

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

◆ EMPLOYEE OF THE MONTH FOR SEPTEMBER 2023

— Jessica Bailey, School Counselor at the Learning Academy at Thomas Ford,
Office of Early Childhood and Student Services

II. FEATURED PROGRAM

◆ INSIDE BCIU | WELCOME BACK TO SCHOOL: MAKING MEANINGFUL CONNECTIONS FOR STUDENTS AND STAFF

— Dr. Jill Hackman, Executive Director

III. EXECUTIVE SESSION

IV. EXECUTIVE DIRECTOR'S REPORT

A. Executive Director Update

1. Newslink
2. Committee on Legislative Action (COLA) | 2023-2024 Overview
3. Legislative Update
4. Keeping Kids Safe | October 4, 2023
Standard Response Protocol and Standard Reunification Method
5. Other Items

V. AGENDA REVIEW

REGULAR MEETING

01. CALL TO ORDER

A. Pledge to the Flag and Roll Call

B. Moments of Silence

C. Announcements

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

D. PSBA 2024 Slate of Candidates for Officer Elections and the PSBA Insurance Trust Trustees

<https://www.psba.org/psba-officer-elections/>

02. APPROVAL OF MINUTES

A. Meeting of August 17, 2023

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

SOURCE		PAGE	AMOUNT
August	2023 Ratifications-IU	1-17	\$4,049,864.27
August	2023 Ratifications-PSDLAF	1-01	\$12,925.43
August	2023 Ratifications IU Wires	1-01	\$9,000.00
September	2023 Ratifications-IU	1-15	\$2,103,491.91
September	2023 Ratifications IU Wires	1-01	\$3,000.00
September	2023 Approvals- IU	1-09	\$634,807.09
TOTAL			\$6,813,088.70

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

Amount Outstanding
September 14, 2023
\$0

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF SEPTEMBER 14, 2023:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$701,107.78	\$71,029.67	\$1,033,801.53	\$308,447.28	\$838,782.74
Commonwealth of PA	\$915,954.07	\$0.00	\$3,597,744.14	\$0.00	\$0.00
Other Revenue Sources	\$60,990.65	\$77,735.07	\$278,460.29	\$241.91	\$2,096.00
TOTALS	\$1,678,052.50	\$148,764.74	\$4,910,005.96	\$308,689.19	\$840,878.74
GRAND TOTAL	\$7,886,391.13				

06. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE AUGUST 1, 2023 **\$7,313,163.15**

RECEIPTS

REVENUE RECEIPTS	\$19,314,939.45	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$19,314,939.45</u>
		\$26,628,102.60

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$429,554.74	
PRE-BOARD RATIFICATIONS WIRE	\$3,000.00	
BOARD APPROVALS	\$1,709,459.96	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$12,925.43	
POST BOARD RATIFICATIONS IU	\$4,049,864.27	
POST BOARD RATIFICATIONS WIRES	\$9,000.00	
TOTAL CHECKS WRITTEN	\$6,213,804.40	
CHECKS VOIDED	(\$79,307.65)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,059,156.92</u>	<u>\$11,193,653.67</u>
ENDING BALANCE - AUGUST 31, 2023		\$15,434,448.93

CASH AVAILABLE-AUGUST 31, 2023 **\$15,434,448.93**

07. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

AUGUST 2023	
TOMPKINS	\$64,254.85
PSDLAF	\$13.84
CHASE	\$4.22

08. BUDGETS

A. New and Proposed Budgets

1. The Pennsylvania Key - Preschool Development Grant Birth Through Five - PDG B-5 – Program 23-286

Office of Professional Learning

7/1/23 – 6/30/26

\$6,505,072

This program consists of a federal grant from the Department of Health and Human Services passed through Pennsylvania Department of Education to OCDEL and the BCIU PA Key to accelerate systems-building to benefit priority populations including infants, toddlers, vulnerable children, children transitioning to kindergarten, migrant families, children with special needs and the ECE workforce who serve children & families across PA. Major initiatives the PA Key is focusing on include bringing on additional staff to support Mental Health and Professional Development, Needs Assessments Projects, Marketing Campaigns, Building Coach Capacities, Homelessness projects and Rapid Response Grants.

B. Initial Budgets

1. Education of Children and Youth Experiencing Homelessness – Program 23-150

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$806,762

The BCIU has been allocated the above amount to manage Region 2 of the PA Education for Children and Youth Experiencing Homelessness Program through PA Department of Education. There are eight grantees in the Commonwealth that receive McKinney-Vento funds to form a management team that provides all public-school districts in the Commonwealth a regional office to oversee compliance issues and assist with homeless student identification and data management. Region 2 consists of Berks, Chester, Dauphin, Lancaster, Lebanon, and Schuylkill counties. The grant is in the third year of a five-year period. This program is funded by federal dollars and has been existence since 1992/1993.

2. Project ELECT/Fatherhood Initiative (Education Leading to Employment and Career Training) – Program 235

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$659,532

Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993).

3. Special Education Contracted Services – Program 302

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$6,541,272

This proprietary program provides local school districts with special education instructional programs and services including Deaf & Hard of Hearing classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991).

