

## **COMMITTEE-OF-THE-WHOLE MEETING**

### **I. BCIU HONORS**

#### **◆ EMPLOYEE OF THE MONTH FOR OCTOBER 2023**

— Luz Galarza, Transportation Driver, Office of Operations

#### **◆ EMPLOYEE OF THE MONTH FOR NOVEMBER 2023**

— Ismael Conde, Systems Analyst and Developer, Office of Information Technology

#### **◆ RETIREE**

— Lizabeth V. Kozloski, Executive Assistant, Office of the Executive Director

#### **◆ RECOGNITION OF OUTGOING BOARD MEMBERS**

### **II. FEATURED PROGRAM**

#### **◆ INSIDE BCIU: CONNECTING WITH NON-PUBLIC SCHOOLS | EMPOWERING STUDENTS RECEIVING ACT 89 AND TITLE I SERVICES**

— Dr. Daniel Richards, Director, Office of Professional Learning

### **III. EXECUTIVE SESSION**

### **IV. EXECUTIVE DIRECTOR’S REPORT**

#### **A. Executive Director Update**

1. Newslink
2. Legislative Update
3. Committee on Legislative Action (COLA) Targeted Advocacy
  - a. Behavioral Mental Health Services
  - b. Mental Health Funding
  - c. School Safety | Emergency Preparedness
  - d. Personnel Shortages
4. Election Results
5. 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 October 19, 2023**

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

SOURCE		PAGE	AMOUNT
October	2023 Ratifications-IU	1-16	\$5,288,120.34
October	2023 Ratifications-PSDLAF	1-01	\$14,685.05
October	2023 Ratifications IU Wires	1-01	\$3,000.00
November	2023 Ratifications-IU	1-07	\$2,049,417.08
November	2023 Approvals- IU	1-10	\$736,172.64
<b>TOTAL</b>			<b>\$8,091,395.11</b>

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

Amount Outstanding
November 9, 2023
\$0

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

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,027,891.77	\$161,127.00	\$6,974.28	\$5,500.00	\$1,820,975.39
Commonwealth of PA	\$184,645.44	\$28,316.02	\$0.00	\$0.00	\$566,951.06
Other Revenue Sources	\$174,849.20	\$35,847.86	\$4,280.96	\$425.00	\$29,874.39
<b>TOTALS</b>	<b>\$1,387,386.41</b>	<b>\$225,290.88</b>	<b>\$11,255.24</b>	<b>\$5,925.00</b>	<b>\$2,417,800.84</b>
<b>GRAND TOTAL</b>	<b>\$4,047,658.37</b>				

**06. COMBINED FINANCIAL REPORT**

**CASH**

**BEGINNING BALANCE OCTOBER 1, 2023** **\$11,876,435.19**

**RECEIPTS**

REVENUE RECEIPTS	\$10,236,752.93	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,236,752.93</u>
		\$22,113,188.12

**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$696,133.25	
PRE-BOARD RATIFICATIONS WIRE	\$0.00	
BOARD APPROVALS	\$1,618,531.70	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$14,685.05	
POST BOARD RATIFICATIONS IU	\$5,288,120.34	
POST BOARD RATIFICATIONS WIRES	\$3,000.00	
TOTAL CHECKS WRITTEN	\$7,620,470.34	
CHECKS VOIDED	(\$180,664.21)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,939,533.84</u>	<u>\$13,379,339.97</u>
ENDING BALANCE - OCTOBER 31, 2023		\$8,733,848.15

**CASH AVAILABLE-OCTOBER 31, 2023** **\$8,733,848.15**

**07. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

OCTOBER 2023	
TOMPKINS	\$58,218.53
PSDLAF	\$18.36
CHASE	\$4.36

**08. BUDGETS**

**A. New and Proposed Budgets**

**1. Digital Navigator Program – Program 23-290**

Office of Information Technology

8/10/23 – 12/01/25

\$326,100

The BCIU Office of Information Technology through an agreement with the County of Berks, will provide a Digital Navigator to promote and support digital inclusion through partnerships with community organizations. Funding has been secured for two years to address digital needs in two pilot locations.

