

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

◆ BCIU BOARD MEMBER RECOGNITION

— BCIU STUDENT ARTWORK SHOWCASE | OFFICE OF THE EXECUTIVE DIRECTOR

◆ EMPLOYEE OF THE MONTH FOR JANUARY 2024

— Amber Sell, Pre-K Counts Teacher, Office of Early Childhood and Student Services

◆ RETIREE

— Cathy M. Buller, Level III Custodian, Office of Operations

— Russell George, Transportation Driver, Office of Operations

II. EXECUTIVE SESSION

III. EXECUTIVE DIRECTOR'S REPORT

A. Executive Director Update

1. Mid-Year State of the Unit | Wednesday, January 10, 2024
2. Newslink
3. Legislative Update
4. BCIU Mandated Services Budget
5. Other Items

V. AGENDA REVIEW

REGULAR MEETING

01. CALL TO ORDER

A. Pledge to the Flag and Roll Call

B. Announcements

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

C. To seat the following BCIU representatives as follows:

1. Rebecca DiSarro, Antietam School District, to fulfill the unexpired term of Michael Gierula, ending June 30, 2025.
2. James Brophy, Boyertown Area School District, to fulfill the unexpired term of Lisa Hogan, ending June 30, 2026.
3. John Fidler, Exeter Township School District, to fulfill the unexpired term of Dr. David Hemberger, ending June 30, 2026.
4. Lisa Bogacki, Fleetwood Area School District, to fulfill the unexpired term of Kevin Manmiller, ending June 30, 2026.
5. Ryan Gebely, Hamburg Area School District, to fulfill the unexpired term of Todd Hummel, ending June 30, 2024.

6. Daniel Wismer, Kutztown Area School District, to fulfill the unexpired term of Rev. Dr. Dennis Ritter, ending June 30, 2024.
7. Candice Corle, Oley Valley School District, to fulfill the unexpired term of Nancy Jackson, ending June 30, 2025.
8. Jonathan Tinoco, Reading School District, to fulfill the unexpired term of Mark Detterline, ending June 30, 2025.
9. David Hershey, Wyomissing Area School District, to fulfill the unexpired term of Terrie Taylor, LSW, ending June 30, 2026.

D. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for Copy Paper on Tuesday, November 14, 2023, at 11:00 A.M.

02. APPROVAL OF MINUTES

A. Meeting of November 16, 2023

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

SOURCE		PAGE	AMOUNT
November	2023 Ratifications-IU	1-17	\$1,468,633.03
November	2023 Ratifications-PSDLAF	1-01	\$3,195.91
November	2023 Ratifications IU Wires	1-01	\$27,000.00
December	2023 Ratifications	1-34	\$3,623,348.48
December	2023 Ratifications IU Wires	1-01	\$6,000.00
December	2023 Ratifications-PSDLAF	1-01	\$14,010.77
January	2024 Ratifications-IU	1-10	\$820,130.89
January	2024 Approvals- IU	1-11	\$3,171,574.76
TOTAL			\$9,133,893.84

04. APPROVAL/RATIFICATION OF MASTER BOARD REPORT – CONTRACTS AND AMENDMENTS

48 Expenditure Contracts/Amendments
<ul style="list-style-type: none"> 37 contracts/amendments totaling \$5,109,628.93 8 contracts/amendments cost dependent on usage 3 contracts/amendments at no cost
21 Revenue Contracts/Amendments
<ul style="list-style-type: none"> 14 contracts/amendments totaling \$416,276.80 7 contracts/amendments dependent on services

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

Amount Outstanding
January 10, 2024
\$0

06. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JANUARY 10, 2024:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,596,430.77	\$386,966.80	\$604,071.50	\$41,975.17	\$1,576,248.14
Commonwealth of PA	\$3,828,373.25	\$1,636,982.83	\$100,143.15	\$0.00	\$0.00
Other Revenue Sources	\$514,993.28	\$54,068.88	\$78,501.94	\$10,830.47	\$11,661.28
TOTALS	\$5,939,797.30	\$2,078,018.51	\$782,716.59	\$52,805.64	\$1,587,909.42
GRAND TOTAL	\$10,441,247.46				