4. Special Education Core – Program 304

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$3,434,735

Funded by the Pennsylvania Department of Education, this budget covers costs for management, federal/state mandates for special education, direct services, child tracking (Penn Data) services, and administrative functions designed to support the Special Education programs throughout the Berks County Intermediate Unit and our school districts (since 1991).

5. Tower Behavioral Health – Program 624

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$400,491

The Tower Behavioral Health Program is a licensed in-patient hospitalization program for behavioral health treatment, serving students through crisis, emergency hospitalization, parent referrals, community agency referrals, and school district recommendation. Students receive counseling services provided by Tower Health staff. Educational services and social skills instruction are provided by BCIU staff. There is coordination with the students' hospitalization treatment team and resident school district to provide a continuum of academic support with efforts focused on maintaining students' progress in their home district's curriculum. The educational component is funded by the resident school districts of the students (since 2021).

6. Alternative Education Program - Learning Academy at Thomas Ford – Program 626

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$3,352,946

This proprietary program provides alternative education services at Learning Academy at Thomas Ford to students from grades sixth through twelve. A full range of academic courses are provided and there is close staff collaboration with juvenile probation, children and youth services, Service Access Management (SAM), community mental health providers, and drug and alcohol agencies (since 1995).

7. Head Start State Supplemental Assistance Program – Program 170

Office of Professional Learning

7/1/23 – 6/30/24

\$758,048

Funded by the Pennsylvania Department of Education and the Head Start State Collaboration Office, and facilitated by The Pennsylvania Key staff, this program provides monitoring and technical assistance to Head Start State Supplemental grantees throughout the state (since 2005).

- 8. Early Childhood Mental Health Initiative – Program 223**
Office of Professional Learning
7/1/23 – 6/30/24 \$905,821
Funded through BCIU’s IDEA Section-619 and State Early Intervention grants, and facilitated by The Pennsylvania Key staff, this program provides funding for Early Childhood Mental Health Consultant Specialists to provide targeted mental health support and monitoring to pre-school children in Pre-K Counts and Head Start State Supplemental programs throughout the state (since 2009).
- 9. PA Pre-K Counts – OCDEL – Program 228**
Office of Professional Learning
7/1/23 – 6/30/24 \$2,667,201
Funded by the Pennsylvania Department of Education, and facilitated by The Pennsylvania Key staff, this program provides monitoring, technical assistance, consultation, and training and materials for all Pennsylvania Pre-K Counts approved providers (since 2007).
- 10. Berks Online Learning – Program 680**
Office of Professional Learning
7/1/23 – 6/30/24 \$446,156
This proprietary program is a partnership between BCIU and multiple cyber course providers to offer local school districts online education options for K-12 students (since 2008).
- 11. Emergency Connectivity Fund – Program 219**
Office of Information Technology
7/1/23 – 12/31/23 \$106,991
BCIU through a grant with Universal Service Administrative Company (USAC), will purchase services required for implementing Wi-Fi/Internet access on 147 buses from three vendors. This project will provide filtered, mobile broadband access to students while riding Berks County Intermediate Unit buses to help bridge the digital divide.
- 12. BCIU Print Service Center – Program 605**
Office of Information Technology
7/1/23 – 6/30/24 \$536,803
This proprietary program provides printing and duplicating services to school districts and to all BCIU departments and programs (since 1980).
- 13. Special Education Transportation – Program 344**
Office of Operations
7/1/23 – 6/30/24 \$11,004,202
Funded by the state, this budget provides for the transportation of approximately 2,563 special needs children between their homes and schools and activities prescribed by the individual education program (since 1969).

C. Changes to Initial Budgets

1. Educational Stability for Foster Care Youth– Program 22-149

Office of Early Childhood and Student Services

7/1/22 – 9/30/23

\$11,308

Total Proposed Revised Budget: \$67,706

The BCIU has been allocated the above amount to manage Region 2 of the Educational Stability for Foster Care Youth program through the PA Department of Education. There are eight grantees in the Commonwealth that receive these funds to form a management team through regional offices. The goal of the regional office is to provide technical assistance, training, and support to all public-school districts and county children and youth agencies with regards to the education of children in foster care. Region 2 consists of Berks, Chester, Dauphin, Lancaster, Lebanon, and Schuylkill counties. The grant is allocated through Title I, Part A funds annually (since 2017). These changes are necessary to due to additional funding.

2. Head Start – Program 23-165

Office of Early Childhood and Student Services

1/1/23 – 12/31/23

\$584,347

Total Proposed Revised Budget: \$8,679,897

The 2023 Head Start Program is funded primarily by federal dollars, which are distributed by the Department of Health and Human Services, Administration for Children and Families. Additional funding is received through the Child and Adult Care Food Program. These funds will serve approximately 610 children in 35 classrooms across Berks County. This program has been in existence since 1965. This change is necessary due to a cost-of-living adjustment.

3. Early Head Start Child Care Partnership – Program 22-168

Office of Early Childhood and Student Services

8/1/22 – 7/31/23

\$44,450

Total Proposed Revised Budget: \$624,565

The Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL) has contracted with the BCIU to partner with two local Child Care Centers to provide Early Head Start services. The Early Head Start Child Care Partnership (EHS-CCP) will provide full-day, full-year services designed to promote the development of young children from birth to three. Early Head Start promotes the school readiness of low-income children (since 2015). This change is necessary due to additional funding for the Early Head Start partners.

