



## HR

### **Mary Franciscus, Director**

The Director of Human Resources is responsible for providing leadership in all aspects of human resources for the organization and serves as a resource to Berks County schools, under the guidance of the Executive Director. The Director is tasked with developing and implementing human resources practices and handling employee relations to foster a dynamic and engaged workforce with direct responsibility for stay interviews and internships. Lastly, the Director ensures Equal Opportunity practices align with laws and regulations, manages labor relations in accordance with collective bargaining agreements, and serves as the compliance officer for various civil rights legislation.

### **Alexis Luckhart, Assistant Director**

The Assistant Director of Human Resources plays a crucial role in collaborating with the Director of Human Resources and providing oversight of the general day-to-day operations of the human resources office and direct oversight in various key areas. This includes managing the program administrator responsible for talent acquisition and direct supervision of attendance and compensation, compliance, benefits administration, and data. Furthermore, the Assistant Director is tasked with administering performance management systems and providing guidance relative to performance improvement plans.

### **Tina Blatt, Program Administrator**

The Program Administrator of Human Resources plays a crucial role in collaborating with the Assistant Director in various key areas. The Program Administrator directly supervises talent acquisition-related tasks, ensuring efficient and effective recruitment and selection processes. Furthermore, the Program Administrator is tasked with determining salary placement for recommended candidates and administering the employee referral program. The Program Administrator also plays a significant role in coordinating initiatives such as the United Way campaign and other projects aimed at enhancing the services provided by the human resources office.

## CONTACT US

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**Attendance and Compensation | Deb Gaenzle**  
**610-987-8472 | [debgae@berksiu.org](mailto:debgae@berksiu.org)**

- Prepare and calculate employees' bi-weekly, daily, and hourly wage rates and leave allowances:
  - New hires
  - Employees with changes in employment status
  - Step/Column movements based on education/certification
- Prepare and coordinate the dissemination of annual salary letters
- Update leave balances and conduct accumulation processes
- Update and record compensatory time
- Prepare leave payouts as per agreements
- Update sick leave bank records

**Benefits Administration | Cindy Shires**  
**610-987-8424 | [cinshi@berksiu.org](mailto:cinshi@berksiu.org)**

- Administer the BCIU's benefits programs to include medical/prescription, dental, vision, waiver incentive program, flexible spending account plans, group life insurance plan, and long-term disability plan:
  - Process new hire enrollment based on benefit elections
  - Process enrollments due to life events
  - Conduct the annual open enrollment period
  - Monitor dependent eligibility
  - Provide claims assistance to the extent possible due to HIPAA
  - Calculate employee contributions and monitor payroll deductions
  - Update systems relative to address changes
  - Maintain life insurance beneficiary designations
- COBRA administration (continuation of benefits due to loss of coverage)
- Coordinate and process all requests for Leaves of Absence:
  - Family and Medical Leave
  - Long-Term Disability
  - Personal Leave
- Manage the BCIU's workers' compensation program
- Assist employees with applications for reasonable accommodations under the Americans with Disabilities Act
- Promote the BCIU's Employee Assistance Program
- Provide information related to the Public School Employees Retirement System (PSERS)

**Compliance | Charlene Brown**  
**610-987-8433 | [chabro@berksiu.org](mailto:chabro@berksiu.org)**

- Attend to the following related to certificated staff:
  - Determine appropriate certification required of positions
  - Monitor mentor induction program stipend payments and completion of required documentation
  - Submit and monitor emergency certifications
  - Monitor educational status and calculate creditable service requirements for Level I certificate-holders
  - Assist with certification applications through the Pennsylvania Department of Education's Teacher Information Management System (TIMS) application
  - Pennsylvania Information Management System (PIMS) reporting
  - Monitor and track Act 48 and Act 45 hours compliance
  - Prepare and award Temporary Professional Employee (TPE) and Professional Employee (PE) Contracts/Tenure
- Monitor Act 126 – Child Abuse Recognition and Reporting renewals
- Monitor Act 153 Child Protection Clearances renewals
- Manage BCIU's Guest Teacher Program
- Maintain and monitor required workplace postings for all Berks County Intermediate sites
- Manage the nursing mother's room program
- Provide employment-related documents to programs for planned and unplanned audits/monitoring