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE NOVEMBER 1, 2023

\$8,733,848.15

RECEIPTS

REVENUE RECEIPTS

\$11,047,126.80

RETURNED CHECKS

\$0.00

INVESTMENT REDEMPTIONS

\$0.00

\$11,047,126.80

\$19,780,974.95

DISBURSEMENTS

PRE-BOARD RATIFICATIONS

\$2,049,417.08

PRE-BOARD RATIFICATIONS WIRE

\$0.00

BOARD APPROVALS

\$736,172.64

BOARD APPROVAL WIRES

\$0.00

POST BOARD RATIFICATIONS PSDLAF

\$3,195.91

POST BOARD RATIFICATIONS IU

\$1,468,633.03

POST BOARD RATIFICATIONS WIRES

\$27,000.00

TOTAL CHECKS WRITTEN

\$4,284,418.66

CHECKS VOIDED

(\$22,872.72)

CURRENT PAYROLL DISTRIBUTIONS

\$5,936,868.38

\$10,198,414.32

ENDING BALANCE - NOVEMBER 30, 2023

\$9,582,560.63

CASH AVAILABLE-NOVEMBER 30, 2023

\$9,582,560.63

CASH

BEGINNING BALANCE DECEMBER 1, 2023

\$9,582,560.63

RECEIPTS

REVENUE RECEIPTS

\$11,875,967.52

RETURNED CHECKS

\$0.00

INVESTMENT REDEMPTIONS

\$0.00

\$11,875,967.52

\$21,458,528.15

DISBURSEMENTS

PRE-BOARD RATIFICATIONS

\$0.00

PRE-BOARD RATIFICATIONS WIRE

\$0.00

BOARD APPROVALS

\$0.00

BOARD APPROVAL WIRES

\$0.00

POST BOARD RATIFICATIONS PSDLAF

\$14,010.77

POST BOARD RATIFICATIONS IU

\$3,623,348.48

POST BOARD RATIFICATIONS WIRES

\$6,000.00

TOTAL CHECKS WRITTEN

\$3,643,359.25

CHECKS VOIDED

(\$21,293.98)

CURRENT PAYROLL DISTRIBUTIONS

\$8,794,871.77

\$12,416,937.04

ENDING BALANCE - DECEMBER 31, 2023

\$9,041,591.11

CASH AVAILABLE-DECEMBER 31, 2023

\$9,041,591.11

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

NOVEMBER 2023	
TOMPKINS	\$49,891.06
PSDLAF	\$12.46
CHASE	\$4.09

DECEMBER 2023	
TOMPKINS	\$44,655.69
PSDLAF	19.47
CHASE	\$3.95

09. BUDGETS

A. New and Proposed Budgets

No Items to Consider

B. Initial Budgets

1. Educational Stability for Foster Care Youth – Program 23-149

Office of Early Childhood and Student Services

7/1/23 – 9/30/24

\$67,729

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).

2. Extended School Year Program – Program 303

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$84,539

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.

3. Alternative Education Program - GED Preparation – Program 24-308

Office of Early Childhood and Student Services

1/1/24 – 12/31/24

\$169,605

The GED Preparation program and support classes are designed to provide an educationally conducive instructional environment for adults on behalf of the Berks County Jail System. The GED Preparation class, Adult Basic Education class, and English Language Support class are designed so that inmates aged 18 or older, or those aged 16-17 that have officially withdrawn from secondary education, are able to continue their educational progress while incarcerated with the goal of obtaining their GED or high school diploma equivalency. There is close staff collaboration with the officials at the Berks County Jail System for support and services. This program is funded by the Berks County Jail System (since 2018).

4. Statewide System of Support Initiatives – Program 209

Office of Professional Learning

7/1/23 – 6/30/24

\$332,350

Funded with both State and Federal dollars, the Commonwealth of Pennsylvania has contracted with the BCIU to provide training and technical assistance for facilitation and coordination of PDE initiatives: Additional Targeted School Improvement, Accelerated Learning, CDT Focus and Support, Data Governance, and STEM. This program has been in existence since October 2015.