4. The Pennsylvania Key - American Rescue Plan Act– Program 22-128

Office of Professional Learning

2/1/22 – 9/30/24

\$314,931

Total Proposed Revised Budget: \$17,429,617

As a result of the American Rescue Plan (ARP), The Pennsylvania Key has been awarded a supplemental grant for activities in response to COVID-19. The supplement contains funding for projects that will improve professional development and technical assistance for all preschool, childcare, and Head Start Centers.

D. Budgetary Transfers

1. Head Start Federal COVID-19 Supplement – Program 21-166

Office of Early Childhood and Student Services

4/1/21 – 3/31/23

\$215,630

As a result of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA Act) and the American Rescue Plan, Head Start has been awarded a supplemental grant for activities in response of COVID-19. This supplement contains funding for actions or activities to prevent, prepare for, and respond to COVID-19. Activities may include, but are not limited to, mental health supports for children and families, summer program for students, cleaning and sanitizing costs directly related to COVID-19, and other related costs such as PPE, take-home materials for students, and/or technology needs. These transfers are necessary for year-end projections.

2. Early Intervention – Program 348

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$371,580

Funded by the state, this program provides services to newly identified, preschool children with special needs in Berks County (since 1983). These budget transfers are necessary to adjust to year-end actual expenditures.

3. PA Science Standards Revision – Program 217

Office of Professional Learning

7/1/22 – 6/30/23

\$91,998

BCIU through an agreement with the Pennsylvania Department of Education will provide services to support the Pennsylvania Science Standards revision process. Services under this agreement will include assistance in the facilitation of initial information gathering and creation of a landscape report, stakeholder engagement sessions, steering committee, writing workgroups, community feedback, and presentation to the State Board of Education. BCIU will support and supply technical assistance to the Pennsylvania Department of Education throughout the revision process (since 2019). These transfers are necessary due to year-end adjustments.

4. Berks Business Education Partnership Grant – Program 22-282

Office of Professional Learning

2/1/22 – 12/31/23

\$1,507

BCIU through an agreement with the County of Berks will provide contracted services to recruit businesses to be part of the Career Ready Berks platform, implement Career Pathways Advisory Groups, plan professional development on workforce trends and provide a community leadership forum to share current Career Ready Berks initiatives, updates, and next steps as a means of building business-education collaboration and support for Berks County educators and nearly 70,000 students (since 2019). These transfers are necessary due to year-end adjustments.

5. Comprehensive Support and Improvement – Program 284

Office of Professional Learning

7/1/22 – 6/30/23

\$20,628

The BCIU, through an agreement with the Allegheny Intermediate Unit (AIU3), will provide services associated with the overall system for school improvement and specifically services associated with the Comprehensive Support and Improvement (CSI) that AIU3 has contracted with the Pennsylvania Department of Education to provide statewide. BCIU's services will include the recruitment, hiring, logistics, and supervision of the Director of School Improvement Performance Management and Assistant Directors of School Improvement Performance Management. BCIU will also serve as a lead partner and advisory member for CSI statewide services (since 2018). These transfers are necessary for year-end projections.

6. Professional Development Programs– Program 600

Office of Professional Learning

7/1/22 – 6/30/23

\$396

This budget is a proprietary program that provides Continuing Professional Education Courses and charges an appropriate fee to cover the costs of instructors, materials, lab costs, clerical support, and advertising (since 1982). These transfers are necessary due to year-end adjustments.

7. Professional Services - Reading School District – Program 602

Office of Professional Learning

7/1/22 – 6/30/23

\$112

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 (since 2022). These transfers are necessary due to year-end adjustments.

09. APPROVAL/RATIFICATION OF HEAD START:

- a. Head Start Notice of Award Closeout CRRSA-ARP
- b. Financial Statements (August 2023)
- c. Credit Card Purchases (August 2023)
- d. Non-Federal Share Report (August 2023)
- e. Policy Council Minutes/Resolutions (August 2023)
- f. Head Start Director's Report
- g. Five Year Grant Application
- h. Program Information Report
- i. Head Start Annual Report

10. COMMUNICATIONS

James Ulrich, *Secretary*

1. Communication from Dr. Stephen Burnham, Assistant Superintendent, and administrative staff of the Conrad Weiser Area School District (CWASD) regarding Curriculum and Safety Training provided by BCIU staff for CWASD inservice.

11. OLD BUSINESS

No Items to Report

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 American Federation of State, County and Municipal Employees (AFSCME), Local 1160, to add the position of custodian to Article 20: OVERTIME, Section 5 effective June 15, 2023, through June 30, 2026.
2. 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 (BCIUUEA) to extend the telework procedure effective October 2, 2023, through June 29, 2024.
3. To approve the Framework Proposal between the Board of Directors of the Berks County Intermediate Unit and the Berks County Intermediate Unit Education Association (BCIUUEA) for a three-year collective bargaining agreement from July 1, 2024, through June 30, 2027.
4. To amend the Technology and Support Services Compensation and Benefits plan to revise the addendum to reflect changes to SRI ranges 12 and 13.
5. To approve the elimination of the Continuing Professional Education (CPE) Instructor, Professional Learning position, effective December 22, 2023.