**Data and Reporting | Isabel Henao**  
**610-987-8529 | [ihenao@berksiu.org](mailto:ihenao@berksiu.org)**

- Enter, monitor, and maintain employment-related data
- Respond to employee login/access in the following systems:
  - Absence Management
  - Frontline Central
  - Professional Growth (previously My Learning Plan)
  - Vector Solutions
- Assign and monitor training records through Vector Solutions
- Review and monitor Employment Status Forms submissions
- Prepare Personnel Matters to be presented on the Board Agenda
- Monitor and record policy acknowledgments
- Monitor the submission of performance evaluations and record in designated systems
- Maintain seniority data and prepare and distribute reports
- Confirm Substitute reasonable assurance
- Review service records and prepare service pin certificates
- Maintain organizational charts

**Employee Relations Coordinator | Mary Kaufmann**  
**610-987-8597 | [markau@berksiu.org](mailto:markau@berksiu.org)**

- Conduct investigations concerning allegations of the following:
  - Violations of policy
  - Discrimination
  - Harassment
  - Sexual misconduct
  - Violations of Pennsylvania's Code of Professional Practice and Conduct for Educators.
- Conduct Title IX investigations related to students and employees
- Recommend and implement resolutions through the progressive disciplinary process
- Respond to Equal Employment Opportunity Commission and Pennsylvania Human Relations Commission charges and requests for information
- Assist in developing and updating employee training programs regarding harassment, sexual harassment, discrimination, and/or retaliation
- Oversee unemployment matters including managing claims and representing the BCIU at hearings

**Human Resources Specialist / Talent Acquisition - Transportation | Kellilyn Aten**  
**610-987-8471 | [kelate@berksiu.org](mailto:kelate@berksiu.org)**

- Coordinate and conduct new hire orientation program
- Process photo ID cards:
  - New Hires
  - Replacement cards
- Monitor I-9 Forms
- Monitor the annual physical renewal process
- Coordinate BCIU DOT and non-DOT random drug testing program
- Provide employment-related documents to programs for planned and unplanned audits/monitoring
- Administer the BCIU's Tuition Reimbursement Program
- Provide support to BCIU's Transportation Program:
  - Assist with recruitment and selection efforts
    - Develop recruitment plans and establish and implement sourcing strategies
    - Prepare posting and advertisement for vacancies
    - Correspond and communicate with candidates
  - Conduct interviews
  - Verify credentials
  - Conduct Act 168 Employment History Review process
  - Conduct references of the recommended candidate
  - Conduct background checks
  - Extend offers of employment
  - Conduct pre-employment-related activities
  - Maintain application and interview notes/rating sheets
  - Compile and create data, reports, and other forms of recruitment and retention statistics
- Annual Clearinghouse Queries
- Conduct bi-annual and random motor vehicle record checks
- Manage workers' compensation claims

**Recruiting and Staffing | Kelly Hollenbach**  
**610-987-8476 | kelhol@berksiu.org**

- Assist with recruitment and selection efforts for Non-Transportation Programs:
  - Develop recruitment plans and establish and implement sourcing strategies
  - Prepare posting and advertisement of vacancies
  - Verify credentials
  - Conduct Act 168 Employment History Review process
  - Assist with scheduling interviews
  - Correspond and communicate with candidates
  - Assist with conducting references of the recommended candidate
  - Conduct background checks
  - Extend offers of employment
  - Conduct pre-employment-related activities
  - Maintain application and interview notes/rating sheets
  - Compile and create data, reports, and other forms of recruitment and retention statistics
  - Maintain a vacancy list and distribute it to the appropriate staff
  - Manage Frontline Recruit and Hire system and provide support to end users
- Process photo ID cards
  - New Hires
  - Replacement cards
- Monitor I-9 Forms
- Position Description Management

**General Human Resources Operations**  
**Lori Swenk | 610.987.8405 | lorswe@berksiu.org**

- Respond to and/or direct employee inquiries to the appropriate HR staff member
- Maintain personnel files
- Process employee name and address changes
- Coordinate and/or oversee skills testing and assessments
- Assist with preparing correspondence related to the following:
  - Board-approved actions
  - Disciplinary matters
- Respond to Employment Verifications
- Respond to Requests for Records/Subpoenas
- Assist employees with the completion of student loan forgiveness forms
- Distribute communication regarding the exit process
- Administer fingerprinting services