**B. Initial Budgets**

**1. Title II Non-Public – Program 23-191**

Office of Professional Learning

7/1/23 – 9/30/24

\$112,523

The Title II Non-Public program coordinates funding to provide private school personnel with high-quality, personalized professional development that is evidence-based and focused on improving teaching and student learning and achievement. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title II professional development services for non-public school teachers and administrators are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017).

**2. Title IV Non-Public – Program 23-192**

Office of Professional Learning

7/1/23 – 9/30/24

\$80,755

The Title IV Non-Public program coordinates funding to improve the academic achievement of private schools by increasing the capacity of non-public schools to:

1. Provide all students with access to a well-rounded education.
2. Improve school conditions for student learning.
3. Improve the use of technology to improve the academic achievement and digital literacy of all students.

The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title IV services for non-public school students are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017).

**3. The Pennsylvania Key Program – Program 225**

Office of Professional Learning (The Pennsylvania Key)

7/1/23 – 6/30/24

\$17,974,067

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

**4. PA Department of Health COVID-19 Support Project – Program 23-139**

Office of Business Services

8/1/23 – 7/31/24

\$446,388

The Pennsylvania Department of Health (DOH) has entered into an agreement with PAIU to collaborate in the administration of the PA DOH COVID-19 Prevention/Outreach/Testing Project. PAIU has subcontracted the support services to be provided with Intermediate Units across the Commonwealth. The BCIU will provide these services through the activities of its Pandemic Coordinator and Pandemic Team (since 2021). This is the third year of funding.

**5. Vehicle Maintenance – Program 630**

Office of Operations

7/1/23 – 6/30/24

\$1,670,706

This proprietary fund accounts for all expenditures for vehicle maintenance including such items as mechanics, trainers, fuelers, 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).

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

Office of Operations

7/1/23 – 6/30/24

\$1,327,103

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).

**7. Contracted Transportation – Program 632**

Office of Operations

7/1/23 – 6/30/24

\$8,420,418

This proprietary fund accounts for all contracted transportation services including the transportation of regular education students for Reading School District, Muhlenberg School District, Antietam School District, and Extended School Year and field trips. In addition, this program provides transportation for the BCIU Head Start program in the city of Reading and to all rural Berks County classrooms (since 1990).

**C. Changes to Initial Budgets**

**1. Extended School Year Program – Program 303**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$24,190

**Total Proposed Revised Budget: \$104,770**

Extended School Year services are determined by the IEP team. Districts have the option to provide ESY services themselves or contract with the Intermediate Unit on a fee-for-service basis. This program has been in existence since 1988. These changes are necessary to make year-end adjustments.

**2. Special Education Core – Program 304**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$62,255

**Total Proposed Revised Budget: \$3,157,685**

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). These changes are necessary due to additional revenue.

**3. Education of Juveniles Incarcerated in Adult Facilities Program – Program 307**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$1,351

**Total Proposed Revised Budget: \$336,240**

Funded by the participant's resident district, this program provides education services to adjudicated adolescents who are housed in the Berks County Jail System, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997). These changes are necessary due to additional revenue.

**4. Caron Treatment Center Alternative Education Program – Program 629**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$2,298

**Total Proposed Revised Budget: \$35,532**

This educational program has been established to provide basic instruction to students, ages 12 to 21, who have been placed in the Caron Treatment Center due to chemical dependency. The primary care short-term education program (average of twenty-eight to forty-five days) prepares students for re-entry into their regular school environment while they are engaged in treatment for recovery from addiction. Revenue is received from the resident school district of the students. Non-Pennsylvania students are funded by the out-of-state district of residence and Caron Treatment Center. BCIU will operate this program until Caron discontinues the adolescent educational services in late November. The changes are required to adjust funding to year-end allocations.

**5. Emergency Connectivity Fund – Program 219**

Office of Information Technology

7/1/23 – 6/30/24

\$425,793

**Total Proposed Revised Budget: \$532,784**

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. This change is necessary for supplementary funding for an additional 89 buses.

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

Office of Information Technology

7/1/22 – 6/30/23

\$50,000

**Total Proposed Revised Budget: \$1,838,887**

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.

**D. Budgetary Transfers**

**1. Project ELECT/Fatherhood Initiative (Education Leading to Employment & Career Trainings) – Program 235**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 22,438

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). These transfers are necessary to make year-end adjustments.

**2. Special Education Contracted Services – Program 302**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 491,756

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). These transfers are necessary to make year-end adjustments.