B. Employment – Ratifications

1. Early Childhood & Student Services Office
 - a. Marsha J. Ebling – Teacher, Pre-K Counts
Recommended Annual Salary – Column 2, Step 6, \$56,456 (to be prorated)
Effective Date – September 5, 2023
Replacement
 - b. Zuleyka Garcia – Teacher, Head Start
Recommended Hourly Rate – Level I, Entry, \$21.23
Effective Date – September 18, 2023
Replacement
 - c. Nadia Z. Munoz – Paraeducator, Early Intervention
Recommended Hourly Rate – \$14.39
Effective Date – August 28, 2023
Replacement
 - d. Mailyn T. Tout – Specialized Preschool Teacher – Itinerant, Early Intervention
Recommended Annual Salary – Column 4, Step 6, \$66,054 (to be prorated)
Effective Date – September 18, 2023
Replacement

2. Operations Office

- a. Jailene Baez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – September 11, 2023
Replacement
- b. Terry L. Beadencup – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – August 21, 2023
Replacement
- c. Yolenny M. Hilario Ozimkoski – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – August 21, 2023
Replacement
- d. Mark J. Kopicik – Level III Custodian, Custodial
Recommended Hourly Rate – \$14.67
Effective Date – September 18, 2023
Replacement
- e. Lilibeth T. Mayo – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$15.20 and \$17.70
Effective Date – September 11, 2023
Replacement

3. Professional Learning Office

- a. Vanessa Campos – Preschool Development Grant Birth to Five Program Specialist, The Pennsylvania Key
Recommended Annual Salary – \$62,228 (to be prorated)
Effective Date – September 5, 2023
New Position
- b. Mary Ellen Mannix – Early Head Start Coaching Supervisor, The Pennsylvania Key
Recommended Annual Salary – \$69,616 (to be prorated)
Effective Date – August 21, 2023
New Position
- c. Cory A. Wurst – Blended Age Mental Health Consultant, The Pennsylvania Key
Recommended Annual Salary – \$61,374 (to be prorated)
Effective Date – September 11, 2023
Additional Position

C. Change of Status – Ratifications

1. Early Childhood & Student Services Office
 - a. Kendall Berger – Itinerant Teacher, Special Education
Change Recommended Annual Salary from Column 1, Step 3, \$50,892 to Column 4, Step 3, \$62,344
Effective Date – September 1, 2023
Salary Adjustment per BCIUEA Agreement
 - b. Nicola Brown – Job Coach – On-Site, Special Education
Recommended Hourly Rate – \$18.65
Effective Date – August 7, 2023 – August 14, 2023
Additional Hours (not to exceed 10 hours)
 - c. Joseph Grandstrom – Teacher, Alternative Education
Change Recommended Annual Salary from Column 2, Step 3, \$51,509 to Column 4, Step 3, \$62,344
Effective Date – September 1, 2023
Salary Adjustment per BCIUEA Agreement
 - d. Ann Marie Hopler – Teacher, Alternative Education
Change Recommended Annual Salary from Column 5, Step 6, \$66,747 to Column 6, Step 6, \$67,439
Effective Date – September 1, 2023
Salary Adjustment per BCIUEA Agreement
 - e. Miranda Madara
Change from Substitute Paraeducator, Pre-K Counts to Teacher, Pre-K Counts
Change Recommended Hourly Rate from \$14.15 to Annual Salary, Column 1, Step 1, \$43,414
Effective Date – August 14, 2023
Replacement
 - f. Miranda Madara – Teacher, Pre-K Counts
Recommended Hourly Rate – \$32.64
Effective Date – August 14, 2023
Additional Hours (not to exceed 7 hours)
 - g. Kathy Miller
Change from Paraeducator, Early Intervention to Paraeducator, Pre-K Counts
No Change in Recommended Hourly Rate
Effective Date – August 21, 2023
Replacement
 - h. Yadnery Morales
Change from Paraeducator, Head Start to Substitute Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$14.48 to \$14.15
Effective Date – August 15, 2023
Voluntary Reassignment

- i. Ana Popovici
Change from Paraeducator, Early Intervention to Substitute Paraeducator, Early Intervention
Change Recommended Hourly Rate from \$16.31 to \$14.15
Effective Date – September 11, 2023
Voluntary Reassignment
- j. Keishla Sanchez-Rodriguez – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$14.48 to Level II, Entry, \$15.55
Effective Date – May 19, 2023
Obtained CDA
- k. Melissa Singleton
Change from Paraeducator, Head Start to Substitute Paraeducator, Head Start
Change Recommended Hourly Rate from Level II, Entry, \$15.55 to \$14.15
Effective Date – August 28, 2023
Voluntary Reassignment
- l. Mary Stelter – Physical Therapist, Early Intervention
Change Recommended Hourly Rate from \$40.04 to
Annual Salary, Column 1, Step 4, \$52,129 (to be prorated)
Effective Date – August 15, 2023
Replacement
- m. Alexander Stunz
Change from Emotional Support Specialist, Alternative Education to
Security Specialist, Alternative Education
Change Recommended Annual Salary from \$25,427 to \$31,919 (to be prorated)
Effective Date – August 22, 2023
Replacement
- n. Olesia Wright
Change from Paraeducator, Head Start to Substitute Paraeducator, Head Start
Change Recommended Hourly Rate from Level II, Entry, \$15.55 to \$14.15
Effective Date – August 21, 2023
Voluntary Reassignment
- 2. Operations Office
 - a. Joseph Avanzato
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to
Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – August 4, 2023
Voluntary Reassignment
 - b. Richard Hoffmaster
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 – August 28, 2023
Voluntary Reassignment