5. IU General Fund Budget – Program 115

Office of Business Services

7/1/24 – 6/30/25

\$13,301,226

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.

C. Changes to Initial Budgets

1. Early Intervention - ACCESS – Program 215

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$255,549

Total Proposed Revised Budget: \$1,035,317

Funded by the state, this program, now referred to as the School-Based Access Program (SBAP), is an avenue for the BCIU to receive additional federal funding through Medicaid dollars for medical/mental health-related special education services to students in the PA Medical Assistance Program (since 1991). This change reflects an increase to our reimbursement target.

2. Early Intervention – Program 348

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$179,139

Total Proposed Revised Budget: \$19,323,840

Funded by the state, this program provides services to newly identified preschool children with special needs in Berks County (since 1983). The change is necessary due to reduced State funding of \$23,772 plus an additional Required MA Contribution of \$255,549.

3. The Pennsylvania Key – Program 225

Office of Professional Learning

7/1/22 – 6/30/23

\$34,461

Total Proposed Revised Budget: \$18,214,136

The PDE Office of Child Development and Early Learning and BCIU collaborate to provide statewide leadership in the development of an integrated system of quality early childhood education programs. The Pennsylvania Key works to develop a statewide quality improvement plan that includes professional development, technical assistance, career lattices, and a data management system for all preschool, childcare, and Head Start centers. This program is federally funded by the Department of Human Services through the Child Care Development Fund (since 2005). Change 5 reflects the final funds available for 2022-2023.

D. Budgetary Transfers

1. Head Start State Collaboration Offices – Program 22-285

Office of Professional Learning

10/1/22 – 9/30/23

\$ 33,550

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

10. APPROVAL/RATIFICATION OF HEAD START:

- a. 2024 Notice of Award
- b. Financial Statements (November and December 2023)
- c. Credit Card Purchases (November and December 2023)
- d. Non-Federal Share Report (November and December 2023)

11. COMMUNICATIONS

— James Ulrich, *Secretary*

1. Thank you from Mr. John Morahan, 2018 BCIU Outstanding Community Partner, and former President at Penn State St. Joseph Medical Center.

12. OLD BUSINESS

1. To approve 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 (New)
- 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)

13. REPORT OF NEGOTIATIONS COMMITTEE

— Elizabeth S. Huhn, *Chair*

14. PERSONNEL MATTERS | HUMAN RESOURCES

—MARY FRANCISCUS, DIRECTOR

A. General

1. To ratify the unpaid internship of Zachary Guidotto, Slippery Rock University undergraduate student majoring in Exercise Science: Pre-Physical Therapy, under the supervision of Mary Stelter, Physical Therapist, and Janet Leiby, Physical Therapist, effective January 3, 2024, through January 11, 2024.
2. To approve the unpaid Level 1 field experiences as noted below:
 - a. Jayla Bainbridge, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Theresa Soley, Occupational Therapist, effective January 29, 2024, through April 26, 2024.
 - b. Grace Jones, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Jenny Jan-Luo, Occupational Therapist, effective January 29, 2024, through April 26, 2024.
 - c. McKenna Lengel, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Laura Klitsch, Occupational Therapist, effective January 29, 2024, through April 26, 2024.
 - d. Amy Lista, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Leigh Esbenshade, Occupational Therapist, effective January 29, 2024, through April 26, 2024.
 - e. Stephanie Luzecky, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Jenny Jan-Luo, Occupational Therapist, effective January 29, 2024, through April 26, 2024.
 - f. Jacob Shirey, Alvernia University graduate student majoring in Occupational Therapy, under the supervision of Karen Schlegel, Occupational Therapist, and Kelly Gausch, Occupational Therapist, effective January 29, 2024, through April 26, 2024.
3. To ratify the hourly rates for the Substitute Pre-K Counts Teacher and the Substitute Pre-K Counts Out of Class Teacher positions for existing permanent Berks County Intermediate Unit employees to be equal to the entry step of pay for the Pre-K Counts Teacher position, effective January 1, 2024.
4. To ratify the hourly rates for the Substitute Paraeducator positions for employees whose primary assignment is a Substitute Pre-K Counts Paraeducator and Substitute Early Intervention Paraeducator in the Office of Early Childhood and Student Services, to be equal to \$15.92, effective January 1, 2024.
5. To acknowledge receipt of the list containing wage rates for Substitute Early Intervention Paraeducators, Substitute Pre-K Counts Teachers, Substitute Out of Class Pre-K Counts Teachers, and Substitute Pre-K Counts Paraeducators.
6. To approve the revised Berks County Head Start Salary Schedule, effective date to be determined upon approval of change of scope.
7. To approve a wage for regular employees whose primary assignment is other than a teacher serving as a classroom monitor in the absence of a teacher or substitute teacher to be \$1.25/hour more than their current rate.

