

## COMMITTEE-OF-THE-WHOLE MEETING

### I. BCIU HONORS

- ◆ **EMPLOYEE OF THE MONTH FOR OCTOBER 2023**  
— Luz Galarza, Transportation Driver, Office of Operations

### II. FEATURED PROGRAM

- ◆ **INSIDE BCIU | CONNECTIONS THROUGH COMMUNICATION:  
THE EARLY INTERVENTION ASSISTIVE TECHNOLOGY TEAM**  
— Dr. Michelle Reichard-Huff, Director, Office of Early Childhood and Student Services

### III. EXECUTIVE SESSION

### IV. EXECUTIVE DIRECTOR’S REPORT

- A. Executive Director Update
  - 1. Newslink
  - 2. Legislative Update
  - 3. Supporting Education Through Innovation, Collaboration, and Partnership:  
Engaging Elected Officials
  - 4. Other Items

### V. AGENDA REVIEW

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## 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

### 02. APPROVAL OF MINUTES

- A. Meeting of September 21, 2023

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

SOURCE		PAGE	AMOUNT
September	2023 Ratifications-IU	1-17	\$2,790,956.42
September	2023 Ratifications-PSDLAF	1-01	\$16,492.64
September	2023 Ratifications IU Wires	1-01	\$6,000.00
October	2023 Ratifications-IU	1-08	\$696,133.25
October	2023 Approvals- IU	1-13	\$1,618,531.70
<b>TOTAL</b>			<b>\$5,128,114.01</b>

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

<b>Amount Outstanding</b>
October 12, 2023
\$0

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF OCTOBER 12, 2023:**

<b>Funding Source</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	<b>120 Days</b>
School Districts	\$849,518.37	\$317,768.62	\$20,507.45	\$903,570.10	\$844,231.40
Commonwealth of PA	\$4,612,227.08	\$915,954.07	\$0.00	\$786,236.15	\$0.00
Other Revenue Sources	\$68,042.62	\$22,281.63	\$29,656.66	\$33,979.18	\$500.00
<b>TOTALS</b>	<b>\$5,529,788.07</b>	<b>\$1,256,004.32</b>	<b>\$50,164.11</b>	<b>\$1,723,785.43</b>	<b>\$844,731.40</b>
<b>GRAND TOTAL</b>	<b>\$9,404,473.33</b>				

**06. COMBINED FINANCIAL REPORT**

**CASH**

**BEGINNING BALANCE SEPTEMBER 1, 2023** **\$15,434,448.93**

**RECEIPTS**

REVENUE RECEIPTS	\$7,278,831.35	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$7,278,831.35</u>
		\$22,713,280.28

**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$2,103,491.91	
PRE-BOARD RATIFICATIONS WIRE	\$3,000.00	
BOARD APPROVALS	\$634,807.09	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$16,492.64	
POST BOARD RATIFICATIONS IU	\$2,790,956.42	
POST BOARD RATIFICATIONS WIRES	\$6,000.00	
TOTAL CHECKS WRITTEN	\$5,554,748.06	
CHECKS VOIDED	(\$332,750.04)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,614,847.07</u>	<u>\$10,836,845.09</u>
ENDING BALANCE - SEPTEMBER 30, 2023		\$11,876,435.19
<b>CASH AVAILABLE-SEPTEMBER 30, 2023</b>		<b>\$11,876,435.19</b>

**07. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

<b>SEPTEMBER 2023</b>	
TOMPKINS	\$69,828.37
PSDLAF	\$18.48
CHASE	\$3.95

**08. BUDGETS**

**A. New and Proposed Budgets**

*No Items to Consider*

**B. Initial Budgets**

**1. Individuals With Disabilities Education Act 2001 (Part B) – Program 23-184**

Office of Professional Learning

7/1/23 – 9/30/24

\$15,609,700

Funded by the federal government through the Individuals with Disabilities Education Act 2004—Part B, this budget contains Component 2 which supports professional development and curriculum services to school districts and Component 3 which provides services/monies to school districts as well as equitable participation for eligible parentally-placed private school children (since 1982).