- c. Kathleen Kemp
Change from Substitute Bus/Van Assistant and Misc. Transportation to Part-time Bus/Van Assistant and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – August 15, 2023
Replacement
- d. Noel Reis
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 – August 4, 2023
Voluntary Reassignment
- e. Lori Scheider – School Bus Fueler, Transportation
Recommended Hourly Rate – \$21.60
Effective Date – August 1, 2023
Additional Assignment
- f. Haley Trumbore
Change from Part-time Bus/Van Assistant and Misc. Transportation to Substitute Bus/Van Assistant and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – August 4, 2023
Voluntary Reassignment
- g. Aileen Vega Pagan
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 – August 31, 2023
Voluntary Reassignment

D. Additions to 2023-2024 Approved Substitute Lists – Ratifications

Alternative Education

Miranda Madara, Teacher – Effective August 14, 2023
Olesia Wright, Specialist – Effective August 21, 2023

Early Intervention

Virginia Allen, Paraeducator – Effective September 5, 2023
Miranda Madara, Teacher – Effective August 14, 2023
Jannett Seidel, Paraeducator – Effective August 21, 2023
Olesia Wright, Paraeducator – Effective August 21, 2023

Head Start

Virginia Allen, Paraeducator – Effective September 5, 2023
Miranda Madara, Teacher – Effective August 14, 2023
Jannett Seidel, Paraeducator – Effective August 21, 2023

Human Resources

Nickia Richards, Substitute Specialist/Intern – Effective September 5, 2023

Pre-K Counts

Virginia Allen, Paraeducator – Effective September 5, 2023

Jannett Seidel, Paraeducator – Effective August 21, 2023

Melissa Singleton, Paraeducator – Effective August 28, 2023

Olesia Wright, Paraeducator – Effective August 21, 2023

Special Education

Virginia Allen, Specialist – Effective September 5, 2023

Miranda Madara, Teacher – Effective August 14, 2023

Jannett Seidel, Specialist – Effective August 21, 2023

Olesia Wright, Specialist – Effective August 21, 2023

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

Head Start

Keishla Sanchez-Rodriguez – Effective May 19, 2023

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

Head Start

Keishla Sanchez-Rodriguez – Effective July 1, 2023

Removal from 2023-2024 Out-of-Class Substitute Lists – Ratifications

Alternative Education

Alexander Stunz – Effective August 21, 2023

Head Start

Melissa Singleton – Effective August 25, 2023

Olesia Wright – Effective August 18, 2023

F. Remove from 2023-2024 Approved Substitute Lists

Alternative Education

Miranda Madara, Specialist – Effective August 11, 2023

Ana Popovici, Specialist – Effective September 11, 2023

Early Intervention

Miranda Madara, Paraeducator – Effective August 11, 2023

Head Start

Miranda Madara, Paraeducator – Effective August 11, 2023

Ana Popovici, Teacher – Effective September 11, 2023

Pre-K Counts

Ana Popovici, Paraeducator – Effective September 11, 2023

Special Education

Miranda Madara, Specialist – Effective August 11, 2023

Ana Popovici, Specialist – Effective September 11, 2023

Transportation

Michael Blandford, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – September 22, 2023

Natasha Bolden, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – September 22, 2023

Karen Fantozzi, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – August 9, 2023

Bonnie Finkbone, Substitute Driver with Bus License, Transportation
Effective – August 14, 2023

Ivelisse Guerra – Substitute Bus/Van Assistant and Misc. Transportation
Effective – September 22, 2023

Jolene Hess – Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – September 22, 2023

G. Employment – Approvals

1. Information Technology Office

- a. Jeffrey Winters – Systems and Security Administrator I, Infrastructure and Operations
Recommended Annual Salary – \$80,000 (to be prorated)
Effective Date – To be determined pending pre-employment process
Replacement

2. Professional Learning Office

- a. Jennifer C. Mazur – Educational Consultant, Training and Consultation
Recommended Annual Salary – Column 4, Step 16, \$89,455 (to be prorated)
Effective Date – To be determined pending pre-employment process
Additional Position