B. Employment – Ratifications

1. Early Childhood & Student Services Office
 - a. Brenda Almanza – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$14.48
Effective Date – December 11, 2023
Replacement
 - b. Rafael Maldonado, Jr. – Security Specialist, Alternative Education
Recommended Annual Salary – \$42,100 (to be prorated)
Effective Date – January 15, 2024
Replacement
 - c. Malery J. Meck – Level V Program Secretary, Early Intervention
Recommended Hourly Rate – \$15.53
Effective Date – December 18, 2023
Replacement
 - d. Taylor M. Patullo – Speech Therapist, Early Intervention
Recommended Annual Salary – Column 4, Step 6, \$66,054 (to be prorated)
Effective Date – January 2, 2024
Replacement
 - e. Gabriela D. Perez Garcia – Paraeducator, Early Intervention
Recommended Hourly Rate – \$14.39
Effective Date – December 11, 2023
Replacement
 - f. Alyssa R. Porter – Job Coach – On-Site, Special Education
Recommended Hourly Rate – \$19.05
Effective Date – November 28, 2023
Replacement
 - g. Kathy A. Rohrbach – Teacher, Head Start
Recommended Hourly Rate – Level III, Entry, \$23.04
Effective Date – December 18, 2023
Replacement
 - h. Rachel E. Swartz – Occupational Therapist, Early Intervention
Recommended Annual Salary – Column 4, Step 1, \$59,870 (to be prorated)
Effective Date – November 30, 2023
Replacement
 - i. Leah J.M. VanEtten – Teacher, Pre-K Counts
Recommended Annual Salary – Column 1, Step 1, \$43,414 (to be prorated)
Effective Date – November 28, 2023
Replacement

2. Information Technology Office

- a. Glen S. Espinal – Digital Navigator, Information Technology
Recommended Annual Salary – \$54,000 (to be prorated)
Effective Date – November 28, 2023
New Position

3. Operations Office

- a. Geanirda E. Estrella – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$15.20 and \$17.70
Effective Date – January 2, 2024
Replacement
- b. Lindsey R. Hauger – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – December 4, 2023
Replacement
- c. Joadys D. Perera – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – December 18, 2023
Replacement
- d. Vivene A. Subran – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – January 15, 2024
Replacement

C. Change of Status – Ratifications

1. Business Services/Operations Office

- a. Arlene Garcia-Aguirre
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 16, 2022
Voluntary Reassignment

2. Early Childhood & Student Services Office

- a. Katelyn Cutts – Specialized Preschool Teacher – Itinerant, Early Intervention
Change Recommended Annual Salary from Column 5, Step 3, \$63,036
to Column 6, Step 3, \$63,729 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
- b. Ashley Engelman – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 2, Step 4, \$52,746
to Column 4, Step 4, \$63,580 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement

- c. Jamie Hlavinka – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 4, Step 3, \$62,344
to Column 5, Step 3, \$63,036 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
- d. Rachel Johnson
Change from Teacher, Head Start to Paraeducator, Head Start
Change Recommended Hourly Rate from Level III, Entry, \$23.21 to Level III, Entry, \$16.15
Effective Date – December 4, 2023
Replacement
- e. Diane Kay – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 6, Step 14, \$85,863
to Column 7, Step 14, \$87,248 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
- f. Kimberly Keim – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 4, Step 3, \$62,344
to Column 5, Step 3, \$63,036 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
- g. Scarlett McMullan – Speech Therapist, Early Intervention
Change Recommended Annual Salary from Column 4, Step 3, \$62,344
to Column 5, Step 3, \$63,036 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
- h. Jessica Mountz – Specialized Preschool Teacher – Itinerant, Early Intervention
Change Recommended Annual Salary from Column 5, Step 8, \$70,496
to Column 6, Step 8, \$71,189 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
- i. Beth O'Neill
Change from Emotional Support Specialist, Alternative Education to Alternative Education
Teacher, Alternative Education
Change Recommended Annual Salary from \$33,433 to Column 1, Step 1, \$48,419 (to be prorated)
Effective Date – November 28, 2023
Long-Term Substitute Assignment
- j. Gabriela Perez Garcia – Paraeducator, Early Intervention
Change Recommended Hourly Rate from \$14.39 to \$16.39
Effective Date – January 1, 2024
Salary Adjustment per SEIU Agreement

- k. Sharda Rauch – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$14.48 to Level II, Entry, \$15.55
Effective Date – November 10, 2023
Obtained CDA
- l. Megan Renaud – Speech Therapist, Early Intervention
Change Recommended Annual Salary from Column 5, Step 16, \$90,155
to Column 6, Step 16, \$90,855 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
- m. Kara Robinson
Change from Paraeducator, Early Intervention to Specialized Preschool Teacher –
Classroom, Early Intervention
Change Recommended Hourly Rate from \$16.50 to
Annual Salary, Column 4, Step 1, \$59,870 (to be prorated)
Effective Date – November 20, 2023
Replacement
- n. Dr. Sandra Shurina – 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
- o. Mildred Silvestre Acosta – Paraeducator, Head Start
Change Recommended Hourly Rate from Column I, Entry, \$14.48 to Column II, Entry, \$15.55
Effective Date – December 19, 2023
Obtained CDA
- p. Leah VanEtten – Teacher, Pre-K Counts
Change Recommended Annual Salary from Column 1, Step 1, \$43,414
to Column 1, Step 1, \$45,020 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per SEIU Agreement
- q. Tiffany Ziegler – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 2, Step 8, \$59,026
to Column 4, Step 8, \$69,804 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
- 3. Information Technology Office
 - a. Charity Kutt
Change from Service Desk Specialist, Infrastructure and Operations
to Software Support Specialist II, Software Support Services
Change Recommended Annual Salary from \$53,250 to \$56,630 (to be prorated)
Effective Date – December 4, 2023
Replacement

4. Operations Office
 - a. Joseph Borzellino
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 18, 2023
Voluntary Reassignment
 - b. Esmeralda Calderon – Level IV Clerk, Transportation
Effective Date – December 22, 2023
Removal of Assignment
 - c. Aleli Cortes – Level III Custodian, Custodial
Recommended Hourly Rate – \$14.67
Effective Date – December 18, 2023
Additional Assignment
 - d. Geovanny Hernandez Acosta
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 – November 14, 2023
Voluntary Reassignment
 - e. Nancy Jimenez – Van Fueller, Transportation
Recommended Hourly Rate – \$17.80
Effective Date – November 1, 2023
Additional Assignment
 - f. Kevin McCrone – Transportation Trainer, Transportation
Recommended Hourly Rate – \$26.13
Effective Date – September 18, 2023
Additional Assignment – Date Correction
 - g. 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 2, 2023
Voluntary Reassignment – Date Correction
 - h. Rosa Rodriguez Camacho – Van Fueller, Transportation
Recommended Hourly Rate – \$17.80
Effective Date – October 23, 2023
Additional Assignment
 - i. Cynthia Thomas – Transportation Trainer, Transportation
Recommended Hourly Rate – \$26.13
Effective Date – November 6, 2023
Additional Assignment

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

Early Intervention

Rhondella Weaver, Paraeducator – Effective November 20, 2023

Head Start

Rhondella Weaver, Paraeducator – Effective November 20, 2023

Pre-K Counts

Rhondella Weaver, Paraeducator – Effective November 20, 2023

Special Education

Rhondella Weaver, Specialist – Effective November 20, 2023

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

Head Start

Rachel Johnson – Effective December 4, 2023

Rosaura Polanco Lopez – Effective November 16, 2023

Sharda Rauch – Effective November 10, 2023

Mildred Silvestre Acosta – Effective December 19, 2023

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

Alternative Education

Beth O'Neill – Effective November 28, 2023

F. Remove from 2023-2024 Approved Substitute Lists

Transportation

Ann Marie Lessig, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective – December 4, 2023

Lisa Zackowski, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – December 4, 2023

G. Employment – Approvals

No Items to Consider

H. Change of Status – Approvals

1. 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

Rescind Replacement

I. Leave of Absence Requests

1. Early Childhood & Student Services Office

Personal Leave (unpaid – with benefits – FMLA)

a. Katherine Kline – Specialized Preschool Teacher – Coordinator, Early Intervention
Effective Date – December 8, 2023

Personal Leave (unpaid – without benefits – Not FMLA)

b. Christine Jaskolka – Emotional Support Specialist, Alternative Education
Effective Date – October 5, 2023

2. Operations Office

Personal Leave (unpaid – without benefits – FMLA)

- a. Michele Booth – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 30, 2023

Personal Leave (unpaid – without benefits – Not FMLA)

- b. Michael Giles – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 4, 2023
- c. Cynthia Gonzalez – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 14, 2023
- d. Lori Scheider – Part-time Driver w & w/o Bus License, Assistant, Misc., and Fueler, Transportation
Effective Date – November 13, 2023

3. Professional Learning Office

Personal Leave (unpaid – with benefits – FMLA)

- a. Michele Farleman – Preschool Program Specialist, The Pennsylvania Key
Effective Date – November 7, 2023
- b. Emily Kavanagh – Early Head Start Data Specialist, The Pennsylvania Key
Effective Date – November 30, 2023

Personal Leave (unpaid – without benefits – Not FMLA)

- c. Sedudzinam Fugar – Early Head Start Coach, The Pennsylvania Key
Effective Date – December 13, 2023

J. Return from Leave of Absence Requests

1. Business Services Office

Personal Leave (unpaid – with benefits – FMLA)

- a. Kelly Zerbe – Level V Accounting Clerk, Fiscal Services
Effective Date – December 20, 2023

2. Early Childhood & Student Services Office

Personal Leave (unpaid – with benefits – FMLA)

- a. Jasmine Rodriguez – Teacher, Head Start
Effective Date – November 20, 2023

Personal Leave (unpaid – with benefits – Not FMLA)

- b. Keishla Sanchez-Rodriguez – Paraeducator, Head Start
Effective Date – November 20, 2023

3. Operations Office

Personal Leave (unpaid – without benefits – Not FMLA)

- a. Michael Giles – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 28, 2023
- b. Lori Scheider – Part-time Driver w & w/o Bus License, Assistant, Misc., and Fueler, Transportation
Effective Date – January 3, 2024
- c. Ruth Shears – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 4, 2024

4. Professional Learning Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Emily Kavanagh – Early Head Start Data Specialist, The Pennsylvania Key
Effective Date – December 14, 2023
Personal Leave (unpaid – without benefits – Not FMLA)
 - b. Sedudzinam Fugar – Early Head Start Coach, The Pennsylvania Key
Effective Date – January 3, 2024

K. Retirements

1. Early Childhood & Student Services Office
 - a. Alejandra J. Waldron – Spanish Interpreter, Early Intervention
Effective Date – April 5, 2024
 - b. Cindy A. Werner – Paraeducator, Early Intervention
Effective Date – January 2, 2024
 - c. Maritza Zoumas – Level V Bilingual Program Secretary, Alternative Education
Effective Date – January 31, 2024
2. Operations Office
 - a. Elizabeth A. Lebo – Part-time Driver w & w/o Bus License, Assistant and Misc. Transportation
Effective Date – January 31, 2024
 - b. Pamela B. Puhlman – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 22, 2023