**3. Nolde Aides – Program 623**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 17

This self-supporting enterprise program provides instructional services to teachers and students visiting the Nolde Environmental Center. Classes in group problem solving, content instruction in sciences such as ecology, seasons, wildlife, conservation, and sensory information from nature are offered (since 1975). These budget transfers were necessary to make year-end adjustments.

**4. Tower Behavioral Health – Program 624**

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 70,534

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). These transfers are necessary to adjust to year-end projections.

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

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 608,169

This proprietary program provides alternative education services at Learning Academy at Thomas Ford to students from grades six 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). These budget transfers are necessary to make year-end adjustments.

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

Office of Information Technology

7/1/22 – 6/30/23

\$ 25,000

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.

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

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

**10. COMMUNICATIONS**

— James Ulrich, *Secretary*

*No Items to Report*



**11. OLD BUSINESS**

1. PSBA Delegate Assembly, November 4, 2023  
— Report by Dr. David Hemberger, BCIU Voting Delegate
2. To approve 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)

**12. REPORT OF NEGOTIATIONS COMMITTEE**

— Elizabeth S. Huhn, *Chair*

**13. PERSONNEL MATTERS | HUMAN RESOURCES**

—MARY FRANCISCUS, DIRECTOR

**A. General**

1. To authorize the appropriate officers to execute a collective bargaining agreement with the Berks County Intermediate Unit Education Association (BCIUEA), for the period of July 1, 2024, to June 30, 2027, subject to review by the solicitor and administration.
2. To approve a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and the Service Employees International Union (SEIU), Local 668, which provides wages increases for SEIU employees and increases days for Pre-K Counts and Early Intervention paraeducators, effective January 1, 2024.
3. To acknowledge receipt of the list containing SEIU salary adjustments, effective January 1, 2024.
4. To approve the following Compensation and Benefits Plans, effective January 1, 2024, to December 31, 2025:
  - a. Head Start Senior Middle Management
  - b. Head Start Middle Management
  - c. Head Start Staff
5. To award a professional contract to Kimberly M. Keim, Specialized Preschool Teacher – Classroom, Early Intervention, who has completed three years of satisfactory service, effective November 16, 2023.
6. To approve the 2024-2025 BCIU Holiday / Event Calendar.



**B. Employment – Ratifications**

1. Early Childhood & Student Services Office
  - a. Zenaida Calero-Nieves – Family Engagement Worker, Head Start  
Recommended Hourly Rate – Level V, Entry, \$23.04  
Effective Date – November 6, 2023  
*Replacement*
  - b. Niurkis M. Duran Taveras – Paraeducator, Head Start  
Recommended Hourly Rate – Level I, Entry, \$14.48  
Effective Date – October 23, 2023  
*Replacement*
  - c. Lonelle T. Goodwin – Enrollment Specialist, Pre-K Counts  
Recommended Hourly Rate – \$16.94  
Effective Date – October 30, 2023  
*Replacement*
  - d. Monica L. Humphrey – Occupational Therapist, Early Intervention  
Recommended Annual Salary – Column 1, Step 16, \$77,190 (to be prorated)  
Effective Date – October 30, 2023  
*Replacement*
  - e. Stephanie Rodriguez – Family Engagement Worker, Head Start  
Recommended Hourly Rate – Level V, Entry, \$23.04  
Effective Date – November 6, 2023  
*Replacement*
  - f. Heather A. Shirk – Paraeducator, Head Start  
Recommended Hourly Rate – Level I, Entry, \$14.48  
Effective Date – November 13, 2023  
*Replacement*
2. Operations Office
  - a. Joshua Fernandez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – November 6, 2023  
*Replacement*
  - b. Geovanny A. Hernandez Acosta – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – November 13, 2023  
*Replacement*
  - c. Jose N. Mizhquiri – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – October 30, 2023  
*Replacement*

- d. Carlos Piruch – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – November 13, 2023  
*Replacement*
- e. Maria L. Rivera – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – November 6, 2023  
*Replacement*
- f. Heather M. Speck – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – November 13, 2023  
*Replacement*
- g. Daisy Valentin Gonzalez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – October 23, 2023  
*Replacement*
- h. Harley N. Watts – Level II Custodian, Custodial  
Recommended Hourly Rate – \$14.26  
Effective Date – November 13, 2023  
*Replacement*
- 3. Professional Learning Office
  - a. Sedudzinam O. Fugar – Early Head Start Coach, The Pennsylvania Key  
Recommended Hourly Rate – \$31.47  
Effective Date – November 13, 2023  
*Additional Position*
  - b. Julie A. Shaible – Early Head Start Coach, The Pennsylvania Key  
Recommended Hourly Rate – \$29.58  
Effective Date – November 6, 2023  
*New Position*
  - c. Cindy L. Sunderland – Early Head Start Coach, The Pennsylvania Key  
Recommended Hourly Rate – \$29.58  
Effective Date – November 13, 2023  
*Additional Position*

**C. Change of Status – Ratifications**

- 1. Early Childhood & Student Services Office
  - a. Mariangelin Cruz-Berrios  
Change from Paraeducator, Head Start to Paraeducator, Pre-K Counts  
Change Recommended Hourly Rate from Level II, Entry, \$15.66 to \$15.39  
Effective Date – October 16, 2023  
*Replacement*

- b. Dr. Stacy Shober – Psychologist, Special Education  
Recommended Hourly Rate – \$58.51  
Effective Date – October 23, 2023 – June 5, 2024  
*Additional Hours (not to exceed 350 hours)*
  - c. Dr. Sandra Shurina – Special Education Teacher – Itinerant, Special Education  
Change Recommended Annual Salary from Column 4, Step 16, \$88,205  
to Column 5, Step 16, \$88,905 (to be prorated)  
Effective Date – September 20, 2021  
*Salary Correction*
  - d. Dr. Sandra Shurina – Special Education Teacher – Itinerant, Special Education  
Change Recommended Annual Salary from Column 4, Step 16, \$88,830  
to Column 5, Step 16, \$89,530  
Effective Date – September 1, 2022  
*Salary Adjustment per BCIUEA Agreement – Salary Correction*
  - e. Dr. Sandra Shurina – Special Education Teacher – Itinerant, Special Education  
Change Recommended Annual Salary from Column 4, Step 16, \$89,455  
to Column 5, Step 16, \$90,155  
Effective Date – September 1, 2023  
*Salary Adjustment per BCIUEA Agreement – Salary Correction*
  - f. Marisa Solis – Speech Therapist, Early Intervention  
Recommended Hourly Rate – \$58.51  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Hours (not to exceed 100 hours)*
2. Operations Office
- a. Robert Cotten – Part-time Driver w/o Bus License, Transportation  
Effective Date – October 12, 2023  
*Removal of Assignment*
  - b. Rodney Good – Safety and Training Supervisor, Operations  
Rate – \$150 per course  
Effective Date – May 31, 2023  
*Removal of Stipend*
  - c. Michael Hoffert – Lead Building and Grounds Maintenance Worker, Facilities  
Recommended Hourly Rate – Current Hourly Rate of \$23.70 plus \$.50  
Effective Date – July 1, 2022 – June 30, 2023  
*Additional Assignment*
  - d. Michael Hoffert – Lead Building and Grounds Maintenance Worker, Facilities  
Recommended Hourly Rate – Current Hourly Rate of \$24.28 plus \$.50  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Assignment*

- e. Kathleen Kemp  
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 – October 16, 2023  
*Voluntary Reassignment*
- f. Baudys Ramirez  
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 – June 6, 2023  
*Voluntary Reassignment*
- g. Barry Ravel – Part-time Driver with Bus License, Transportation  
Recommended Hourly Rate – \$22.45  
Effective Date – September 6, 2023  
*Obtained CDL*
- h. Lori Scheider  
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 – September 11, 2023  
*Voluntary Reassignment*
- i. Lori Scheider – Transportation Trainer, Transportation  
Effective Date – September 8, 2023  
*Removal of Assignment*
- j. Lori Scheider  
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – October 12, 2023  
*Replacement*
- k. Stephanie Wolfe  
Change from Dispatcher, Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$18.48 to \$22.45, \$18.90, \$15.50, and \$17.70  
Effective Date – November 6, 2023  
*Voluntary Reassignment*

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

Transportation

Richard Schott, Substitute Driver with Bus License – Effective June 14, 2022

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

Pre-K Counts

Ana Popovici, Paraeducator – Effective October 2, 2023

Transportation

Richard Schott, Substitute Driver with Bus License – Effective July 1, 2023

William Stoudt, Jr., Substitute Driver w/o Bus License, Assistant, and Misc. –  
Effective November 6, 2023

**Additions to 2023-2024 Approved Substitute Lists – Approvals**

Alternative Education

Lashae Stitt, Teacher – Effective December 14, 2023

Head Start

Lashae Stitt, Teacher – Effective December 14, 2023

Pre-K Counts

Lashae Stitt, Teacher – Effective December 14, 2023

Special Education

Lashae Stitt, Teacher – Effective December 14, 2023

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

*No Items to Consider*

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

Head Start

Mariangelin Cruz-Berrios – Effective October 13, 2023

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

Transportation

Julio Jaquez, Jr., Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – October 12, 2023

Noel Reis, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – August 3, 2023

Giselle Rojas, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective – November 1, 2023

**G. Employment – Approvals**

*No Items to Consider*

## **H. Change of Status – Approvals**

1. Business Services Office
  - a. Lucas Ilgenfritz  
Change from Accountant, Fiscal Services to Assistant Program Administrator, Fiscal Services  
Change Recommended Annual Salary from \$52,787 to \$66,926 (to be prorated)  
Effective Date – January 1, 2024  
*Replacement*
2. Early Childhood & Student Services Office
  - a. Lashae Stitt  
Change from Specialized Preschool Teacher – Classroom, Early Intervention to Substitute Teacher, Early Intervention  
Change Recommended Annual Salary from Column 4, Step 8, \$69,804 to Hourly Rate, \$20.00  
Effective Date – December 14, 2023  
*Voluntary Reassignment*
3. Operations Office
  - a. Gina Bernal  
Change from Dispatcher, Transportation to Level V Program Secretary – Vehicle Maintenance, Transportation  
Change Recommended Hourly Rate from \$17.90 to \$15.53  
Effective Date – To be determined  
*Replacement*
4. Professional Learning Office
  - a. Paula Alcock  
Change from Fiscal Contract Supervisor, The Pennsylvania Key to Professional Development Organization Grants Supervisor, The Pennsylvania Key  
No Change in Recommended Annual Salary  
Effective Date – December 1, 2023  
*Replacement*

## **I. Leave of Absence Requests**

1. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Jasmine Rodriguez – Teacher, Head Start  
Effective Date – October 31, 2023
  - b. Maria Witkowski – Speech Therapist, Early Intervention  
Effective Date – October 31, 2023  
Personal Leave (unpaid – with benefits – Not FMLA)
  - c. Brenda Fick – Paraeducator, Head Start  
Effective Date – October 26, 2023
  - d. Keishla Sanchez-Rodriguez – Paraeducator, Head Start  
Effective Date – October 27, 2023
2. Operations Office  
Personal Leave (unpaid – without benefits – Not FMLA)
  - a. Yolenny Hilario Ozimkoski – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 19, 2023

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

1. Professional Learning Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Emily Kavanagh – Early Head Start Data Specialist, The Pennsylvania Key  
Effective Date – November 6, 2023

**K. Retirements**

1. Operations Office
  - a. Cathy M. Buller – Level III Custodian, Custodial  
Effective Date – February 2, 2024
  - b. Russell L. George – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – December 20, 2023

**L. Resignations**

1. Early Childhood & Student Services Office
  - a. Catherine A. Barczynski-Kulp – Paraeducator, Early Intervention  
Effective Date – October 31, 2023
  - b. Jeffrey Bertoni – Security Specialist, Alternative Education  
Effective Date – October 20, 2023
  - c. Brenda G. Fick – Paraeducator, Head Start  
Effective Date – November 6, 2023
2. Operations Office
  - a. Robert C. Cotten – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – November 3, 2023
  - b. Jeffrey P. Parzanese – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 26, 2023
  - c. Amber M. Sandoval – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – November 6, 2023
  - d. Brenda J. Williams – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – October 20, 2023

**M. Terminations**

1. Operations Office
  - a. Miguel R. Saez, Jr. – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – November 17, 2023  
*Violation of Policy*

**N. Other**

1. Early Childhood & Student Services Office
  - a. Michele C. Joffred – Special Education Teacher – Itinerant, Special Education  
Recommended Annual Salary – Column 4, Step 13, \$82,363 (to be prorated)  
Effective Date – November 13, 2023  
*Date Amended*
2. Information Technology Office
  - a. William Mizhquiri – Network Administrator II, Infrastructure and Operations  
Recommended Annual Salary – \$85,000 (to be prorated)  
Effective Date – October 30, 2023  
*Date Amended*



3. Operations Office
  - a. Adrienne J. Balthaser – Program Coordinator, Operations  
Recommended Annual Salary – \$53,500 (to be prorated)  
Effective Date – November 6, 2023  
*Date Amended*

#### **14. OTHER MATTERS FOR CONSIDERATION**

##### **A. EARLY CHILDHOOD & STUDENT SERVICES**

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To approve the 2024-2025 calendar for the BCIU Early Intervention Program.
2. To ratify an agreement between Berks County Intermediate Unit (BCIU) and the Reading School District, for the Reading School District Pregnant / Parenting Teen Coordinator to provide services to Reading School District students in the ELECT / Fatherhood Program at a cost of \$71,000 for the 2023 – 2024 school year.
3. To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District (the Pre-K Counts Partner Agency), for Brandywine Heights Area School District to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan for the grant amount of \$307,200 effective July 1, 2023, through June 30, 2024.
4. To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and Touching the Future, LLC (the Pre-K Counts Partner Agency), for Touching the Future, LLC to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan for the grant amount of \$163,200 effective July 1, 2023, through June 30, 2024.
5. To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and The Journey Fellowship DBA The Children's Journey (the Pre-K Counts Partner Agency), for The Journey Fellowship DBA Children's Journey to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan for the grant amount of \$190,000 effective July 1, 2023, through June 30, 2024.
6. To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and Reading School District (the Pre-K Counts Partner Agency), for Reading School District to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan for the grant amount of \$570,000 effective July 1, 2023, through June 30, 2024.

##### **B. PROFESSIONAL LEARNING**

—DR. DANIEL RICHARDS, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Riverview Intermediate Unit 6 (RIU6), for the BCIU to participate in and provide professional services related to STEMInPA projects including Student-Centered Learning Initiative, Environmental Literacy and Sustainability Support, 3D Teaching and Learning Catalyst Grant, and STEM Ecosystem Grant, for an amount of \$31,000 according to the agreement, from July 1, 2023, through June 30, 2024.

2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Twin Valley School District, for the BCIU to provide professional learning services related to Discovery Education, STEM Lending Library, and Digital Citizenship for Students for a fee of \$900 according to the agreement, for services to be provided on November 7, 2023, or alternate date if needed.
3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Penn State College of Medicine, for Penn State College of Medicine to expand mandated reporter education through micro-learning to ensure Spanish-speaking early childhood professionals throughout the Commonwealth have ready access to evidence-based mandated reporter training for a fee of \$449,915 effective December 1, 2023, through November 30, 2026 (The Pennsylvania Key).
4. To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU) / The Pennsylvania Key, and the McCormick Center for Early Childhood Leadership, for the McCormick Center for Early Childhood Leadership to grant permission for the Pennsylvania Key reliable and certified Assessors to create an online asynchronous professional development module from the PAS-3<sup>rd</sup> Edition training and materials received as part of the PAS-3 certification received through the McCormick Center for Early Childhood Leadership, for a fee not to exceed \$10,050 effective October 24, 2023 (The Pennsylvania Key).
5. To ratify Amendment #1 to the 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 partner with JPL Integrated Communications, Inc. on the development of informational program video content. This amendment provides for a funding increase of \$22,000 for a revised total not to exceed \$113,980. All other terms and conditions remain in force (The Pennsylvania Key).
6. To ratify Amendment #2 to the 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 support the Office of Child Development and Early Learning (OCDEL) by partnering with JPL Integrated Communications, Inc. to conduct research focused on the early childhood education industry and workforce to develop and execute a Pennsylvania statewide workforce marketing campaign. This amendment provides for a funding increase of \$500,000 for a revised total not to exceed \$613,980 and extends the term of the memorandum of understanding to September 30, 2024. All other terms and conditions remain in force (The Pennsylvania Key).
7. To ratify Amendment #1 to the agreement between the Berks County Intermediate Unit (BCIU) and New World Now, LLC. (NWN), for NWN to modify its scope of services to enable and configure the New Azure Cognitive Translations Module; to enhance PA Agency Administrator functionality; to develop a PA Assigned Agency Administrators Report; and to enhance high school and higher education documentation. This amendment provides for a funding increase of \$326,470.75 for a revised total not to exceed \$745,760.85. All other terms and conditions remain in force (The Pennsylvania Key).

**C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, CHIEF INFORMATION OFFICER

1. To authorize the appropriate officers to execute a two-year license agreement for the renewal of the Wrike Project Management Business Plus subscription for 20 user licenses at a cost of \$5,654.40 for the term of December 8, 2023, through December 7, 2025.
2. To authorize the appropriate officers to execute the renewal of an agreement between the Berks County Intermediate Unit (BCIU) and IntegraOne, for the VMware Production Support/Subscription. The term of the agreement is 12 months, from February 1, 2024, to January 31, 2025, at a cost not to exceed \$8,892.

**D. BUSINESS SERVICES**

—LUCILLE GALLIS, CHIEF FINANCIAL OFFICER

1. To approve the proposed calendar for the 2024-2025 General Fund Budget approval dates.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Association of Intermediate Units (PAIU), for the BCIU to act as a subcontractor for PAIU in the administration of the PA Department of Health (DOH) COVID-19 Prevention/Outreach/Testing Project, effective August 1, 2023, through July 31, 2024.

**E. OPERATIONS**

—ROB ROSENBERRY, CHIEF OPERATING OFFICER

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Schachter-Goldberg Enterprises, Inc., for Max Schachter to present a keynote address during the BCIU School Safety and Security Summit on Wednesday, April 24, 2024, for a fee of \$7,500.

**F. ADMINISTRATION**

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To acknowledge the six-month review of the Berks County Intermediate Unit Health and Safety Plan, as required by the American Rescue Plan (ARP) Act.
2. To appoint the Chief Financial Officer as the Berks County Intermediate Unit (BCIU) representative to the Berks County Cooperative Purchasing Council, and the Assistant Program Administrator-Purchasing and Logistics as the alternate representative to the Berks County Cooperative Purchasing Council, effective November 17, 2023.
3. To approve the first reading of the following policies:  
SUMMARY OF CHANGES  
236.1 Threat Assessment (Revised)  
251 Students Experiencing Homelessness and Other Educational Instability (Revised)  
301 Creating a Position (New)  
303 Employment of Administrators (Revised)  
311 Reduction of Staff (Revised)  
318 Attendance and Tardiness (Revised)  
319 Outside Activities (Revised)  
320 Freedom of Speech in Nonschool Settings (Revised)  
404 Employment of Professional Employees (Revised)

- 411 Reduction of Staff (Revised)
  - 418 Attendance and Tardiness (Revised)
  - 419 Outside Activities (Revised)
  - 420 Freedom of Speech in Nonschool Settings (Revised)
  - 504 Employment of Classified, Technical, and Support Employees (Revised)
  - 505 Employment of Substitute Employees (Revised)
  - 511 Reduction of Staff (Revised)
  - 518 Attendance and Tardiness (Revised)
  - 519 Outside Activities (Revised)
  - 520 Freedom of Speech in Nonschool Settings (New)
  - 611 Purchases Budgeted (Revised)
  - 619 Intermediate Unit Audit (Revised)
  - 815.1 Social Media (Revised)
4. To set the 2024 Berks County Intermediate Unit Board of Directors' regular meeting dates for the third Thursday of the month, with the Committee -of-the-Whole to begin at 6:15 P.M. and the regular meeting to begin no earlier than 7:00 P.M. immediately following the Committee-of-the-Whole, and to authorize the administration to advertise these meeting dates in accordance with Act 84 (Sunshine Law).
5. To cancel the December 21, 2023, meeting of the Berks County Intermediate Unit Board of Directors and to authorize the officers and administration to take the necessary steps to pay bills and salaries until the next regular meeting of the BCIU Board on January 18, 2024.
6. To authorize the Executive Director to offer employment to prospective employees between the November and January Board meetings subject to receiving approval from the Berks County Intermediate Unit Board officers through polling of each officer. Employment shall be ratified at the January Board meeting.

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

**16. ADJOURNMENT**