H. Change of Status – Approvals

1. Information Technology Office

- a. Ismael Conde – Systems Analyst Developer I, Application, Architecture, and Development
Change Recommended Annual Salary from \$75,666.30 to \$81,152.11 (to be prorated)
Effective Date – October 9, 2023
Equity Adjustment
- b. Bradley Hill – Systems Analyst Developer II, Application, Architecture, and Development
Change Recommended Annual Salary from \$77,821.12 to \$81,712.18 (to be prorated)
Effective Date – October 9, 2023
Equity Adjustment
- c. Andrew Kasmari – Technical Services Coordinator, Infrastructure and Operations
Change Recommended Annual Salary from \$83,584 to \$86,091.52 (to be prorated)
Effective Date – October 9, 2023
Equity Adjustment
- d. James Martin – Network Administrator, Infrastructure and Operations
Change Recommended Annual Salary from \$87,720.16 to \$90,351.76 (to be prorated)
Effective Date – October 9, 2023
Equity Adjustment

- e. Kimberly Shimko – Software Support Specialist III, Software Support Services
Change Recommended Annual Salary from \$82,161.01 to \$85,447.45 (to be prorated)
Effective Date – October 9, 2023
Equity Adjustment
- f. Kelly Snyder – Systems Analyst Developer I, Application, Architecture, and Development
Change Recommended Annual Salary from \$67,095.55 to \$70,114.85 (to be prorated)
Effective Date – October 9, 2023
Equity Adjustment
- g. Jeffrey Weaver – Systems and Security Administrator II, Infrastructure and Operations
Change Recommended Annual Salary from \$87,341.66 to \$90,398.62 (to be prorated)
Effective Date – October 9, 2023
Equity Adjustment

I. Leave of Absence Requests

- 1. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Tsehay Jackson – Teacher, Alternative Education
Effective Date – September 19, 2023
Personal Leave (unpaid – with benefits – Not FMLA)
 - b. Tisha Hess – Paraeducator, Early Intervention
Effective Date – September 12, 2023
- 2. Operations Office
Personal Leave (unpaid – without benefits – Not FMLA)
 - a. Robert Cotten – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 23, 2023
 - b. Jayonna Crawley – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 15, 2023
 - c. Jan Fisher – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 30, 2023
 - d. Maria Mora-Zavala – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 29, 2023
- 3. Professional Learning Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Emily Kavanagh – Early Head Start Data Specialist, The Pennsylvania Key
Effective Date – September 20, 2023

J. Return from Leave of Absence Requests

- 1. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Cynthia Smith – Teacher, Head Start
Effective Date – August 15, 2023

2. Operations Office

Personal Leave (unpaid – without benefits – Not FMLA)

- a. Robert Cotten – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 11, 2023
- b. Jayonna Crawley – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 29, 2023

K. Retirements

1. Early Childhood & Student Services Office

- a. Lynne W. Claxton – Paraeducator, Head Start
Effective Date – September 29, 2023
- b. Joan M. Schaeffer – Specialized Preschool Teacher – Itinerant, Early Intervention
Effective Date – April 2, 2024
- c. Alice F. Shomgard – Paraeducator, Early Intervention
Effective Date – December 13, 2023

2. Operations Office

- a. Thomas G. Petro – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 6, 2023

L. Resignations

1. Business Services Office

- a. Cheyanne L. King – Assistant Program Administrator, Fiscal Services
Effective Date – September 29, 2023

2. Early Childhood & Student Services Office

- a. Kristi L. Bassetti – Occupational Therapist, Early Intervention
Effective Date – October 27, 2023
- b. Susan M. Brent – Teacher, Pre-K Counts
Effective Date – October 12, 2023
- c. Nicola C. Brown – Job Coach – On-Site, Special Education
Effective Date – August 23, 2023
- d. Zenaida Calero-Nieves – Family Engagement Worker, Head Start
Effective Date – September 14, 2023
- e. Cory L. Clark – Board Certified Behavior Analyst, Special Education
Effective Date – October 13, 2023
- f. Yadira Duran – Paraeducator, Head Start
Effective Date – August 14, 2023
- g. Maggie E. Herndon – Paraeducator, Head Start
Effective Date – August 14, 2023
- h. June E. Malocu – Health Nutrition Specialist, Head Start
Effective Date – August 25, 2023
- i. Nadia Z. Munoz – Paraeducator, Early Intervention
Effective Date – August 31, 2023
- j. Nancy E. Ruth – Paraeducator, Head Start
Effective Date – August 14, 2023

3. Operations Office

- a. Ivanova M. Campo – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 17, 2023
- b. Rebecca E. Drakely – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 8, 2023
- c. Maira Frey – Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation
Effective Date – August 22, 2023
- d. Cory L. Hambrick – Level V Program Secretary, Operations
Effective Date – August 25, 2023
- e. Jolyn A. Hiester – Level II Custodian, Custodial
Effective Date – August 25, 2023
- f. Franchon M. Minor-Grandy – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 23, 2023
- g. Mariluz Montanez – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 11, 2023
- h. William C. Rey, Jr. – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 15, 2023
- i. David Terry, Jr. – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 4, 2023

4. Professional Learning Office

- a. Jennifer A. Schuster – Intervention Teacher, Act 89
Effective Date – September 22, 2023

M. Terminations

No Items to Consider

N. Other

1. Operations Office

- a. Jeffrey H. Webber – Level III Custodian, Custodial
Effective Date – September 13, 2023
Deceased

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To appoint the following representatives to the BCIU Comprehensive Plan Professional Development Steering Committee in accordance with PA Statute 24§ 12-1205.1 (b):