L. Resignations

1. Early Childhood & Student Services Office
 - a. Adrian Avila – Level V Program Secretary, Early Intervention
Effective Date – December 15, 2023
 - b. Dana K. Boettinger – Speech Therapist, Early Intervention
Effective Date – January 26, 2024
 - c. Alexander W. Stunz – Security Specialist, Alternative Education
Effective Date – December 1, 2023
 - d. Sara M. West Hoffert – Occupational Therapist, Early Intervention
Effective Date – November 29, 2023
2. Operations Office
 - a. Vladimir F. Aragon-Cabrera – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 24, 2023
 - b. Jonathan M. Deem – Level III Custodian, Custodial
Effective Date – November 22, 2023
 - c. Joshua Fernandez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 9, 2023
 - d. Casey E. Frasca – Part-time Bus/Van Specialist, Transportation
Effective Date – January 18, 2024
 - e. Patricia M. Hartmann – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – July 27, 2023

- f. Jose N. Mizhquiri – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 1, 2023
 - g. Gabriel Otero – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 7, 2023
 - h. Joadys D. Perera – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 22, 2023
 - i. Jelisa L. Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 3, 2024
 - j. Edward J. Riedel, Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 3, 2024
 - k. Derek Schroeder – Building and Grounds Maintenance Worker, Facilities
Effective Date – January 2, 2024
 - l. Yolette Thomas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 13, 2023
 - m. Freddy L. Torres, III. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 3, 2024
3. Professional Learning Office
- a. Jacquelin O. Foulz – Preschool Program Specialist, The Pennsylvania Key
Effective Date – January 26, 2024
 - b. Melissa S. Kauffman – Intervention Teacher, Act 89
Effective Date – January 19, 2024

M. Terminations

No Items to Consider

N. Other

- 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 – December 18, 2023
Date Amended
 - b. Joan M. Schaeffer – Specialized Preschool Teacher – Itinerant, Early Intervention
Effective Date – March 28, 2024
Retirement Date Amended
- 2. 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 – January 2, 2024
Date Amended
 - b. Jennifer C. Mazur – Educational Consultant, Training and Consultation
Recommended Annual Salary – Column 4, Step 16, \$89,455 (to be prorated)
Effective Date – November 28, 2023
Date Amended

15. OTHER MATTERS FOR CONSIDERATION

1. To acknowledge the receipt of the following items from the Berks County Head Start Program:
 - a. November & December 2023 Policy Council Meeting Minutes
 - b. December 2023 and January 2024 Policy Council Resolutions
 - c. Head Start Director's Report
 - d. Correspondence from the Office of Head Start
 - e. 2024 Policy Council Training Calendar
(Office of Early Childhood and Student Services)
2. To amend the authorization approved November 16, 2023, as follows: 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 per year (\$11,308.80 total) for the term of December 8, 2023, through December 7, 2025.
(Office of Information Technology)
3. To approve a change in the mileage allowance rate from 65.5¢ per mile to 67.0¢ per mile to conform with Internal Revenue Service regulations, effective January 1, 2024.
(Office of Business Services)
4. To acknowledge the Consumer Price Index Adjustment of Base Amounts on Bids effective January 1, 2024, as published in the Pennsylvania Bulletin on December 23, 2023, adjusting the public bid threshold to \$23,200 and the quote threshold to \$12,600.
(Office of Business Services)
5. To award contracts for Copy Paper through the Berks County Joint Purchasing Board.
(Office of Business Services)
6. To request permission to solicit bids for Food Service Paper Products and Supplies.
(Office of Business Services)
7. To delete the following policies:
 - 429 Substitute Compensation
 - 512 Evaluations of Classified, Technical and Support Employees
(Office of the Executive Director)

16. BOARD MEMBERS DESIRING TO BE HEARD

17. ADJOURNMENT