**2. Act 89 Auxiliary Services & Title I Nonpublic Services – Program 189**

Office of Professional Learning

7/1/23 – 6/30/24

\$3,101,287

This program consolidates two previously separate programs which provide similar services: Program 189 (Act 89 Auxiliary Services) and Program 190 (Title I Nonpublic Services). Act 89 Auxiliary Services is funded by the state and provides services to students in nonpublic schools (since 1974). Title I Nonpublic Services is funded by school districts that contract with the Berks County Intermediate Unit to provide Title I services to eligible students in nonpublic schools (since 2007).

**3. Maternal, Infant, and Early Childhood Home Visiting (MIECHV) – Program 224**

Office of Professional Learning (The Pennsylvania Key)

7/1/23 – 6/30/24

\$113,792

The Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program supports pregnant individuals with young children who live in communities with higher risks and barriers for child health outcomes. MIECHV is funded by the PA Department of Human Services as part of The Pennsylvania Key contract.

**4. Head Start State Collaboration Offices (HSSCO)– Program 23-285**

Office of Professional Learning (The Pennsylvania Key)

10/1/23 – 9/30/24

\$250,536

The Head Start-State Collaboration Offices (HSSCO) consult at federal, local, and state levels. It is the facilitation office between Head Start Agencies to help carry out activities to benefit low-income families. HSSCO is federally funded by the PA Department of Human Services as part of The Pennsylvania Key contract.

**5. Early Head Start – Non-Federal Share – Program 289**

Office of Professional Learning (The Pennsylvania Key)

7/1/23 – 6/30/24

\$461,497

The Early Head Start – Non-Federal Share (EHS-NFS) program is state funding which complements the federal Early Head Start-Child Care Partnership (288) and Early Head Start-Home Visiting (287) programs. EHS-NFS is funded by the PA Department of Human Services as part of The Pennsylvania Key contract.

**6. Network and Computer Services – Program 670**

Office of Information Technology

7/1/23 – 6/30/24

\$497,824

Comprised of two sub-budgets including the Berks County Wide Area Network (WAN) project, this program combines networking, PAIUNET, and other technology-related services for external customers (since 1989).

**7. Information Technology Software Services – Program 671**

Office of Information Technology

7/1/23 – 6/30/24

\$2,029,335

Comprised of two sub-budgets, this proprietary fund accounts for expenditures and revenue related to supplemental services internal and external to the Berks County Intermediate Unit. These services include software as a service hosting, application development, software support and training, documentation, and technology consultation (since 1994).

**8. Operation and Maintenance of Buildings – Program 116**

Office of Operations

7/1/23 – 6/30/24

\$5,371,284

This program accounts for the operation and maintenance of the Berks County Intermediate Unit Rivers Chase building, the BCIU Learning Center at Hamburg, the Reading Crest building, the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul's, the BCIU Learning Center at the Education Centre and the BCIU Transportation Center. Expenditures include salaries and benefits for building and maintenance staff, custodians, safety coordinator, utilities, insurance, contracted repairs, maintenance, supplies, equipment, and interest and principal payments. Revenues include rent from programs, meeting room rental income, repair services, first aid/CPR fees, and the state share of FICA and Retirement (since 1989).

**C. Changes to Initial Budgets**

**1. Early Intervention - IDEA Act 2004 (Part B) – Program 186**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$798

**Total Proposed Revised Budget: \$1,255,995**

The federal funding source for this program is P.L. 108-446, Individuals with Disabilities Education Act 2004 – Part B. This budget is Component 1 which supports Early Intervention services such as educational itinerants in addition to supplemental staff expenditures (since 1982/83). This change is necessary to reflect year end actual expenditures and revenues.

**2. Head Start Supplemental Assistance Program (HSSAP) – Program 170**

Office of Professional Learning (The Pennsylvania Key)

7/1/22 – 6/30/23

\$2,668

**Total Proposed Revised Budget: \$758,815**

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). This change is necessary due to additional funding and year end transfers.

- 3. Act 89 Auxiliary Services & Title I Nonpublic Services– Program 189**  
Office of Professional Learning  
7/1/22 – 6/30/23 \$336,853  
**Total Proposed Revised Budget: \$2,912,491**  
This program consolidates two previously separate programs which provide similar services: Program 189 (Act 89 Auxiliary Services) and Program 190 (Title I Nonpublic Services). Act 89 Auxiliary Services is funded by the state and provides services to students in nonpublic schools (since 1974). Title I Nonpublic Services is funded by school districts that contract with the Berks County Intermediate Unit to provide Title I services to eligible students in nonpublic schools (since 2007). This revision is necessary due to additional funding.
- 4. Maternal, Infant and Early Childhood Home Visiting (MIECHV) – Program 224**  
Office of Professional Learning (The Pennsylvania Key)  
7/1/22 – 6/30/23 \$2,440  
**Total Proposed Revised Budget: \$84,267**  
The Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program supports pregnant individuals with young children who live in communities with higher risks and barriers for child health outcomes. MIECHV is funded by the PA Department of Human Services as part of The Pennsylvania Key contract. This change is necessary due to additional funding and year end transfers.
- 5. PA Key Pre-K Counts – Program 228**  
Office of Professional Learning (The Pennsylvania Key)  
7/1/22 – 6/30/23 \$267,623  
**Total Proposed Revised Budget: \$3,091,187**  
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). This change is necessary due to additional funding and year end transfers.
- 6. Information Technology Software Services – Program 671**  
Office of Information Technology  
7/1/22 – 6/30/23 \$46,980  
**Total Proposed Revised Budget: \$1,788,887**  
Comprised of two sub-budgets, this proprietary fund accounts for expenditures and revenue related to supplemental services internal and external to the Berks County Intermediate Unit. These services include software as a service hosting, application development, software support and training, documentation, and technology consultation (since 1994). This change is necessary due to an increase in revenue.
- 7. Special Education Transportation – Program 344**  
Office of Operations  
7/1/22 – 6/30/23 \$61,983  
**Total Proposed Revised Budget: \$10,716,758**  
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). These changes are necessary to reflect additional funding and year-end actual expenditures.

**8. Vehicle Maintenance– Program 630**

Office of Operations

7/1/22 – 6/30/23

\$207,581

**Total Proposed Revised Budget: \$1,576,573**

This proprietary fund accounts for all expenditures for vehicle maintenance including such items as mechanics, service helpers, vehicle washers, contracted repairs and maintenance, and supplies. Revenue is derived from other BCIU programs, which will utilize these vehicle maintenance items (since 1990). These changes are necessary to reflect additional revenues and increased year-end actual expenditures.

**D. Budgetary Transfers**

**1. BCIU Pre-K Counts – Program 230**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 37,315

Pre-K Counts is a state-funded initiative designed to provide high-quality preschool services to children. This program, administered through the PA Department of Education, provides funding to serve 137 at-risk children who primarily reside in the Reading School District plus other areas of Berks County as defined in the BCIU's contract with the Berks Community Action Program. PDE has defined "at-risk" as children whose families earn less than 300% of the federal poverty level, those who are English Language Learners, or children who have special needs as defined by their I.E.P.'s (since 2007). These transfers are necessary to reflect year-end actual expenditures.

**2. BCIU Pre-K Counts Partnership– Program 231**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 124,800

Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high-quality preschool services to 160 at-risk children, as defined is living in households below 300 percent of the federal poverty rate, those who are English language learners or are at risk due to community factors, academic difficulties, or economic disadvantage. BCIU Pre-K Counts is operated in partnership with participating Berks County School Districts and two local Child Care Centers (since 2016). These transfers are necessary due to reflect year-end actual expenditures.

**3. Early Childhood Mental Health Initiative – Program 223**

Office of Professional Learning (The Pennsylvania Key)

7/1/22 – 6/30/23

\$ 123,000

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). These transfers are necessary to adjust to year end expenditures.

- 4. Early Head Start – Non-Federal Share – Program 289**  
Office of Professional Learning (The Pennsylvania Key)  
7/1/22 – 6/30/23 \$ 88,000  
The Early Head Start – Non-Federal Share (EHS-NFS) program is state funding which complements the federal Early Head Start-Child Care Partnership (288) and Early Head Start-Home Visiting (287) programs. EHS-NFS is funded by the PA Department of Human Services as part of The Pennsylvania Key contract. These transfers are necessary to adjust to year end expenditures.
- 5. Staff Development Workshops – Program 609**  
Office of Professional Learning  
7/1/22 – 6/30/23 \$ 38,335  
This proprietary program provides in-service opportunities on a non-credit basis to the school district and intermediate unit personnel. Professional staff and support staff are eligible to participate in these programs designed to increase an individual's skills and knowledge (since 1987). These transfers are necessary due to year-end projections.
- 6. Berks Academic Challenge – Program 625**  
Office of Professional Learning  
7/1/22 – 6/30/23 \$ 88  
This proprietary program features academic quiz competition based on a student's general scholastic knowledge and is designed to recognize the high level of scholastic achievement in Berks County and to provide role models for younger students in areas of scholarly pursuit (since 1985). These transfers are necessary due to year-end projections.
- 7. Berks Online Learning – Program 680**  
Office of Professional Learning  
7/1/22 – 6/30/23 \$ 700  
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). These budget transfers are necessary to reflect actual expenditures.
- 8. BCIU Print Service Center – Program 605**  
Office of Information Technology  
7/1/22 – 6/30/23 \$ 13,330  
This proprietary program provides printing and duplicating services to school districts and to all BCIU departments and programs (since 1980). These budget transfers are necessary for year-end adjustments.
- 9. Network & Computer Services – Program 670**  
Office of Information Technology  
7/1/22 – 6/30/23 \$ 150  
Comprised of two sub-budgets including the Berks County Wide Area Network (WAN) project, this program combines networking, PAIUNET, and other technology-related services for external customers (since 1989). These transfers are necessary for year-end adjustments.



**10. Intermediate Unit General Fund – Program 115**

Office of Business Services

7/1/22 – 6/30/23

\$ 867,606

This budget is the general operating budget for the Berks County Intermediate Unit (BCIU). The BCIU provides mandated services for the school districts of Berks County, along with providing support services for all the programs at the Intermediate Unit. These transfers are necessary for year-end adjustments.

**11. Operation & Maintenance of Buildings – Program 116**

Office of Operations

7/1/22 – 6/30/23

\$ 341,611

This program accounts for the operation and maintenance of the Berks County Intermediate Unit Rivers Chase building, the BCIU Learning Center at Hamburg, the Reading Crest building, the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul's, the BCIU Learning Center at the Education Centre and the BCIU Transportation Center. Expenditures include salaries and benefits for building and maintenance staff, custodians, safety coordinator, utilities, insurance, contracted repairs, maintenance, supplies, equipment, and interest and principal payments. Revenues include rent from programs, meeting room rental income, repair services, first aid/CPR fees, and the state share of FICA and Retirement (since 1989). These transfers are necessary for year-end adjustments.

**12. Vehicle Maintenance Parts Inventory – Program 631**

Office of Operations

7/1/22 – 6/30/23

\$ 55,000

This proprietary fund accounts for all consumable vehicle parts and fuel purchased by the Berks County Intermediate Unit. Other BCIU programs whose vehicles utilize these parts and fuel will fund this program (since 1990). These transfers are necessary to adjust expenditures to year-end actual expenditures.

**13. Guest Teacher Training Program – Program 692**

Office of Human Resources

7/1/22 – 6/30/23

\$ 207

This budget supports a program for the recruitment, training, and recertification of individuals possessing bachelor's degrees to serve as per-diem substitute teachers in Berks County school districts participating in the program. Participants are interviewed by BCIU and school district personnel for the fall and spring semesters and then receive two (2) days of training (September and January) to prepare them to serve in this capacity. The BCIU Department of Human Resources maintains files on those who participate in this program and processes the emergency permit applications and recertification required by the Pennsylvania Department of Education. This program has been in existence since the 1998/99 fiscal year and, to date has approximately 275 active participants serving the BCIU and Berks County school districts. These budget transfers are necessary for year-end adjustments.



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

- a. Financial Statements (September 2023)
- b. Credit Card Purchases (September 2023)
- c. Non-Federal Share Report (September 2023)
- d. Policy Council Minutes/Resolutions (September 2023)
- e. Head Start Director's Report

**10. COMMUNICATIONS**

— James Ulrich, *Secretary*

1. Thank you from Randall C. Hoover, Chief of Police, Muhlenberg Township Police Department, for BCIU facilitation of the Nelson-Denny written test for the Muhlenberg Township Police Department.

**11. OLD BUSINESS**

1. PSBA 2024 Slate of Candidates for Officer Elections and the PSBA Insurance Trust Trustees  
<https://www.psba.org/psba-officer-elections/>

**12. REPORT OF NEGOTIATIONS COMMITTEE**

— Elizabeth S. Huhn, *Chair*

**13. PERSONNEL MATTERS | HUMAN RESOURCES**

—MARY FRANCISCUS, DIRECTOR

**A. General**

1. To award a professional contract to Joseph J. Grandstrom, Teacher, Alternative Education, who has completed three years of satisfactory service, effective October 12, 2023.
2. To approve the position description for Customer Success Specialist, Transportation.
3. To approve the Berks County Intermediate Unit Head Start Retention Incentive, effective July 1, 2023.
4. To approve the Berks County Intermediate Unit Head Start Longevity Award, effective October 23, 2023.
5. To ratify the receipt of the lists containing Atlas and Krapf Transportation employees assigned to Berks County Intermediate Unit to provide transportation services according to the terms of the agreements with Atlas and Krapf Transportation during the 2023-2024 fiscal year.

**B. Employment – Ratifications**

1. Early Childhood & Student Services Office
  - a. Adrian Avila – Level V Program Secretary, Early Intervention  
Recommended Hourly Rate – \$15.53  
Effective Date – September 25, 2023  
*Replacement*
  - b. Braelyn E. Beaver – Board Certified Behavior Analyst, Special Education Recommended  
Annual Salary – Column 4, Step 9, \$72,179 (to be prorated)  
Effective Date – October 2, 2023  
*Additional Position*

- c. Estefani Diaz – Security Specialist, Alternative Education  
Recommended Annual Salary – \$33,500 (to be prorated)  
Effective Date – September 18, 2023  
*Replacement*
- d. Mary Ellen Ebeling – Teacher, Special Education  
Recommended Annual Salary – Column 1, Step 16, \$77,190 (to be prorated)  
Effective Date – October 16, 2023  
*Replacement*
- e. Lisa M. Hunter – Teacher, Pre-K Counts  
Recommended Annual Salary – Column 2, Step 6, \$56,456 (to be prorated)  
Effective Date – October 9, 2023  
*Replacement*
- f. Allison F. Lumbis – Speech Therapist, Early Intervention  
Recommended Annual Salary – Column 4, Step 7, \$67,390 (to be prorated)  
Effective Date – October 16, 2023  
*Replacement*
- 2. Operations Office
  - a. Reina E. Disla – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$22.45, \$18.55, \$15.20, and \$17.70  
Effective Date – October 2, 2023  
*Replacement*
  - b. Lisbeth Feliciano-Martinez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – September 25, 2023  
*Replacement*
  - c. Cynthia Gonzalez – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$22.95, \$18.55, \$15.20, and \$17.70  
Effective Date – October 16, 2023  
*Replacement*
  - d. Nicole B. Kutz – Level II Custodian, Custodial  
Recommended Hourly Rate – \$14.26  
Effective Date – September 18, 2023  
*Replacement*
  - e. Duilio L. Leon, Sr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – October 2, 2023  
*Replacement*

3. Professional Learning Office
  - a. Amanda M. Buller – Data Verification Associate, The Pennsylvania Key  
Recommended Annual Salary – \$50,990 (to be prorated)  
Effective Date – September 25, 2023  
*Additional Position*
  - b. Jennifer M. Poole – Blended Age Mental Health Consultant, The Pennsylvania Key  
Recommended Annual Salary – \$62,228 (to be prorated)  
Effective Date – October 16, 2023  
*Additional Position*

**C. Change of Status – Ratifications**

1. Early Childhood & Student Services Office
  - a. Carmen Constanzo – Paraeducator, Pre-K Counts  
Recommended Hourly Rate – \$15.39  
Effective Date – August 14, 2023  
*Additional Hours (not to exceed 8 hours)*
  - b. Byron Grosselfinger – Special Education Teacher – Itinerant, Special Education  
Change Recommended Annual Salary from Column 5, Step 16, \$90,155 to Column 6, Step 16, \$90,855  
Effective Date – September 1, 2023  
*Salary Adjustment per BCIUEA Agreement*
  - c. Jacqueline Torres  
Change from Paraeducator, Head Start to Substitute Paraeducator, Head Start  
Change Recommended Hourly Rate from \$14.48 to \$14.15  
Effective Date – October 16, 2023  
*Voluntary Reassignment*
2. Operations Office
  - a. Cheri Garcia – Transportation Trainer, Transportation  
Recommended Hourly Rate – \$26.13  
Effective Date – September 8, 2023  
*Additional Assignment*
  - b. Tisha Hess  
Change from Paraeducator, Early Intervention to Level V Program Secretary, Facilities  
Change Recommended Hourly Rate from \$15.74 to \$15.53  
Effective Date – September 18, 2023  
*Replacement*
  - c. Craig Huntsinger – Transportation Trainer, Transportation  
Recommended Hourly Rate – \$26.13  
Effective Date – September 27, 2023  
*Additional Assignment*
  - d. Kevin McCrone – Transportation Trainer, Transportation  
Recommended Hourly Rate – \$26.13  
Effective Date – September 11, 2023  
*Additional Assignment*

- e. Jael Rivera  
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 9, 2023  
*Voluntary Reassignment*
- f. Allan Roberts  
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 – September 8, 2023  
*Voluntary Reassignment*

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

Alternative Education

Paula Mazurkiewicz, Teacher – Effective October 9, 2023

Early Intervention

Paula Mazurkiewicz, Teacher – Effective October 9, 2023

Head Start

Paula Mazurkiewicz, Teacher – Effective October 9, 2023

Pre-K Counts

Paula Mazurkiewicz, Teacher – Effective October 9, 2023

Special Education

Paula Mazurkiewicz, Teacher – Effective October 9, 2023

Transportation

Jeanette Holderman, Substitute Driver w & w/o Bus License, Assistant, and Misc. – Effective  
September 18, 2023

**E. Additions to Approved 2023-2024 Out-Of-Class Substitute Lists – Ratifications**

*No Items to Consider*

**F. Remove from 2023-2024 Approved Substitute Lists**

Alternative Education

Olesia Wright, Specialist – Effective September 21, 2023

Early Intervention

Olesia Wright, Paraeducator – Effective September 21, 2023

Head Start

Olesia Wright, Paraeducator – Effective September 21, 2023

Pre-K Counts

Olesia Wright, Paraeducator – Effective September 21, 2023

Special Education

Olesia Wright, Specialist – Effective September 21, 2023

Transportation

Haley Trumbore, Substitute Bus/Van Assistant and Misc. Transportation  
Effective – September 14, 2023

**G. Employment – Approvals**

1. Early Childhood & Student Services Office
  - a. Erin M. Hulsey – Board Certified Behavior Analyst, Special Education  
Recommended Annual Salary – Column 4, Step 12, \$80,248 (to be prorated)  
Effective Date – To be determined pending pre-employment process  
*Replacement*
  - b. Michele C. Joffred – Special Education Teacher – Itinerant, Special Education  
Recommended Annual Salary – Column 4, Step 13, \$82,363 (to be prorated)  
Effective Date – To be determined pending pre-employment process  
*Replacement*
2. Executive Office
  - a. Nicole M. Abreu – Executive Assistant, Executive Office  
Recommended Annual Salary – \$52,500 (to be prorated)  
Effective Date – November 13, 2023  
*Replacement*
3. Information Technology Office
  - a. William Mizhquiri – Network Administrator II, Infrastructure and Operations  
Recommended Annual Salary – \$85,000 (to be prorated)  
Effective Date – To be determined pending pre-employment process  
*Replacement*
4. Operations Office
  - a. Adrienne J. Balthaser – Program Coordinator, Operations  
Recommended Annual Salary – \$53,500 (to be prorated)  
Effective Date – To be determined pending pre-employment process  
*New Position*
5. Professional Learning Office
  - a. Sheri L. Killian – Assistant Director of School Improvement Performance Management, Professional Learning  
Recommended Annual Salary – \$91,000 (to be prorated)  
Effective Date – To be determined pending pre-employment process  
*Replacement*

**H. Change of Status – Approvals**

1. Professional Learning Office
  - a. Ann Marie Hopler – Continuing Professional Education (CPE) Instructor, Professional Learning  
Effective Date – December 22, 2023  
*Removal of Assignment*

- b. Katie Kehm – Continuing Professional Education (CPE) Instructor, Professional Learning  
Effective Date – December 22, 2023  
*Removal of Assignment*

**I. Leave of Absence Requests**

- 1. Operations Office
  - Personal Leave (unpaid – without benefits – FMLA)
  - a. Casey Frasca – Bus/Van Specialist, Transportation  
Effective Date – August 31, 2023
  - Personal Leave (unpaid – with benefits – Not FMLA)
  - b. Mark Kopcik – Level III Custodian, Custodial  
Effective Date – October 19, 2023

**J. Return from Leave of Absence Requests**

- 1. Early Childhood & Student Services Office
  - Personal Leave (unpaid – with benefits – FMLA)
  - a. Tsehay Jackson – Teacher, Alternative Education  
Effective Date – October 10, 2023
- 2. Operations Office
  - Personal Leave (unpaid – without benefits – FMLA)
  - a. Casey Frasca – Bus/Van Specialist, Transportation  
Effective Date – October 2, 2023
  - Personal Leave (unpaid – with benefits – Not FMLA)
  - b. Tisha Hess – Level V Program Secretary, Facilities  
Effective Date – September 18, 2023
  - Personal Leave (unpaid – without benefits – Not FMLA)
  - c. Jan Fisher – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – September 11, 2023
  - d. Maria Mora-Zavala – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – September 25, 2023

**K. Retirements**

- 1. Information Technology Office
  - a. James J. Martin – Network Administrator, Infrastructure and Operations  
Effective Date – January 2, 2024

**L. Resignations**

- 1. Early Childhood & Student Services Office
  - a. Summer Guidotto – Paraeducator, Early Intervention  
Effective Date – October 16, 2023
  - b. Kimberly D. Vega – Family Engagement Worker, Head Start  
Effective Date – October 6, 2023
- 2. Operations Office
  - a. Joseph Angelisanti, Jr. – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – September 13, 2023
  - b. Xiomara Rivera-Maldonado – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – September 22, 2023
  - c. Jevaughn W. Umrah – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – September 8, 2023

**M. Terminations**

1. Operations Office
  - a. Jordan S. Whaley – Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 20, 2023  
*Violation of Policy*
2. Professional Learning Office
  - a. Meredith C. Harclerode – Continuing Professional Education (CPE) Instructor, Professional Learning  
Effective Date – December 22, 2023  
*Position Elimination*
  - b. Kenneth Kay – Continuing Professional Education (CPE) Instructor, Professional Learning  
Effective Date – December 22, 2023  
*Position Elimination*
  - c. Dr. Edward L. Myers – Continuing Professional Education (CPE) Instructor, Professional Learning  
Effective Date – December 22, 2023  
*Position Elimination*
  - d. Danielle A. Nuhfer – Continuing Professional Education (CPE) Instructor, Professional Learning  
Effective Date – December 22, 2023  
*Position Elimination*
  - e. Monica Pabellon – Continuing Professional Education (CPE) Instructor, Professional Learning  
Effective Date – December 22, 2023  
*Position Elimination*
  - f. Pamela S. Wetzel – Continuing Professional Education (CPE) Instructor, Professional Learning  
Effective Date – December 22, 2023  
*Position Elimination*
  - g. Dr. William M. Yerger – Continuing Professional Education (CPE) Instructor, Professional Learning  
Effective Date – December 22, 2023  
*Position Elimination*

**N. Other**

1. Information Technology Office
  - a. Jeffrey R. Winters – Systems and Security Administrator I, Infrastructure and Operations  
Recommended Annual Salary – \$80,000 (to be prorated)  
Effective Date – October 9, 2023  
*Date Amended*



**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To approve the BCIU Head Start and Pre-K Counts Flexible Instruction Plan (FIP) for the 2023-2024 program year.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the CHOR-YFS / Community Prevention Partnership of Berks County, Inc., for the Community Prevention Partnership of Berks County, Inc. to provide one full-time and one part-time program coordinator, at the rate of \$38.56/hour, and associated supervision for the ELECT / Fatherhood Program, effective July 1, 2023, through June 30, 2024.
3. To ratify an agreement between Berks County Intermediate Unit (BCIU) and Keystone Deaf and Hard of Hearing Services, for Keystone Deaf and Hard of Hearing Services to provide School Interpreting Services, effective September 1, 2023, through August 31, 2024.
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Thrive Housing Services, for Thrive Services to provide services to children and youth experiencing homelessness in connection with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region II, for a sum not to exceed \$11,210 during the period of October 1, 2023, through June 30, 2024.

**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 the Brandywine Heights Area School District (BHASD), for the BCIU to provide professional services related to English Language Development (ELD) curriculum and instructional support, for a fee not to exceed \$1,850 according to the agreement, for services to be provided on selected dates in the agreement or alternate dates as needed.
2. To approve the Berks Online Learning Service Fees for 2024-2025, as presented.
3. To ratify the revised Berks Online Learning Service Fees for 2023-2024, as presented.
4. To ratify an addendum to the agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District, for the BCIU to provide Title I, II, and IV services to students who reside within Title I, II, and IV eligible schools and attend nonpublic schools, as per the agreement, effective September 1, 2023, through August 31, 2024.
5. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide 2023-2024 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 terms and effective dates of each agreement:
  - Exeter Township School District – Title I
  - Oley Valley School District – Title I
  - Twin Valley School District – Title I
  - Wilson School District – Title I, II, and IV
  - Wyomissing Area School District – Title I, II, and IV

6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Schuylkill Valley School District, for the BCIU to provide professional services related to curriculum design in science for STEELS implementation, for a fee not to exceed \$21,600 according to the agreement, for services to be provided from October 1, 2023, through June 30, 2024.
7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Allegheny Intermediate Unit (AIU), for the BCIU to provide professional services related to Comprehensive Support and Improvement (CSI) according to the agreement, effective July 1, 2023, through June 30, 2026. The fee will be \$150,000 to service three schools according to Exhibit A from July 1, 2023, through June 30, 2024.
8. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) / The Pennsylvania Key and Calm.com, Inc., for Calm.com, Inc. to provide access to the Calm mobile application and related website for a fee of \$3,928.40 effective October 23, 2023, through October 24, 2024 (The Pennsylvania Key).
9. To ratify an agreement between the Sullivan County Commissioners and Creative Child Care Solutions (CCCS) / The Pennsylvania Key / The Berks County Intermediate Unit, for CCCS to conduct a landscape and needs assessment, focus groups, and childcare strategy exploration for a fee of \$9,800 for the period of October 1, 2023, through June 30, 2024 (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 Network Administrator position, as per the agreement, effective as of the date of the last signature of the agreement.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and DocuSign, Inc., for the consortium purchase of eSignature Enterprise Pro Edition subscription services to be utilized by the BCIU and participating consortium school districts across the Commonwealth, at a cost of \$41,888.75 for 23,500 envelopes. The term of this agreement is one year beginning November 30, 2023, through November 29, 2024.
3. To authorize the appropriate officers to execute a five-year, \$1 Buyout Lease agreement with HPE Financial Services and IntegraOne, for an HP Alletra 5030 storage array (42TB) and installation services at a total cost not to exceed \$94,896.65 with 5 annual payments of \$18,979.33(ea.).
4. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and BCC Software, for the renewal of subscription licensing for Architect US Mail software utilized to provide discounted postal costs for the BCIU tax billing service offering. The cost of this service is \$9,558.40 for the term of December 1, 2023, through November 30, 2024.
5. To ratify the renewal of a service agreement with Norstar Networks for service and ongoing maintenance of the Mitel Unified Communications system at a cost of \$28,605 for the term September 1, 2023, through August 31, 2024.

**D. BUSINESS SERVICES**

— LUCILLE GALLIS, CHIEF FINANCIAL OFFICER

*No Items to Consider*

**E. OPERATIONS**

—ROB ROSENBERY, CHIEF OPERATING OFFICER

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Millersville University for Reading Migrant Education Main Summer Camp Bus Transportation, for a fee not to exceed \$17,760 effective July 17, 2023, through August 3, 2023.
2. To ratify the execution of the purchase option at the end of the 60-month lease with Bob Fisher Chevrolet, for the 2018 Chevrolet 2500 Silverado for \$22,297.84 plus filing fees.

**F. ADMINISTRATION**

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To approve the first reading of the following policies:

**SUMMARY OF CHANGES**

- 006 Meetings (Revised)
- 324 Personnel Files (Revised)
- 325 Dress Standards (New)
- 405 Employment of Substitute Professional Employees (Revised)
- 424 Personnel Files (Revised)
- 425 Dress Standards (Revised)
- 524 Personnel Files (Revised)
- 525 Dress Standards (Revised)
- 706 Property Records (Revised)
- 800 Records Management (Revised)
- 810.1 Transportation Program Drivers and Assistants (Revised)
- 829 Electronic Records/Signatures (Revised)

**15. BOARD MEMBERS DESIRING TO BE HEARD**

**16. ADJOURNMENT**