Parent Representatives

- Christopher Hoster, Parent
- Bob Stauffer, Parent

Community Representatives

- Barbara Starkey, Regional Director, Community Services for Children, Early Learning Resource Center Region 13
- Elizabeth Setley, Director of Interpreting Services, Keystone Deaf and Hard of Hearing Services
- Heather Rodriguez, Counselor, Office of Vocational Rehabilitation

2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Career and Technology Center (BCTC), for the BCTC to provide meals for the BCIU Head Start program, effective July 1, 2023, through June 30, 2024, at the following rates:

Provider (Lunches)	<u>Rate/Child</u>	<u>Increase</u>
BCTC East (Oley)	\$2.80	\$.05/child
BCTC West (Blue Marsh)	\$2.80	\$.05/child

3. To ratify an agreement between Berks County Intermediate Unit (BCIU) and the Olivet's Boys and Girls Club/OBGC, for the BCIU to provide services for the Intern Counseling Collaboration Program for scheduled in-person days of group counseling, weekly for one-hour sessions, on a rotating schedule at five Olivet's Boys and Girls Clubs of Reading and Berks County. The term of the agreement is from September 2023 through January 2024, at a rate of \$1,500/month, for a total cost of \$7,500.
4. To ratify an agreement between Berks County Intermediate Unit (BCIU) and Karah Molesevich, School Psychologist, for Karah Molesevich to provide special education evaluations in Spanish and English to school-age students as well as Early Intervention transition evaluations, as per the agreement, effective September 1, 2023, through June 30, 2024.
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Judge Technical Services, Inc., for Judge Technical Services, Inc. to provide Occupational Therapy, Physical Therapy, Speech-Language, Regular Education, Special Education, Psychological, and Paraeducator services as per the Compensation / Reimbursement for Services Attachment, effective September 1, 2023, through June 30, 2024.
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the National Council for Behavioral Health DBA National Council for Mental Wellbeing, for the National Council for Mental Wellbeing to provide instructor training in The Youth Mental Health First Aid course, at a cost of \$52,000.

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 Joseph M Sanfelippo, LLC, for Dr. Joe Sanfelippo to provide professional services related to the 2024 Berks County Administrators' Conference, for a fee not to exceed \$10,500 according to the agreement, effective August 9, 2023.
2. To ratify amendments to the agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title I, II, and / or IV services to students who reside within Title I, II, and / or IV eligible schools and attend nonpublic schools, as per the agreements, effective September 1, 2023, through August 31, 2024:
 - Boyertown Area School District – Titles I, II, and IV

3. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title I, II, and / or IV services to students who reside within Title I, II, and / or IV eligible schools and attend nonpublic schools, as per the agreements, effective the date of the signing of the agreement through June 30, 2024:
 - Cocalico School District – Title I
 - Daniel Boone Area School District – Title I
 - Fleetwood Area School District – Title I
 - Governor Mifflin School District – Title I, II, and IV
 - Hamburg Area – Title I
 - Muhlenberg School District – Title I, II, and IV
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the following vendors, for the BCIU to purchase products 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 each individual agreement:
 - Albright College, for St. Ignatius Loyola Regional School
 - Substitute Teacher Service, Inc., for St. Margaret School
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the GoggleWorks Center for the Arts, for the BCIU to rent space to host the Chief Science Officer (CSO) program according to the agreement, for the amount not to exceed \$1,840 effective August 24, 2023.
6. To ratify a facility use and hold harmless agreement between the Berks County Intermediate Unit (BCIU) and the Kutztown University, for the BCIU to host the 2023-2024 BCIU Leadership Series at the Kutztown University according to the agreement, effective September 8, 2023.
7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Courtyard by Marriott Pittsburgh West Homestead, for the BCIU to reserve and receive group pricing for lodging to host PA standards committee work in collaboration with the Pennsylvania Department of Education according to the agreement, effective August 29, 2023.
8. To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit – Executive Office Creative Team for the BCIU – Executive Office Creative Team to provide professional services for a fee not to exceed \$91,980 effective July 1, 2023, through June 30, 2024 (The Pennsylvania Key).
9. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Capital Area Intermediate Unit, (CAIU) for CAIU to provide comprehensive training and technical assistance to sites across the Commonwealth of Pennsylvania to support the implementation of the Rapid Response Team (RRT) model, for a fee of \$30,000 effective July 1, 2023, through June 30, 2024 (The Pennsylvania Key).
10. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU) / The Center for Schools and Communities, for the CSIU / the Center for Schools and Communities to provide a series of quantitative analyses of survey and administrative data for Pennsylvania's Head Start State Collaboration Office (HSSCO) and other sources to assess the landscape of Head Start activities in Pennsylvania for a fee of \$23,800 effective July 1, 2023, through June 30, 2024 (The Pennsylvania Key).

11. To ratify an agreement between the Berks County Intermediate Unit and Child Development Centers, Inc. for the Early Head Start Child Care Partnership program, for the Child Development Centers, Inc. to expand high-quality early learning opportunities to infants and toddlers, for a fee of \$756,817 to serve 40 children, effective August 1, 2023, through July 31, 2024 (The Pennsylvania Key).
12. To ratify an agreement between the Berks County Intermediate Unit and Lancaster-Lebanon IU 13 for the Early Head Start Child Care Partnership program, for the Lancaster-Lebanon IU 13, to expand high-quality early learning opportunities to infants and toddlers, for a fee of \$1,484,572 to serve 80 children, effective August 1, 2023, through July 31, 2024 (The Pennsylvania Key).
13. To ratify an agreement between the Berks County Intermediate Unit and the Pocono Services for Families and Children for the Early Head Start Child Care Partnership program, for Pocono Services for Families and Children, to expand high-quality early learning opportunities to infants and toddlers, for a fee of \$19,177 to serve 12 children, effective August 1, 2023, through August 31, 2023 (The Pennsylvania Key).
14. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Living Strong Consulting, LLC, for Living Strong Consulting, LLC to provide technical support and website maintenance for the Office of Child Development and Early Learning (OCDEL) on behalf of the BCIU for a total amount not to exceed \$7,425 for the period of September 1, 2023, through July 31, 2024 (The Pennsylvania Key).
15. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the South Central Community Action Programs, Inc. (SCCAP), for the SCCAP to provide technical assistance activities to early childhood practitioners for a fee of \$67,211 for the period of July 1, 2023, through June 30, 2024 (The Pennsylvania Key).
16. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Child Development Centers, Inc., for the Child Development Centers, Inc. to modify its scope of services effective September 1, 2023, to provide for a funding increase of \$210,946 for a revised total not to exceed \$967,763 to serve an additional twelve (12) children for a total of 52 children. All other terms and conditions remain in force (The Pennsylvania Key).
17. To ratify Amendment #7 to the current agreement between the Berks County Intermediate Unit (BCIU) and The Pennsylvania State University (Penn State), for Penn State to modify its scope of services to allow for comprehensive research activities leading to informed decision-making and improvements in Pennsylvania's Early Childhood Care and Education (ECCE) services for children and families. This amendment provides for a funding increase of \$1,128,448 for a revised total of \$2,427,987 and extends the term of the agreement to December 31, 2025. All other terms and conditions remain in force (The Pennsylvania Key).

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CHIEF INFORMATION OFFICER

1. To authorize the appropriate officer to execute an agreement between the Berks County Intermediate Unit (BCIU) and Insight Global for placement services for the Systems and Security Administrator position and contracted services to develop software applications, as per the agreement, effective September 22, 2023, through September 30, 2026.

2. To approve the renewal of subscription licensing services with eduBusiness Solutions for hosting and support services of PrintShop Pro, Design Conductor, and SAML Single Sign-On (SSO) software. The term of the agreement is one (1) year, November 1, 2023, to November 2, 2024, at a cost not to exceed \$8,585.
3. To approve the renewal of an agreement between the Berks County Intermediate Unit (BCIU) and SolarWinds, for the Service Desk subscription, which includes maintenance, support, (25) service agent, and (1100) Asset Management licenses. The term of the agreement is November 6, 2023, through November 15, 2024, at a cost not to exceed \$15,032.75.
4. To approve the renewal of an agreement between the Berks County Intermediate Unit (BCIU) and dmarcian, Inc., for the DMARC SaaS Platform - Plus, which monitors email messages for all of our active domains. The term of the agreement is from November 7, 2023, through November 6, 2024, at a cost not to exceed \$2,029.80.
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and PowerSchool, for the renewal of Maintenance and Support fees for eFinancePLUS and associated tools to be utilized by the Brandywine Heights Area School District and the Muhlenberg School District. The cost of these services is set at \$30,584.58 for the term of July 1, 2023, through June 30, 2024.

D. BUSINESS SERVICES

—LUCILLE GALLIS, CHIEF FINANCIAL OFFICER

1. To approve the continuation of Herbein+Company as the Berks County Intermediate Unit (BCIU) independent auditors, effective for three audit years, at the following fee schedule:
 - July 1, 2023-June 30, 2024 \$50,500 (7.8% increase)
 - July 1, 2024-June 30, 2025 \$52,750 (4.5% increase)
 - July 1, 2025-June 30, 2026 \$55,500 (5.2% increase)

E. OPERATIONS

—ROB ROSENBERY, CHIEF OPERATING OFFICER

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Career and Technology Center (BCTC), for the BCIU to lease one (1) classroom and common area for the purpose of operating a Head Start class at the BCTC East Campus, 3307 Friedensburg Road, Oley, PA for a term of nine (9) months beginning September 1, 2023. The lease is \$816 per month or \$7,344 for the entire term.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Career and Technology Center (BCTC), for the BCIU to lease one (1) classroom and common area for the purpose of operating a Head Start class at the BCTC West Campus, 1057 County Welfare Road, Leesport, PA for a term of nine (9) months beginning September 1, 2023. The lease is \$816 per month or \$7,344 for the entire term.
3. To authorize the appropriate officers to execute a renewal agreement between Berks County Intermediate Unit (BCIU) and Giannotti's at the BCIU, LLC., for Giannotti's at the BCIU, LLC., to operate the food service operation at the BCIU Main Office facility at no cost to the BCIU except for charges of catering services, effective July 1, 2023, to December 31, 2023.

F. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

No Items for Consideration

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT