

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

◆ EMPLOYEE OF THE MONTH FOR JUNE 2023

— Vicki Ravert, Data Oversight Coordinator, Office of Early Childhood and Student Services

II. FEATURED PROGRAM

◆ BCIU Annual Report

— Dr. Jill Hackman, Executive Director

III. EXECUTIVE SESSION

A. Annual Safety and Security Report

IV. EXECUTIVE DIRECTOR'S REPORT

A. Executive Director Update

1. Newslink
2. Legislative Update
3. BCIU Health and Safety Plan (Six-Month Review Requirement)
4. Leadership Team Strategic Work Session
5. Other Items

V. AGENDA REVIEW

REGULAR MEETING

01. CALL TO ORDER

A. Pledge to the Flag and Roll Call

B. Announcements

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

C. To approve the following slate of Berks County Intermediate Unit Board representatives as elected via electronic ballot, and to seat these duly elected representatives for terms as noted, effective July 1, 2023, as follows:

THREE-YEAR TERM (EXPIRING JUNE 30, 2026)

- Lisa Hogan, Boyertown Area School District
- Russell Jirik, Daniel Boone Area School District
- Dr. David Hemberger, Exeter Township School District
- Kevin Manmiller, Fleetwood Area School District
- Linda Lash, Schuylkill Valley School District
- Terrie Taylor, Wyomissing Area School District

TWO-YEAR TERM (EXPIRING JUNE 30, 2025)

- Miguel Vasquez, Muhlenberg School District

- D. To appoint Dr. David Hemberger as the BCIU Voting Delegate for the PSBA Delegate Assembly.
Saturday, November 4, 2023 | 9:00 A.M. | PSBA Headquarters, Mechanicsburg, PA or via Zoom.
- E. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for
Copy Paper Bid, Tuesday, May 2, 2023, at 11:00 A.M.

02. APPROVAL OF MINUTES

- A. Meeting of May 18, 2023

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

SOURCE		PAGE	AMOUNT
May	2023 Ratifications – IU	1-14	\$890,829.75
May	2023 Ratifications – PSDLAF	1-01	\$15,069.68
May	2023 Ratifications – IU Wires	1-01	\$3,000.00
June	2023 Ratifications – IU	1-07	\$603,683.33
June	2023 Ratifications – IU Wires	1-00	\$0.00
June	2023 Approvals - IU	1-09	\$1,415,231.68
TOTAL			\$2,927,814.44

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

Amount Outstanding
June 9, 2023
\$0

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JUNE 9, 2023:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$569,946.91	\$679,193.93	\$583.15	\$94,014.28	\$718,999.94
Commonwealth of PA	\$464,136.70	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$79,732.50	\$156,882.04	\$434.17	\$50,510.00	\$7,344.74
TOTALS	\$1,113,816.11	\$836,075.97	\$1,017.32	\$144,524.28	\$726,344.68
GRAND TOTAL	\$2,821,778.36				

06. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE MAY 1, 2023

\$12,869,149.97

RECEIPTS

REVENUE RECEIPTS	\$11,395,710.51	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$11,395,710.51</u>
		\$24,264,860.48

DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$2,826,711.48	
PRE-BOARD RATIFICATIONS WIRE	\$3,000.00	
BOARD APPROVALS	\$1,662,558.99	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$15,069.68	
POST BOARD RATIFICATIONS IU	\$890,829.75	
POST BOARD RATIFICATIONS WIRES	\$3,000.00	
TOTAL CHECKS WRITTEN	\$5,401,169.90	
CHECKS VOIDED	(\$10,236.52)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,796,024.10</u>	<u>\$11,186,957.48</u>
ENDING BALANCE - MAY 31, 2023		\$13,077,903.00
CASH AVAILABLE-MAY 31, 2023		\$13,077,903.00

07. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

MAY 2023	
TOMPKINS	\$55,069.02
PSDLAF	\$10.28
CHASE	\$3.84

08. BUDGETS

A. New and Proposed Budgets

No Items to Consider

B. Initial Budgets

1. Professional Services - Reading School District– Program 602

Office of Professional Learning

7/1/23 – 6/30/24

\$228,468

The BCIU Office of Professional Learning through an agreement with the Reading School District will provide professional services to recruit qualified staff for traditionally hard-to-fill positions and potentially short-term grant-funded positions. Currently, this includes the roles of ESL Supervisors and Grant and Program Coordinators. Through these services, BCIU will employ and supervise staff that reports daily to a dedicated Reading School District location.

2. Central Inventory Warehouse– Program 698

Office of Business Services

7/1/23 – 6/30/24

\$30,000

This program is designed to provide warehouse supplies services to all programs channeled through the Intermediate Unit. Efficiencies come from BCIU purchasing in bulk instead of program purchasing separately (since 1980).

C. Changes to Initial Budgets

1. 'The Pennsylvania Key– Program 225

Office of Professional Learning

7/1/22 – 6/30/23

\$-511,707

Total Proposed Revised Budget: \$18,179,675

The PDE Office of Child Development and Early Learning and BCIU collaborate to provide statewide leadership in the development of an integrated system of quality early childhood education programs. The Pennsylvania Key works to develop a statewide quality improvement plan that includes professional development, technical assistance, career lattices, and a data management system for all preschool, childcare, and Head Start centers. This program is federally funded by the Department of Human Services through the Child Care Development Fund (since 2005). Change 4 reflects budget revisions processed to date by OCDEL.

D. Budgetary Transfers

No Items to Consider

09. APPROVAL/RATIFICATION OF HEAD START:

- a. Financial Statements (May 2023)
- b. Credit Card Purchases (May 2023)
- c. Non-Federal Share Report (May 2023)
- d. Policy Council Minutes/Resolutions (May 2023)
- e. Head Start Director's Report
- f. Head Start Five-Year Goals
- g. Self Assessment

10. COMMUNICATIONS

No Items to Report

11. OLD BUSINESS

- A. Report of Nominations Chair and Officer Elections
— Dr. David Hemberger, Chair

- B. To approve the following policies:

SUMMARY OF CHANGES

- 251 Students Experiencing Homelessness and Other Educational Instability (Revised)
- 805 Emergency Preparedness (Revised)
- 810.1 Transportation Program Drivers and Assistants (Revised)
- 810.3 Non-Transportation School Vehicle Drivers and Drivers Utilizing a Personal Vehicle to Transport Students (New)
- 820 Tobacco and Vaping Products (Revised)

12. REPORT OF NEGOTIATIONS COMMITTEE

Elizabeth S. Huhn, *Chair*

13. PERSONNEL MATTERS | HUMAN RESOURCES

—MARY FRANCISCUS, DIRECTOR

A. General

1. To approve a Memorandum of Understanding (MOU) between the Board of Directors of the Berks County Intermediate Unit and the Berks County Intermediate Unit Education Association (BCIUEA) to extend the telework procedure effective July 1, 2023, through September 29, 2023.
2. To approve the following Compensation and Benefits Plans, effective July 1, 2023, to June 30, 2024:
 - a. The Pennsylvania Key Middle Management
 - b. The Pennsylvania Key Technology and Support Services
3. To approve the 2023-2024 Holiday Calendar for The Pennsylvania Key.
4. To approve the elimination of the School Bus Driver Trainee, Transportation position, effective June 30, 2023.
5. To approve the amended Berks County Intermediate Unit Transportation Salary Schedule, effective July 1, 2023.
6. To approve the following position descriptions:
 - a. Early Childhood Supervisor – Pre-K Counts, Early Childhood and Student Services
 - b. Service Center Coordinator, Information Technology
 - c. Training and Project Coordinator – PA's Education for Children and Youth Experiencing Homelessness (ECYEH) and Educational Stability for Foster Care Youth Programs, Early Childhood and Student Services
7. To approve wage rates for the following positions, effective July 1, 2023:
 - a. Recording Secretary
 - b. Business Services
 - c. Operations
 - d. Technology and Support Services
 - e. Early Intervention Substitute Classification
 - f. Head Start Substitute Classification
 - g. Pre-K Counts Substitute Classification
 - h. Alternative Education and Student Services Substitute Classifications
 - i. Special Education Substitute Classification
 - j. Student and Family Services: PA's Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs
 - k. Nolde Aides
 - l. Special Education Summer Program – Extended School Year Staff
 - m. Alternative Education – Tower Behavioral Health Summer Program
 - n. Professional Learning
8. To employ the following staff, effective July 1, 2023:
 - a. Recording Secretary
 - b. Business Services
 - c. Operations
 - d. Substitutes
 - e. Nolde Aides
 - f. Continuing Professional Education (CPE) Instructors

9. To employ the following staff, effective during the summer of 2023:
 - a. Alternative Education – Tower Behavioral Health Summer Program
 - b. Special Education Summer Program – Extended School Year
10. To acknowledge receipt of the lists containing 2023-2024 salaries for the following employee groups in accordance with the applicable collective bargaining agreement or compensation and benefits plan:
 - a. American Federation of State, County and Municipal Employees (AFSCME)
 - b. Berks County Intermediate Unit Education Association (BCIUEA) Employees
 - c. Head Start Employees
 - d. Leadership Team, Middle Management, Technology and Support Services Staff
 - e. The Pennsylvania Key Middle Management and Technology Support Services Staff
 - f. Service Employees International Union (SEIU) Employees
 - g. Transportation Employees
11. To award a professional contract to Jamie Hlavinka, Specialized Preschool Teacher – Classroom, Early Intervention, who has completed three years of satisfactory service, effective July 6, 2023.

B. Employment – Ratifications

1. Operations Office
 - a. Betty I. Castillo – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – May 30, 2023
Replacement
 - b. Kayla T. Forney – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.85 and \$17.45
Effective Date – May 30, 2023
Replacement
 - c. Xiomara Rivera-Maldonado – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – June 12, 2023
Replacement
2. Professional Learning Office
 - a. Leslie L. Marley – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key
Recommended Annual Salary – \$59,264 (to be prorated)
Effective Date – May 22, 2023
Replacement
 - b. Lisa A.M. Unrath – Preschool Development Grant Birth to Five Project Manager,
The Pennsylvania Key
Recommended Annual Salary – \$74,960 (to be prorated)
Effective Date – June 12, 2023
New Position

C. Change of Status – Ratifications

1. Early Childhood & Student Services Office
 - a. Heidi Berger – Teacher, Head Start
Recommended Hourly Rate – \$23.21
Effective Date – May 30, 2023
Additional Hours (not to exceed 6 hours)
 - b. Kathleen Burggraf – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$14.48 to Level II, Entry, \$15.55
Effective Date – May 18, 2023
Obtained CDA
 - c. Kristiane Eben
Change from Paraeducator, Early Intervention to Level V Program Secretary, Early Intervention
Change Recommended Hourly Rate from \$15.22 to \$15.53
Effective Date – May 25, 2023
Replacement
 - d. Amy Fenstermaker – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$17.78
Effective Date – June 6, 2023
Additional Hours (not to exceed 7 hours)
 - e. Maggie Herndon – Paraeducator, Head Start
Recommended Hourly Rate – \$15.66
Effective Date – May 25, 2023 – June 2, 2023
Additional Hours (not to exceed 45 hours)
 - f. Jari-Lin Jones
Change from Teacher, Head Start to Enrollment Specialist, Pre-K Counts
Change Recommended Hourly Rate from Level I, Entry, \$21.38 to \$16.42
Effective Date – May 22, 2023
Replacement
 - g. Kelly Kinsella – Teacher, Pre-K Counts
Recommended Hourly Rate – \$47.52
Effective Date – May 26, 2023 – June 12, 2023
Additional Hours (not to exceed 70 hours)
 - h. Kimberly Luyet
Change from Paraeducator, Early Intervention to Substitute Paraeducator, Early Intervention
Change Recommended Hourly Rate from \$22.28 to \$13.37
Effective Date – April 27, 2023
Voluntary Reassignment
 - i. Depetra McMaster – Paraeducator, Head Start
Recommended Hourly Rate – \$16.66
Effective Date – May 22, 2023 – June 2, 2023
Additional Hours (not to exceed 67.5 hours)

- j. Katherine Palm-Seiler – Teacher, Head Start
Recommended Hourly Rate – \$21.83
Effective Date – June 13, 2023 – June 14, 2023
Additional Hours (not to exceed 12 hours)
- k. Jamie Sauselen – Paraeducator, Head Start
Recommended Hourly Rate – \$15.66
Effective Date – June 7, 2023
Additional Hours (not to exceed 7.5 hours) – Correction to Effective Date
- l. Connie Schallau – Head Start, Teacher
Recommended Hourly Rate – \$24.44
Effective Date – June 7, 2023
Additional Hours (not to exceed 7.5 hours) – Correction to Effective Date
- m. Tiffany Smith – Itinerant Teacher, Special Education
Recommended Hourly Rate – \$62.17
Effective Date – June 5, 2023 – August 14, 2023
Additional Hours (not to exceed 35 hours)
- n. Renee Vragazis – Teacher, Head Start
Recommended Hourly Rate – \$21.75
Effective Date – May 18, 2023 – May 19, 2023
Additional Hours (not to exceed 12 hours)
- o. Olesia Wright – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$14.48 to Level II, Entry, \$15.55
Effective Date – May 12, 2023
Obtained CDA
- 2. Operations Office
 - a. Adelnery Bonano Rosso – Part-time Driver w/o Bus License
Recommended Hourly Rate – \$18.15
Effective Date – May 26, 2023
Additional Assignment
 - b. Mellonie Brooks
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Supervisor, Transportation, Special Needs
Change Recommended Hourly Rates from \$22.00, \$18.15, \$14.85, and \$17.45 to Annual Salary, \$54,000 (to be prorated)
Effective Date – June 5, 2023
Replacement
 - c. Alicia Kachel
Change from Dispatcher, Transportation to Supervisor, Transportation, Reading and Antietam
Change Recommended Hourly Rate from \$17.77 to Annual Salary, \$55,000 (to be prorated)
Effective Date – June 5, 2023
Replacement

- d. Nancy Ruth – Level III Custodian, Custodial
Effective Date – June 2, 2023
Removal of Assignment
 - e. Lori Scheider – School Bus Fueller, Transportation
Effective Date – April 28, 2023
Removal of Assignment
 - f. Maritza Vargas – Part-time Driver w/o Bus License, Transportation
Recommended Hourly Rate – \$18.15
Effective Date – May 1, 2023
Additional Assignment
3. Professional Learning Office
- a. Stacey Breiner – Educational Consultant, Training and Consultation
Recommended Hourly Rate – \$68.23
Effective Date – June 7, 2023 – June 20, 2023
Additional Hours (not to exceed 15 hours)
 - b. Michael Herb – Educational Consultant, Training and Consultation
Recommended Hourly Rate – \$68.76
Effective Date – June 7, 2023 – June 20, 2023
Additional Hours (not to exceed 26 hours)
 - c. Megan Wright Esterly – Educational Consultant, Training and Consultation
Recommended Hourly Rate – \$65.42
Effective Date – February 13, 2023 – June 30, 2023
Additional Hours Correction (not to exceed 140 hours)

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

Early Intervention

Alicia Cooper, Paraeducator – Effective May 15, 2023
Maggie Herndon, Paraeducator – Effective May 15, 2023
Bree Hines, Paraeducator – Effective June 5, 2023
Allison Lawson, Paraeducator – Effective June 5, 2023
Depetra McMaster, Paraeducator – Effective May 15, 2023
Chelsea Salgado, Paraeducator – Effective May 15, 2023
Melissa Singleton, Paraeducator – Effective May 15, 2023
Lizbeth Torres-Davila, Paraeducator – Effective May 15, 2023

Head Start

Bree Hines, Paraeducator – Effective June 5, 2023
Allison Lawson, Paraeducator – Effective June 5, 2023

Pre-K Counts

Alicia Cooper, Paraeducator – Effective May 15, 2023
Tiffany DeJesus, Paraeducator – Effective May 22, 2023
Bree Hines, Paraeducator – Effective June 5, 2023
Allison Lawson, Paraeducator – Effective June 5, 2023

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

Head Start

Kathleen Burggraf – Effective May 18, 2023

Olesia Wright – Effective May 12, 2023

Additions to Approved 2023-2024 Out-of-Class Substitute Lists – Approvals

Special Education

Ann Leinbach – Effective July 1, 2023

Removal from 2022-2023 Out-of-Class Substitute Lists – Ratifications

Alternative Education

Audra Schappell – Effective June 9, 2023

Removal from 2022-2023 Out-of-Class Substitute Lists – Approvals

Alternative Education

Ann Leinbach – Effective June 30, 2023

F. Remove from 2022-2023 Approved Substitute Lists

Alternative Education

Ashley Sierra, Teacher – Effective July 1, 2022

Early Intervention

Jari-Lin Jones, Paraeducator – Effective May 19, 2023

Executive Office

Samantha Weitzel, Substitute Specialist/Intern – Effective June 30, 2023

Transportation

Heather Speck, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective – May 16, 2023

G. Employment – Approvals

1. Early Childhood & Student Services Office

a. Julia L. Snyder – Teacher, Special Education

Recommended Annual Salary – Column 4, Step 8, \$69,804 (to be prorated)

Effective Date – To be determined pending pre-employment process

Replacement

2. Professional Learning Office

a. Katie B. LeVan – Preschool Program Specialist, The Pennsylvania Key

Recommended Annual Salary – \$54,122 (to be prorated)

Effective Date – June 19, 2023

Additional Position

b. Kendy L. Schiffert – Program Administrator, Professional Learning

Recommended Annual Salary – \$88,549 (to be prorated)

Effective Date – July 31, 2023

Replacement

H. Change of Status – Approvals

1. Business Services Office
 - a. Lucas Ilgenfritz
Change from Fiscal Specialist, Fiscal Services to Accountant, Fiscal Services
Change Recommended Annual Salary from \$45,424 to \$52,787
Effective Date – July 1, 2023
Reorganization
 - b. Tillie Panneton
Change from Purchasing and Logistics Supervisor, Purchasing and Logistics to Assistant Program Administrator, Purchasing and Logistics
Change Recommended Annual Salary from \$64,609.06 to \$71,193.42
Effective Date – July 1, 2023
Reorganization
2. Early Childhood & Student Services Office
 - a. Christina Argentati – Lead Occupational Therapist, Early Intervention
Recommended Annual Stipend – \$750
Effective Date – July 1, 2023 – June 30, 2024
Additional Assignment
 - b. Jamie Brendle – Lead Specialized Preschool Teacher, Early Intervention
Recommended Annual Stipend – \$750
Effective Date – July 1, 2023 – June 30, 2024
Additional Assignment
 - c. Melissa DeMotta – Supervisor, PA’s Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs, ECYEH
Recommended Annual Stipend – \$2,500
Effective Date – July 1, 2023 – June 30, 2024
Additional Responsibilities
 - d. Debra Green
Change from Specialist III, Alternative Education to Specialist IV, Alternative Education
Change Recommended Annual Salary from \$43,620 to \$49,064.80
Effective Date – July 1, 2023
Reorganization
 - e. Lauren Hammond
Change from PA’s Education for Children and Youth Experiencing Homelessness and Foster Care Education Specialist, ECYEH to Training and Project Coordinator, PA’s Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs, ECYEH
Change Recommended Annual Salary from \$45,424 to \$52,787
Effective Date – July 1, 2023
New Position
 - f. Cheri Heebner – Lead Specialized Preschool Teacher, Early Intervention
Recommended Annual Stipend – \$750
Effective Date – July 1, 2023 – June 30, 2024
Additional Assignment

- g. Jamie Hivner
Change from Teacher, Head Start to Disabilities / Transition Specialist, Head Start
Change Recommended Hourly Rate from Level III, Entry, \$23.21 to Level I, Entry, \$25.99
Effective Date – August 15, 2023
Replacement
- h. Kristen Hoffa – Program Administrator, PA’s Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs, ECYEH
Recommended Annual Stipend – \$2,500
Effective Date – July 1, 2023 – June 30, 2024
Additional Responsibilities
- i. Tabitha Kramer – Supervisor, PA’s Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs, ECYEH
Recommended Annual Stipend – \$2,500
Effective Date – July 1, 2023 – June 30, 2024
Additional Responsibilities
- j. Kayla Scarpill
Change from Emotional Support Specialist, Alternative Education to Intake Coordination Specialist, Alternative Education
Change Recommended Annual Salary from \$26,127 to \$32,948
Effective Date – July 1, 2023
Reorganization
- k. Cindy Silverman Chronister – Lead Psychologist, Early Intervention
Recommended Annual Stipend – \$750
Effective Date – July 1, 2023 – June 30, 2024
Additional Assignment
- l. Amy Slovic – Lead Speech Therapist, Early Intervention
Recommended Annual Stipend – \$750
Effective Date – July 1, 2023 – June 30, 2024
Additional Assignment
- 3. Executive Office
 - a. Marielle Bozzini – Marketing Communications Specialist, Executive Office
Recommended Annual Stipend – \$750
Effective Date – July 1, 2023 – June 30, 2024
Additional Responsibilities
 - b. Julie Bunnick – Creative Team Coordinator/Designer, Executive Office
Recommended Annual Stipend – \$750
Effective Date – July 1, 2023 – June 30, 2024
Additional Responsibilities
 - c. Amelia Krotee
Change from Marketing Communications Specialist, Executive Office to Supervisor, Executive Office
Change Recommended Annual Salary from \$55,189.74 to \$63,000
Effective Date – July 1, 2023
New Position

- d. Amelia Krotee – Supervisor, Executive Office
Recommended Annual Stipend – \$750
Effective Date – July 1, 2023 – June 30, 2024
Additional Responsibilities
- e. Kimberly Ressler – Digital Marketing Specialist, Executive Office
Recommended Annual Stipend – \$1,200
Effective Date – July 1, 2023 – June 30, 2024
Additional Responsibilities
- 4. Human Resources Office
 - a. Tina Blatt
Change from Supervisor, Human Resources to Program Administrator, Human Resources
Change Recommended Annual Salary from \$73,591.92 to \$78,535.60
Effective Date – July 1, 2023
Reorganization
- 5. Information Technology Office
 - a. Steven Dressel
Change from Service Desk Specialist, Infrastructure and Operations to Service Center
Coordinator, Infrastructure and Operations
Change Recommended Annual Salary from \$66,901.74 to \$71,577.81
Effective Date – July 1, 2023
New Position
 - b. Linda Sneddon
Change from Specialist VII, Reprographic Services to Specialist VIII, Reprographic Services
Change Recommended Annual Salary from \$44,498 to \$47,277.92
Effective Date – July 1, 2023
Reorganization
- 6. Operations Office
 - a. John Coakley
Change from Program Administrator II, Transportation to Program Administrator III,
Transportation
Change Recommended Annual Salary from \$91,680 to \$110,000
Effective Date – July 1, 2023
Reorganization
 - b. Marie Leonardo
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o
Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
 - c. Philip Mayo
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o
Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment

- d. Barry Ravel, Jr.
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
- e. Edward Riedel, Jr.
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
- f. Xiomara Rivera-Maldonado
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
- g. Allan Roberts, Sr.
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
- h. Rosa Rodriguez Camacho
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
- i. DeChantel Smith
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
- j. Rosy Taveras Batista
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment

- k. Freddy Torres, III.
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
- l. Gerard White
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
- m. Renrick Woollery
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.55, \$15.20, and \$17.70
Effective Date – July 1, 2023
Reassignment
- 7. Professional Learning Office
 - a. Jillian Darlington
Change from Career Readiness and STEM Specialist, Professional Learning to Assistant Program Administrator, Professional Learning
Change Recommended Annual Salary from \$53,842.78 to \$61,779
Effective Date – July 1, 2023
Reorganization
 - b. Abigail Houck
Change from Assistant Director of School Improvement Performance Management, Professional Learning to Program Administrator, Professional Learning
Change Recommended Annual Salary from \$89,000 to \$94,060
Effective Date – July 1, 2023
Replacement
 - c. Katie Kehm
Change from Assistant Program Administrator, Professional Learning to Program Administrator, Professional Learning
Change Recommended Annual Salary from \$82,042.72 to \$88,549
Effective Date – July 1, 2023
Reorganization
 - d. Rebecca Lamar – Manager of Higher Education Initiatives, The Pennsylvania Key
Recommended Annual Stipend – \$5,000
Effective Date – July 1, 2023 – June 30, 2024
Additional Responsibilities

I. Leave of Absence Requests

1. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Jennifer Madeira – Physical Therapist, Early Intervention
Effective Date – May 4, 2023
 - b. Cynthia Smith – Teacher, Head Start
Effective Date – May 31, 2023
2. Operations Office
Personal Leave (unpaid – without benefits – Not FMLA)
 - a. Ruth Shears – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 23, 2023

J. Return from Leave of Absence Requests

1. Early Childhood & Student Services Office
Personal Leave (unpaid – without benefits – Not FMLA)
 - a. Kimberly Luyet – Paraeducator, Early Intervention
Effective Date – April 27, 2023
 - b. Ana Popovici – Paraeducator, Early Intervention
Effective Date – May 24, 2023

K. Retirements

1. Early Childhood & Student Services Office
 - a. Dan R. Gordon – Teacher, Special Education
Effective Date – June 2, 2023
 - b. Tracey G. Miller – Teacher, Special Education
Effective Date – August 3, 2023

L. Resignations

1. Early Childhood & Student Services Office
 - a. Merline Aristilde – Paraeducator, Pre-K Counts
Effective Date – June 2, 2023
 - b. Alison M. Calcinore – Speech Therapist, Early Intervention
Effective Date – July 27, 2023
 - c. Tracy P. Hannon – Paraeducator, Pre-K Counts
Effective Date – June 12, 2023
 - d. Trena Murphy – Paraeducator, Head Start
Effective Date – May 30, 2023
 - e. Colleen M. Slaton – Occupational Therapist, Early Intervention
Effective Date – July 27, 2023
 - f. Erika L. Tarnoski – Specialized Preschool Teacher – Itinerant, Early Intervention
Effective Date – July 27, 2023
2. Operations Office
 - a. Laray D. Hoffman – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – May 17, 2023
 - b. Jeanette Holderman – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 6, 2023

- c. Erika Montoya – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – May 29, 2023
 - d. Eliezer Velazquez – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 8, 2023
3. Professional Learning Office
- a. Erica A. Shortridge – Early Head Start Program Supervisor, The Pennsylvania Key
Effective Date – June 16, 2023

M. Terminations

No Items to Consider

N. Other

No Items to Consider

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

- 1. To approve the submission of the 2023-2024 Preschool Early Intervention Special Education Plan and associated assurance for the operation of preschool early intervention no later than June 30, 2023.
- 2. To authorize the submission of the Act 80 request to the Pennsylvania Department of Education for Act 80 day exceptions to the School Age Special Education Deaf and Hard of Hearing Program for the 2023-2024 school year.
- 3. To approve the BCIU School Age Special Education and Alternative Education program calendars for the 2023-2024 school year.
- 4. To approve the 2023-2024 calendars for Pre-K Counts.
- 5. To ratify a Memorandum of Understanding (MOU) between the Berks County Intermediate Unit (BCIU) and InMind Services, LLC., for InMind Services, LLC to provide professional learning services including a keynote presentation and breakout sessions on August 15, 2023, as per the MOU, effective May 31, 2023, through August 16, 2023, for a fee not to exceed \$8,500.
- 6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Maxim Healthcare Staffing Services, Inc., for Occupational Therapy, Physical Therapy, Speech-Language, Regular Education, Special Education, Psychological, Paraeducator, and PCA Services per the Compensation / Reimbursement for Services attachment, effective July 1, 2023, through June 30, 2024. The agreement shall automatically renew for additional one-year periods unless terminated by either party as per the agreement.
- 7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and LivingWorks Education USA Inc. (LivingWorks), for LivingWorks to provide Training for Trainers (T4T) in the Applied Suicide Intervention Skills Training (ASIST) for 10 participants from July 17, 2023, through July 21, 2023, for a fee of \$38,000; and the approval signature from the BCIU Chief Financial Officer, for services provided according to the agreement.

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 Margaret Foster, for Margaret Foster to provide professional learning services related to Gifted Education for a fee of \$2,000 plus travel according to the agreement, for services to be provided on October 9, 2023, or alternate date if needed.
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 services for the 2023-2024 BCIU Leadership series for a fee of \$15,000 according to the agreement, for services to be provided on November 2, 2023, December 14, 2023, and January 18, 2024, or alternate dates if needed.
3. To authorize the appropriate officers to execute a memorandum of understanding (MOU) between the Berks County Intermediate Unit (BCIU) and the PA STEM Lending Library Consortium, for the BCIU to become a member of the consortium and gain access of the lending platform and professional learning resources at an initial fee of \$1,800 according to the agreement for access through December 31, 2024.
4. To authorize the appropriate officers to execute Amendment #1 to the current 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:
 - Inspired Wellness, LLC, for Saint Margaret School
5. To authorize the appropriate officers to execute Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Jason Mundok, LLC, for Jason Mundok, LLC to modify the scope of services for consulting services to support the statewide Comprehensive Support and Improvement dashboard development initiative. This amendment provides a funding increase of \$20,000 for a revised total not exceeding \$61,500 and extends the term of the agreement to December 31, 2023, effective July 1, 2023. All other terms and conditions remain in force.
6. To ratify the renewal of an agreement between the Berks County Intermediate Unit (BCIU) and Instructure, Inc., for licensing of the Canvas Learning Management System utilized by the BCIU for professional learning opportunities, and the approval signature by the BCIU Executive Director. The cost for 200 licenses is \$1,008 for the term of July 1, 2023, through June 30, 2024.
7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Montgomery County Intermediate Unit (MCIU), for the BCIU to provide services related to CODE training facilitation according to the agreement not to exceed \$10,000 for the term July 1, 2022, through June 30, 2023.
8. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the American Institutes for Research (AIR), for AIR to modify the scope of services relative to providing technical assistance to support the Financial Literacy Standards revision process on behalf of the Pennsylvania Department of Education. This amendment provides a funding increase of \$250,160 for a revised total not exceeding \$344,444 and extends the term of the agreement to March 31, 2024, effective May 15, 2023. All other terms and conditions remain in force.

