services Attachment, effective July 1, 2023, through June 30, 2024.

**Agreement with GAMUT
Early Intervention Services
/ Paraeducator / PCA, RBT,
and BSC Services
—Item 14. A. 8.**

To ratify an addendum to the current agreement between the Berks County Intermediate Unit (BCIU) and General Healthcare Resources for the addition of language related to Compensation / Reimbursement for Services provided by General Healthcare Resources, effective March 15, 2023, as follows:

- RN – \$55 / hour
- LPN – \$55 / hour

**Agreement with General
Healthcare Resources / RN
and LPN Services
—Item 14. A. 9.**

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**B. PROFESSIONAL DEVELOPMENT & CURRICULUM
—DR. DANIEL RICHARDS, DIRECTOR**

To approve the Berks Online Learning Service Fees as presented for 2023-2024.

**2023-2024 Berks Online
Learning Services Fees
—Item 14. B. 1.**

To approve the Office of Professional Learning Fee for Service Guidelines as presented for 2023-2024.

**2023-2024 Office of
Profession Learning Fee for
Service Guidelines
—Item 14. B. 2.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Angelo (A.J.) Juliani, for Mr. Juliani to provide keynote speaking services at the Core Connections Conference for a fee of \$3,000 according to the agreement, for services to be provided on June 13, 2023.

**Agreement with Angelo Juliani
/ Keynote for Core Connections
Conference —Item 14. B. 3.**

To approve a memorandum of understanding (MOU) between the Berks County Intermediate Unit (BCIU) and Next Generation Science Exemplar System (NGSX) / Boston University, for NGSX to provide services related to the PLANS workshop according to the MOU on June 14-15, 2023.

**MOU with Next Generation
Science Exemplar System
(NGSX) / PLANS Workshop
—Item 14. B. 4.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lexmark International, Inc., for Lexmark International, Inc., to provide a technology evaluation license according to the agreement, for services initiated on August 19, 2023.

**Agreement with Lexmark
International, Inc. / Technology
Evaluation License
—Item 14. B. 5.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the following vendor, for the BCIU to purchase products / services on behalf of Berks County nonpublic schools in line with applications submitted under the Emergency Assistance to Non-Public Schools (EANS) program according to specifics of the agreement:

- Albright College, for Saint Catherine of Siena School

**Agreement with Albright
College for Saint Catherine
of Siena School / Application
Submitted Under the
Emergency Assistance to
Non-Public Schools (EANS)
Program—Item 14. B. 6.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Learning Forward, for Learning Forward to provide professional services related to the sessions Becoming a Learning Leader, for a fee of \$22,462 according to the agreement; and the approval signature from Lucille Gallis, BCIU Chief Financial Officer, for services to be provided on June 26-27, 2023.

**Agreement with Learning
Forward / Professional
Services Related to Becoming
a Leader Sessions
—Item 14. B. 7.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and New World Now, LLC. (NWN), for NWN to provide annual support and maintenance relative to the PD Registry and Learning Management System (LMS) and Quality Rating and Improvement System (QRIS) for a fee not to exceed \$419,290.10 effective July 1, 2023, through June 30, 2024 (The Pennsylvania Key).

**Agreement with New World
Now (NWN) / Annual Support
and Maintenance for PD
Registry / LMS and QRIS
(The Pennsylvania Key)—
Item 14. B. 8.**

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To ratify Amendment #2 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 the distribution of 11,000 copies of the PA One Book, Mel Fell. This amendment provides for a funding increase of \$54,795 for a revised total not to exceed \$337,627. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #2 to Agreement
with Keystone Research
Corporation (KSRC)
(The Pennsylvania Key)—
Item 14. B. 9.**

To ratify Amendment #3 between the Berks County Intermediate Unit (BCIU) and New World Now, LLC. (NWN), for NWN to modify its scope of services for the development of a selected date for awarded designations that are effective and published within the Pennsylvania Quality Rating and Improvement System, (QRIS). This amendment provides for a funding increase of \$67,347 for a revised total not to exceed \$656,430.73. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #3 to Agreement
with New World Now (NWN)
(The Pennsylvania Key)
—Item 14. B. 10.**

**C. INFORMATION TECHNOLOGY
—SCOTT MAJOR, DIRECTOR**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the PAIUnet for the provisioning of 8000 Mbps of commodity internet services for dedicated use by the BCIU, effective July 1, 2023, to June 30, 2024, at a cost of \$1,120/month pre-Erate discount application.

**Agreement with PAIUnet /
8000 Mbps of Commodity
Internet Services for BCIU
—Item 14. C. 1.**

To authorize the appropriate officers to execute an agreement with ePlus Technologies, Inc., for Secure Internet Access and Advanced Threat at a cost not to exceed \$19,145.50 effective July 1, 2023, through June 30, 2024.

**Agreement with ePlus
Technologies / Secure
Internet Access and
Advanced Threat
—Item 14. C. 2.**

To authorize the appropriate officers to execute an agreement with HP, Inc., for a three-year lease of (75) HP laptop computers at a cost not to exceed \$69,482.25 effective upon receipt of the equipment.

**Agreement with HP, Inc. /
Lease of HP Laptop
Printers—Item 14. C. 3.**

To rescind the previously approved motion referenced in Section “a” below and ratify the amended motion referenced in Section b below:

- a. To ratify a lease agreement between the Berks County Intermediate Unit (BCIU) and Canon Solutions America, for the lease of a Formax FD2096 Folder/Sealer through Weaver Associates, Inc. The term of the agreement will be for 60 months from the arrival of the equipment; the lease device costs not to exceed \$50,368.25. The agreement includes a \$1.00 buyout of the equipment at the end of the lease.
- b. To ratify a lease agreement between the Berks County Intermediate Unit (BCIU) and Canon Solutions America, for the lease of a Formax FD2096 Folder/Sealer through E. Thomas Brett Business Machines, Inc. The term of the agreement will be for 60 months from the arrival of the equipment; the lease device costs not to exceed \$50,229.80. The agreement includes a \$1.00 buyout of the equipment at the end of the lease.

**Rescind Previous Motion
and Ratify Amended
Motion / Lease Agreement
with Canon Solutions for
Folder / Sealer
—Item 14. C. 4.**

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D. BUSINESS SERVICES/OPERATIONS

—LUCILLE GALLIS, CFO

To acknowledge receipt of the vote tally by school districts for the 2023-2024 Berks County Intermediate Unit Mandated Services budget.

**Receipt of Vote Tally by
School Districts for 2023-
2024 BCIU Mandated
Services Budget
—Item 14. D. 1.**

To approve the following financial entities as depositories, effective July 1, 2023, to June 30, 2024: Tompkins Bank, Chase Bank, and PSDLAF (Pennsylvania School District Liquid Asset Fund).

**Financial Entities as
Depositories
—Item 14. D. 2.**

To approve the continuation of legal services of Brumbach, Mancuso & Fegley P.C., effective July 1, 2023, through June 30, 2024, with John M. Stott, Esquire, and James Mancuso, Esquire as solicitors for the Berks County Intermediate Unit, at a fee of \$150/hour for all services and labor negotiations work.

**Continuation of Services of
Brumbach, Mancuso &
Fegley, P.C. / Esquires Stott
and Mancuso as Solicitors
for BCIU —Item 14. D. 3.**

To approve the continuation of Tompkins Insurance as the Broker of Record for insurance services to the Berks County Intermediate Unit, effective July 1, 2023, through June 30, 2024.

**Tompkins Insurance as
Broker of Record for
Insurance Services
—Item 14. D. 4.**

To award contracts through the Berks County Joint Purchasing Board for the following:

- Trash
- Fuel
- Physical Education Equipment & Supplies
- Digital Media Equipment & Technology Supplies

**Award Contracts for Trash,
Fuel, Physical Education
Equipment and Supplies,
and Digital Media
Equipment and Technology
Supplies—Item 14. D. 5.**

E. OPERATIONS

—ROB ROSENBERRY, CHIEF OPERATING OFFICER

To approve a two-year agreement between the Berks County Intermediate Unit (BCIU) and School-Radio, to lease radios, provide unlimited Push-To-Talk Over Cellular service for individual and group calling and radio replacement coverage to BCIU for use by Transportation for \$10,292 per month, effective June 1, 2023

**Agreement with School-
Radio for BCIU
Transportation
—Item 14. E. 1.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Tuscarora Intermediate Unit (TIU), for BCIU-certified staff members to provide Pediatric CPR and First Aid training using Office of Child Development and Early Learning (OCDEL) approved curriculum to community childcare center staff, effective March 15, 2023, through May 31, 2023.

**Agreement with Tuscarora
IU for BCIU Services for
Pediatric CPR and First Aid
Training
—Item 14. E. 2.**

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To amend the resolution approved on April 21, 2022, from a one-year term to a three-year contract term:

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Bytecurve Holdings LLC, for Bytecurve Holdings LLC to provide transportation routing software, and payroll integrations for one-year, effective May 1, 2022. Fees include \$11,000 in one-time set-up costs, and then \$14 per month, per vehicle.

**Amend Resolution / Term of
Agreement with Bytecurve
Holdings LLC for
Transportation Routing
Software
—Item 14. E. 3.**

F. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

To approve the Office of the Executive Director / Public Relations Service Fee Schedule, effective July 1, 2023.

**Public Relations Services
Fee Schedule
— Item 14. E. 1.**

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

Roll Call Vote

President McEwen again recognized the exemplary service of Mrs. Donna DeLoretta upon her retirement and thanked her on behalf of the Board.

**Board Members Desiring to
be Heard**

He then thanked Board members and guests for their attendance and asked if anyone desired to comment before the conclusion of the meeting. No one desire to speak.

A motion was made by Ulrich, seconded by Heck, to adjourn the meeting at 8:52 p.m.

Adjournment

Motion carried.

Voice Vote

Approved by,

James Ulrich, Secretary

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

Mrs. Candace Hall, Program Administrator of the Office of Professional Learning (OPL), introduced **Mrs. Heidi Gamler** as the Employee-of-the-Month for March. Heidi joined the BCIU in February 1995 and serves as a Projects Coordinator Specialist in the Office of Professional Learning. Although the program has gone through name changes, first called School Services, then the Office of Professional Development and Curriculum, and now the Office of Professional Learning, Heidi has remained in the program throughout her tenure in various capacities. Mrs. Hall told the Board that Heidi is a problem solver and critical thinker, constantly pivoting and adapting as new guidelines and regulations are introduced. She is always ready to tackle new challenges with grace and a smile. She also assists Mrs. Nancy Sinkus, Region 2 Coordinator of the PA Inspired Leadership (PIL) Program, the statewide, standards-based continuing professional education program for school leaders.

Heidi thanked Board members and BCIU administration for honoring her as Employee-of-the-Month, noting that she works behind the scenes and appreciates this recognition of her contributions to the program.

Mrs. Jenn Viveros, Assistant Program Administrator for the Office of Early Childhood and Students Services, introduced **Mrs. Beth Weckel** as Employee-of-the-Month for April. Beth has over 20 years of service with the BCIU, as a teacher, mental health specialist, and currently as the Head Start Health and Nutrition Services Supervisor. Her depth and longevity of experience have made her an invaluable resource to her colleagues and team. Always keeping the needs of the children and families as the focus, she works collaboratively with internal and external stakeholders to build partnerships that are mutually beneficial and enhance the services the Head Start Program is able to provide.

Accompanied by her husband, Michael, Beth thanked her team and the Board for acknowledging her efforts. She stated that her colleagues and children she serves are the best part of her job.

The Board honored **Mrs. Donna DeLoretta** upon her retirement from the BCIU after 18 years of exemplary service. President Gary McEwen, Vice President Elizabeth Huhn, and Executive Director Dr. Jill Hackman provided comments to recognize Donna's years of service, dedication, and contributions to the organization. Mrs. DeLoretta began at the BCIU as an Accountant in June 2005, and moved into various roles in the Business Office including Project Manager – Fiscal, Project Administrator – Fiscal, Assistant Program Administrator, Fiscal Services, Assistant Director, Business Services / Operations, Chief Financial Officer / Chief Operating Officer, and then her current position as Assistant to the Executive Director. She also served as Acting Interim Business Manager for the Twin Valley School District while in the Assistant Program Administrator role in 2017. As a member of the BCIU leadership team, she provided steadfast and trusted guidance to the Board of Directors and BCIU leaders as well as those in the districts who contacted her with questions. She will be truly missed as a friend and professional partner.

Mrs. DeLoretta gave thanks to the Board and others throughout the organization as well as her husband who attended the Board meeting as she was honored.

**EMPLOYEE OF THE MONTH –
MARCH 2023
— Heidi Gamler, Office of
Professional Learning**

**EMPLOYEE OF THE MONTH –
APRIL 2023
— Beth Weckel, Office of
Early Childhood and Student
Services**

**RETIREMENT
— Donna DeLoretta,
Office of the Executive
Director**

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Mr. Scott Major introduced the InsideBCIU video, showcasing the BCIU Print Services Center and staff. The video highlighted the wide range of services offered to schools, educational institutions, and non-profit organizations as well as the work they do for the BCIU and the Pennsylvania Key. The Print Services Center also serves education institutions statewide as a resource for reliable and efficient tax bill printing. Focused on high quality products, customer satisfaction, and cost effective service, the Print Services Center and staff have received consistent high marks from clients across the Commonwealth.

**FEATURED PROGRAM |
PRINT SERVICES CENTER**