9. To ratify an agreement of commitment between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Training and Technical Assistance Network (PaTTAN), for the BCIU to complete the deliverables according to the Success for PA Early Learners (SPEL) Grant for a four-year total of \$28,000 for the term of July 1, 2023, through June 30, 2027; and the approval signatures from the BCIU Director of the Office of Early Childhood and Student Services and the BCIU Executive Director, for services provided according to the agreement.
10. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU), for PSU to provide professional development opportunities and technical assistance activities to early childhood practitioners, for a fee of \$1,045,731 for the period, July 1, 2023, through June 30, 2024 (The Pennsylvania Key).
11. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Child Development Centers, Inc., for the Early Head Start Child Care Partnership program for Child Development Centers, Inc. to expand high-quality early learning opportunities to infants and toddlers, for a fee of \$158,025 to serve 32 children, effective May 1, 2023, through July 31, 2023 (The Pennsylvania Key).
12. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Dr. Ronald W. Whitaker, II, for Dr. Ronald W. Whitaker, II to present a keynote address and serve as a professional development facilitator during the Professional Development Organization Meeting, for a fee of \$3,000 for the period of May 9, 2023, through June 22, 2023 (The Pennsylvania Key).
13. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and ZenCEO, LLC., for ZenCEO, LLC to provide fifty (50) seats for individuals to receive training in an eight (8) week Mindfulness-Based Stress Reduction course, for a fee of \$28,350 for the period of May 10, 2023, through December 31, 2023 (The Pennsylvania Key).
14. To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Berks County Intermediate Unit Head Start, for Berks County Intermediate Unit Head Start to modify its budget. This amendment provides a funding increase of \$44,450 for a revised total not exceeding \$600,014. All other terms and conditions remain in force (The Pennsylvania Key).
15. To ratify Amendment #3 to the current agreement between the Berks County Intermediate Unit (BCIU) and Chester County Intermediate Unit d/b/a Chester County Head Start, for Chester County Intermediate Unit d/b/a Chester County Head Start to modify its budget. This amendment provides a funding increase of \$228,175 for a revised total not exceeding \$2,879,559. All other terms and conditions remain in force (The Pennsylvania Key).
16. To ratify Amendment #2 of the current agreement between the Berks County Intermediate Unit (BCIU) and Huntingdon County Child and Adult Development Corp., for Huntingdon County Child and Adult Development Corp. to modify its budget. This amendment provides a funding increase of \$5,700 for a revised total not exceeding \$155,388. All other terms and conditions remain in force (The Pennsylvania Key).

17. To ratify Amendment #1 of the current agreement between the Berks County Intermediate Unit (BCIU) and the Institute for Early Education Leadership and Innovation at the University of Massachusetts Boston (IEELI), for IEELI to modify its budget. This amendment provides for a funding increase of \$8,473 for a revised total not exceeding \$84,733. All other terms and conditions remain in force. (The Pennsylvania Key).
18. To ratify Amendment #1 of the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Chapter of the American Academy of Pediatrics (PAAAP), for PAAAP to modify its scope of services to support the update of the Child Care Health Advocate course curriculum. This amendment provides a funding increase of \$10,000 for a revised total not exceeding \$220,000 and extends the term of the agreement to August 18, 2023. All other terms and conditions remain in force (The Pennsylvania Key).

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CHIEF INFORMATION OFFICER

1. To approve the purchase of (1) Meraki MX95 security appliance (firewall) from ePLUS Technology, Inc. to replace legacy equipment at the BCIU Education Centre, at a total cost not to exceed \$5,539.
2. To approve the renewal agreement with ePlus Technology, Inc. for Cisco SmartNet and Firepower software maintenance and warranty, for the term of July 1, 2023, through June 30, 2024, at a total cost of \$8,529.12.
3. To approve the renewal for support and licensing of Meraki equipment from ePLUS Technology, Inc., at a cost not to exceed \$113,534.
4. To approve the renewal of the CyMetric Risk Assessment subscription and services through Caetra.io, for the term of July 1, 2023, through June 30, 2024, for a cost not to exceed \$3,000.
5. To approve the renewal of WhatsUp Gold Premium 300 Service Agreement from Progress Software Corporation, effective June 30, 2023, through June 30, 2024, at a cost of \$2,060.
6. To approve the renewal of KnowBe4 Security Awareness Training, effective August 11, 2023, through August 10, 2024, and KnowBe4 PhishER subscription, effective July 29, 2023, through July 28, 2024, at a cost of \$16,168.
7. To approve the renewal of the Tenable.io Subscription from CDW-G, effective July 6, 2023, through July 5, 2024, at a cost of \$17,890.33.
8. To approve the renewal of 10 licenses to Pluralsight Online Technical training for a one-year subscription from July 2, 2023, through July 1, 2024, at a cost of \$5,790.
9. To approve the renewal of Autonomous System Numbers (IPv4 and IPv6 Number Resources) with American Registry for Internet Numbers (ARIN), effective July 31, 2023, through July 30, 2024, at a cost of \$150.
10. To approve the renewal of the Microsoft Enrollment for Education Solutions (EES) agreement with Lancaster-Lebanon IU 13, effective August 2, 2023, through August 1, 2024, at a cost of \$84,774.20.
11. To approve the renewal of Solarwinds Serv-U Secure File Transfer Protocol licensing for a 16-month term, effective July 31, 2023, through November 16, 2024, at a cost of \$942.11. The term is extended to allow for alignment with other Solarwinds license purchases.

D. BUSINESS SERVICES

— LUCILLE GALLIS, CHIEF FINANCIAL OFFICER

1. To authorize the appropriate officers to execute a taxable Revenue Anticipation Note (RAN) in the amount of \$10 million with Tompkins Community Bank, effective July 1, 2023, and maturing June 30, 2024, at a variable rate equal to the Secured Overnight Financing Rate plus 2.00%, with an interest rate floor of 2.00%, as per the attached Letter of Commitment.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Conrad Siegel Actuaries, for Conrad Siegel Actuaries to provide professional services for the completion of Affordable Care Act (ACA) reporting for the 2023 calendar year at a fee of \$7,500 (no increase).
3. To approve the Amendment to the original lease agreement between the Berks County Intermediate Unit (BCIU) and the Daniel Boone Area School District, for the BCIU to rent a single-family residence at 511 Chestnut Street, Birdsboro, PA for the purpose of operating a Life Skills Special Education program, effective July 1, 2023, at a rate of \$1,000/per month, plus the additional cost of utilities: electric, gas, water, and sewage. Effective July 1, 2023, the BCIU will also be responsible for the actual cost of snow removal and cutting of grass.
4. To award contracts through the Berks County Joint Purchasing Board for Copy Paper.
5. To request permission for the Berks County Intermediate Unit to participate in the following cooperative purchasing programs for the 2023-2024 school year:
 - a. BuyBoard National Purchasing Cooperative
 - b. The Cooperative Purchasing Network (TCPN)
 - c. COSTARS
 - d. H-GAC Cooperative Purchasing Program
 - e. Keystone Purchasing Network (KPN)
 - f. NASPO ValuePoint
 - g. National Cooperative Purchasing Alliance (NCPA)
 - h. OMNIA Partners
 - i. PEPPM Cooperative Purchasing
 - j. Sourcewell
6. To authorize the Executive Director or Chief Financial Officer to award, between the June 15 and August 17, 2023 board meetings, the bid for the printing of early childhood educational materials for the Pennsylvania Key to the lowest responsive and responsible bidder, with award ratification at the August 17, 2023 board meeting.

E. OPERATIONS

— ROB ROSENBERY, CHIEF OPERATING OFFICER

1. To approve a Letter of Agreement between Good Shepherd Lutheran Church and the Berks County Intermediate Unit (BCIU), for the BCIU to serve as an emergency evacuation site for up to 55 childcare children and 6 staff from the children's programs operating at Good Shepherd Lutheran Church.
2. To authorize the administration to execute an agreement between the Berks County Intermediate Unit (BCIU) and S.J. Thomas Company, Inc., for S.J. Thomas Company, Inc. to prepare structural design documents with details and sections as required describing structurally the size and complexity of the building project consisting of the replacement of two deteriorated steel lintels at the BCIU's main office at a cost estimate of \$8,257.

F. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To acknowledge the six-month review of the Berks County Intermediate Unit Health and Safety Plan, as required by the American Rescue Plan (ARP) Act, and approve the revised Berks County Intermediate Unit (BCIU) Health Plan, effective June 16, 2023.
2. To approve the renaming / renumbering of Board Policy 831 – Data Storage to Board Policy 830.1 – Data Governance – Storage / Security
3. To approve the first reading of the following policy:
SUMMARY OF CHANGES
830 Security of Computerized Personal Information / Breach Notification (New)
4. To approve the renewal of the Pennsylvania School Boards Association (PSBA) annual membership and the BCIU's participation in the PSBA Policy and Administrative Regulations Maintenance programs, effective July 1, 2023, through June 30, 2024, for a total cost of \$6,090.
5. To cancel the July 20 Berks County Intermediate Unit (BCIU) Board meeting and to authorize the officers and administration of the BCIU to take the necessary steps to pay bills and salaries during the time between the June and August meetings.
6. To authorize the Executive Director to offer employment to prospective employees between the June and August Board meetings subject to receiving approval from Berks County Intermediate Unit Board officers through polling of each officer. Employment shall be ratified at the August Board meeting.

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT