

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 15, 2024
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The regular meeting of the Berks County Intermediate Unit Board (BCIU) of Directors was held on Thursday, February 15, 2024, at the BCIU Main Office, 1111 Commons Boulevard, Reading, Pennsylvania 19605.

Vice President Huhn, who presided over the meeting in the absence of President McEwen, called the meeting to order at 9:00 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board:	Lisa Bogacki; James Brophy; Candace Corle; Rebecca DiSarro; John Fidler; Ryan Gebely; Christopher Heck; David Hershey; Elizabeth S. Huhn; Russell Jirik; Dr. Amy Kennedy; Linda R. Lash; Bret A.B. Sabold; Jonathan Tinoco; James Ulrich; and Daniel Wismer
Absent:	Michael Vasquez and Gary McEwen
Intermediate Unit:	Dr. Jill M. Hackman; Rob Rosenberry; Lucille Gallis; Dr. Michelle Reichard-Huff; Scott Major; Dr. Dan Richards; Mary Franciscus; Nicole Abreu; and Jan Krotee
Solicitor:	James Mancuso, Esq.
Guest(s):	Amy Adam, BCIUEA Vice President; and Amy Bortz, BCIUEA Secretary
Press:	None

Following the pledge of allegiance and roll call, Vice President Huhn welcomed participants to the BCIU Board meeting. She introduced BCIU Education Association (BCIUEA) Officers Amy Adam, Vice President, and Amy Bortz, Secretary, and thanked them for attending. She then announced that an executive session was held prior to the meeting for personnel matters and contracts.

Announcements

**Executive Session
—Item 01. B. 1.**

Vice President Huhn asked if anyone present would like to speak regarding an agenda item. No one desired to speak.

**Persons Desiring to Be
Heard —Item 01. B. 3.**

A motion was made by Jirik, seconded by Heck, to approve Items 01. C. through 10., as follows:

To acknowledge receipt of bids through the Berks County Joint Purchasing Board for Fuel on Tuesday, October 31, 2023, at 11:00 A.M.

**Bids for Fuel
—Item 01. D.**

To approve the minutes of the meeting of January 18, 2024.

**Approval of Minutes
—Item 02.**

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

IU Bills and Financial Reports—Items 03., 04., 05., 06., 07., 08., 09., and 10.
(Detailed list of bills available for review.)

SOURCE		PAGE	AMOUNT
January	2024 Ratifications	1-16	\$6,370,368.27
January	2024 Ratifications IU Wires	1-01	\$3,000.00
January	2024 Ratifications-PSDLAF	1-01	\$2,638.37
February	2024 Ratifications-IU	1-06	\$959,046.81
February	2024 Ratifications IU Wires	1-01	\$3,000.00
February	2024 Approvals- IU	1-08	\$1,268,352.88
TOTAL			\$8,606,406.33

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

37 Expenditure Contracts/Amendments
<ul style="list-style-type: none"> • 21 contracts/amendments totaling \$430,792.23 • 5 contracts/amendments cost dependent on usage • 11 contracts/amendments at no cost
5 Revenue Contracts/Amendments
<ul style="list-style-type: none"> • 3 contracts/amendments totaling \$18,894.08 • 1 contracts/amendments dependent on services • 1 contracts/amendments at no additional revenue

05. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$10,000,000
(Information Item):

Amount Outstanding
February 8, 2024
\$0

06. ACCOUNTS RECEIVABLE AGING REPORT AS OF FEBRUARY 8, 2024 *(Information item):*

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$2,593,818.03	\$398,308.41	\$152,155.00	\$320,342.76	\$140,059.20
Commonwealth of PA	\$10,197,339.02	\$34,212.44	\$0.00	\$100,143.15	\$0.00
Other Revenue Sources	\$441,013.12	\$413,325.99	\$2,739.42	\$1,446.42	\$12,026.67
TOTALS	\$13,232,170.17	\$845,846.84	\$154,894.42	\$421,932.33	\$152,085.87
GRAND TOTAL	\$14,806,929.63				

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07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE JANUARY 1, 2024		\$9,041,591.11
RECEIPTS		
REVENUE RECEIPTS	\$12,551,308.01	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$12,551,308.01</u>
		\$21,592,899.12
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$820,130.89	
PRE-BOARD RATIFICATIONS WIRE	\$0.00	
BOARD APPROVALS	\$3,171,574.76	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$2,638.37	
POST BOARD RATIFICATIONS IU	\$6,370,368.27	
POST BOARD RATIFICATIONS WIRES	\$3,000.00	
TOTAL CHECKS WRITTEN	\$10,367,712.29	
CHECKS VOIDED	(\$354,124.78)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,683,264.73</u>	<u>\$15,696,852.24</u>
ENDING BALANCE - JANUARY 31, 2024		\$5,896,046.88
 CASH AVAILABLE-JANUARY 31, 2024		 \$5,896,046.88

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

JANUARY 2024	
TOMPKINS	\$45,631.03
PSDLAF	\$14.84
CHASE	\$4.49

09. BUDGETS

BUDGETS

A. New and Proposed Budget

No Items to Consider

B. Initial Budgets

1. Head Start – Program 24-165

Office of Early Childhood and Student Services
1/1/24-12/31/24

\$ 8,704,907

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

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- 2. Head Start Training and Technical Assistance – Program 24-175**
Office of Early Childhood and Student Services
1/1/24-12/31/24 \$ 58,512
Funded by federal dollars through the Department of Health and Human Services, Administration for Children and Families, the Head Start Training and Technical Assistance Program supports the professional development needs of Head Start staff, which may include the cost of trainings, supplies associated with training, costs to attend conferences, and coaching needs. Program funds may also be used to support the professional development and training needs of parents whose children are enrolled in the Head Start program (since 1985).
- 3. BCIU Pre-K Counts Partnership – Program 231**
Office of Early Childhood and Student Services
7/1/23-6/30/24 \$ 4,189,359
Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high-quality preschool services to 378 children between the ages of 3 and the entry age for kindergarten, who are at risk of school failure and living in families earning up to 300 percent of the federal income poverty level, who may be 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 two participating Berks County school districts and two local childcare centers (since 2016).
- 4. The Pennsylvania Key - Early Head Start - Home Visiting– Program 24-287**
Office of Professional Learning
1/1/24-12/31/24 \$ 218,008
This program supports the administration and facilitation of OCDEL’s Early Head Start Home Visiting (EHS-HV) Program which serves 128 children and families in Lawrence, Lebanon, and Lancaster counties. Early Head Start programs provide family-centered services for low-income families tailored to the unique needs of infants and toddlers to promote their physical, cognitive, social, and emotional development. The funding supports professional Nutrition, Health & Mental Health coaches, and portions of the EHS Manager, EHS Specialist, and other staff positions to administer the grant, along with appropriate travel and supplies. The Pennsylvania Key staff partners with Lancaster-Lebanon IU#13 and the Children’s Advocacy Center of Lawrence County and provides monitoring, assistance, training & oversight to give a full report to OCDEL’s Early Head Start Policy Council and Governing Body. Each year, we resubmit our plan for this grant on behalf of OCDEL. It is considered a non-competing application contingent on program compliance.
- 5. The Pennsylvania Key - Early Head Start – CCP – Program 23-288**
Office of Professional Learning
8/1/23-7/31/24 \$ 7,120,884
This program supports the administration and facilitation of OCDEL’s Early Head Start-Child Care Partnership (EHS-CCP) Program which serves 324 low-income, at-risk children and their families. The EHS-CCP programs

provide funded enrollments and services at the local level, prioritizing partnerships between community-based organizations and local childcare providers. The funding supports professional Nutrition, Health & Mental Health coaches, and portions of the EHS Manager, EHS Specialist, and other staff positions to administer the grant, along with appropriate travel and supplies. The Pennsylvania Key staff partners with five (5) agencies to provide monitoring, assistance, training & oversight to give a full report to OCDEL's Early Head Start Policy Council and Governing Body. These partner agencies receive funding through this grant. Each year, we resubmit our plan for this grant on behalf of OCDEL.

C. Changes to Initial Budgets

1. The Pennsylvania Key – Creative Child Care Solutions – Program 675

Office of Professional Learning

\$97,206

7/1/22-6/30/23

Total Proposed Revised Budget: \$231,858

This proprietary program captures fee-for-service projects that utilize the professional expertise of The Pennsylvania Key and the agencies with which they are engaged. Activities will not compete or conflict with the primary objectives of OCDEL, are governed by an OCDEL-approved cost allocation plan, and will be funded by local and other organizational revenues (since 2020). This change is due to additional contracted services.

D. Budgetary Transfers

No Items to Consider

10. APPROVAL/RATIFICATION OF HEAD START:

- a. Financial Statements (January 2024)
- b. Credit Card Purchases (January 2024)
- c. Non-Federal Share Report (January 2024)

**APPROVAL / RATIFICATION OF
HEAD START
—Item 10.**

Yeas: Bogacki; Brophy; Corle; DiSarro; Fidler; Gebely; Heck; Hershey; Jirik; Kennedy; Lash; Sabold; Tinoco; Ulrich; Wismer; Huhn	Roll Call Vote
Nays: None. Motion carried.	

11. COMMUNICATIONS

— James Ulrich, *Secretary*

No Items to Report

**COMMUNICATIONS
—Item 11.**

12. OLD BUSINESS

No Items to Consider

**Old Business
—Item 12. 1.**

13. REPORT OF NEGOTIATIONS COMMITTEE

No Items to Report

**REPORT OF NEGOTIATIONS
COMMITTEE—Item 13.**

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A motion was made by Ulrich, seconded by Heck, to approve Items 14. through 15, as follows:

14. PERSONNEL MATTERS

—MARY FRANCISCUS, DIRECTOR

A. General

To award a professional contract to Mary Gupta, Specialized Preschool Teacher – Itinerant, Early Intervention, who has completed three years of satisfactory service, effective February 22, 2024.

B. Employment – Ratifications

1. Early Childhood & Student Services Office
 - a. Brittany D. Bates – Paraeducator, Early Intervention
Recommended Hourly Rate – \$20.59
Effective Date – February 5, 2024
Replacement
 - b. Dr. Julia M. Brklycica – Occupational Therapist, Early Intervention
Recommended Annual Salary – Column 8, Step 1, \$63,877 (to be prorated)
Effective Date – January 22, 2024
Replacement
 - c. Amanda L. Renninger – Paraeducator, Early Intervention
Recommended Hourly Rate – \$22.09
Effective Date – February 5, 2024
Replacement
 - d. Cynthia A. Santos – Paraeducator, Early Intervention
Recommended Hourly Rate – \$19.09
Effective Date – January 29, 2024
Replacement
2. Operations Office
 - a. Elizabeth Caban – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – January 29, 2024
Replacement
 - b. Ikeya D. Grantham – Level III Custodian, Custodial
Recommended Hourly Rate – \$14.67
Effective Date – February 5, 2024
Replacement

PERSONNEL MATTERS

**Award Professional
Contract to Mary Gupta
— Item 14. A. 1.**

**Ratifications – Employment
—Item 14. B.**

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- c. Ethan F. Hardy – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – February 5, 2024
Replacement
- d. Ana M. Ocasio Perez – Part-time Driver w/o Bus License, Assis and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – February 5, 2024
Replacement
- e. Michael B. Vogel – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$15.20 and \$17.70
Effective Date – January 29, 2024
Replacement
- 3. Professional Learning Office
 - a. Karen Aponte-Hernandez – Administrative Assistant, The Pennsylvania Key
Recommended Annual Salary – \$50,171 (to be prorated)
Effective Date – February 12, 2024
Replacement

C. Change of Status – Ratifications

- 1. Early Childhood & Student Services Office
 - a. Andrew Johnson – Guidance Counselor, Alternative Education
Change Recommended Annual Salary from Column 5, Step 6, \$66,747
to Column 6, Step 6, \$67,439 (to be prorated)
Effective Date – February 1, 2024
Salary Adjustment per BCIUEA Agreement
 - b. Madelyn Krause – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 2, Step 5, \$53,983
to Column 4, Step 5, \$64,817 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
 - c. Megan Lieb – Special Education Teacher – Itinerant, Special Education
Change Recommended Annual Salary from Column 5, Step 8, \$70,496
to Column 6, Step 8, \$71,189 (to be prorated)
Effective Date – February 1, 2024
Salary Adjustment per BCIUEA Agreement

Ratifications – Change of Status —Item 14. C.

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- d. Daniel Purnell – School Psychologist Intern, Special Education
Recommended Stipend – \$5,000
Effective Date – January 22, 2024
Salary Adjustment
 - e. Yadja Wagner – Speech Therapist, Early Intervention
Change Recommended Annual Salary from Column 6, Step
12, \$81,633 to
Column 7, Step 12, \$83,019
Effective Date – July 1, 2023
Salary Adjustment per BCIUEA Agreement
2. Operations Office
- a. Peggy Ferko
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 – January 31, 2024
Voluntary Reassignment
 - b. Geovanny Hernandez Acosta
Change from Substitute Driver w/o Bus License, Assistant,
and Misc. Transportation to Part-time Driver w/o Bus
License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – January 16, 2024
Replacement
 - c. Leslie Rhodes
Change from Substitute Driver w/o Bus License, Assistant,
and Misc. Transportation to Part-time Driver w/o Bus
License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – January 16, 2024
Replacement
 - d. Richard Schott
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 – September 11, 2023
Replacement

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

Sherry Epler, Classroom Monitor – Effective January 1, 2024
Amy Fenstermaker, Classroom Monitor – Effective January 1, 2024
Nilsa Leon Lopez, Classroom Monitor – Effective January 1, 2024
Meghan Lessar, Paraeducator – Effective February 12, 2024
Claire Stednitz, Classroom Monitor – Effective January 1, 2024
Marian Stoltzfus, Classroom Monitor – Effective January 1, 2024
Laurie Tomme, Classroom Monitor – Effective January 1, 2024

**Ratifications – Additions to
2023-2024 Approved
Substitute Lists
—Item 14. D.**

Executive Office

Kate Troutman, Substitute Specialist/Intern – Effective May 20, 2024

Head Start

Meghan Lessar, Paraeducator – Effective February 12, 2024

Human Resources

Kate Troutman, Substitute Specialist/Intern – Effective May 20, 2024

Pre-K Counts

Sherry Epler, Classroom Monitor – Effective January 1, 2024
Amy Fenstermaker, Classroom Monitor – Effective January 1, 2024
Nilsa Leon Lopez, Classroom Monitor – Effective January 1, 2024
Meghan Lessar, Paraeducator – Effective February 12, 2024
Claire Stednitz, Classroom Monitor – Effective January 1, 2024
Marian Stoltzfus, Classroom Monitor – Effective January 1, 2024
Laurie Tomme, Classroom Monitor – Effective January 1, 2024

Special Education

Meghan Lessar, Specialist – Effective February 12, 2024

Transportation

William Stoudt, Jr., Substitute Driver with Bus License – Effective
December 20, 2023

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

No Items to Consider

**Ratifications – Additions to
Approved 2023-2024 Out-of-
Class Substitute Lists
—Item 14. E.**

F. Remove from 2023-2024 Approved Substitute Lists

Early Intervention

Rhondella Weaver, Paraeducator – Effective February 14, 2024

**Remove from 2023-2024
Approved Substitute Lists
—Item 14. F.**

Head Start

Rhondella Weaver, Paraeducator – Effective February 14, 2024

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Human Resources

Nickia Richards, Substitute Specialist/Intern
– Effective February 13, 2024

Pre-K Counts

Rhondella Weaver, Paraeducator – Effective February 14, 2024

Special Education

Rhondella Weaver, Specialist – Effective February 14, 2024

Transportation

Richard Hoffmaster, Substitute Driver w/o Bus License, Assistant, and
Misc. Transportation
Effective – January 17, 2024
Rosa Polanco, Substitute Driver w/o Bus License, Assistant, and
Misc. Transportation
Effective – January 24, 2024

G. Employment Approvals

1. Business Services Office
 - a. Tanner L. Renninger – Accountant, Fiscal Services
Recommended Annual Salary – \$55,000 (to be prorated)
Effective Date – To be determined pending pre-employment
process
Replacement
2. Early Childhood & Student Services Office
 - a. Alyssa M. Hannon – Speech Therapist, Early Intervention
Recommended Annual Salary – Column 4, Step 5, \$64,817 (to
be prorated)
Effective Date – February 26, 2024
Replacement

**Approvals – Employment
—Item 14. G.**

H. Change of Status – Approvals

1. Early Childhood & Student Services Office
 - a. Carmen Constanzo – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$17.39
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - b. Casiana Cristurean – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$17.54
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - c. Mariangelin Cruz-Berrios – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$17.39
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)

**Approvals – Change of
Status
—Item 14. H.**

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- d. Amy Fenstermaker – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$20.30
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - e. Susan Gernert – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$18.23
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - f. Nilsa Leon Lopez – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$23.45
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - g. Kathy Miller – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$18.55
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - h. Shamima Mukhtarzada – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$18.68
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - i. Shelly Olexa Marino – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$18.30
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - j. Darlene Schenck – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$21.55
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - k. Andrea Torres – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$18.23
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
2. Human Resources Office
- a. Isabel Henao
Change from Data and Reporting Specialist, Human Resources to Assistant Program Administrator, Human Resources
Change Recommended Annual Salary from \$50,266.32 to \$61,779 (to be prorated)
Effective Date – February 19, 2024
Reorganization

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I. Leave of Absence Requests

**Leave of Absence Requests
—Item 14. I.**

1. Early Childhood & Student Services Office
 - Personal Leave (unpaid – with benefits – Not FMLA)
 - a. Claire Stednitz – Paraeducator, Early Intervention
Effective Date – February 8, 2024
 - Personal Leave (unpaid – without benefits – Not FMLA)
 - b. Nilsa Leon Lopez – Paraeducator, Pre-K Counts
Effective Date – February 8, 2024
2. Operations Office
 - Personal Leave (unpaid – without benefits – Not FMLA)
 - a. Lesley Burgos – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 29, 2024
 - b. Maria Gomez-Surratt – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 4, 2023
 - c. Maria Gomez-Surratt – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 16, 2024
 - d. Richard Seidel – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 8, 2024

J. Return from Leave of Absence Requests

**Return from Leave of
Absence Requests
—Item 14. J.**

1. Operations Office
 - Personal Leave (unpaid – with benefits – Not FMLA)
 - a. Mark Kopcik – Level III Custodian, Custodial
Effective Date – February 5, 2024
 - Personal Leave (unpaid – without benefits – FMLA)
 - b. Michele Booth – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 24, 2024
 - Personal Leave (unpaid – without benefits – Not FMLA)
 - c. Maria Gomez-Surratt – Part-time Driver w/o Bus License Assistant, and Misc. Transportation
Effective Date – January 15, 2024
 - d. Yolenny Hilario Ozimkoski – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 14, 2023

K. Retirements

**Retirements
—Item 14. K.**

1. Professional Learning Office
 - a. Heidi L. Gamler – Projects Coordinator Specialist, Professional Learning
Effective Date – June 3, 2024

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L. Resignations

1. Early Childhood & Student Services Office
 - a. Sarah E. Beard – Teacher, Head Start
Effective Date – January 26, 2024
2. Operations Office
 - a. Carmen M. Maldonado – Part-time Driver w/o Bus License Assistant, and Misc. Transportation
Effective Date – January 24, 2024
 - b. Milagros Rosado – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – February 5, 2024
 - c. Rosy Taveras Batista – Part-time Driver w/o Bus License Assistant, and Misc. Transportation
Effective Date – January 12, 2024
3. Professional Learning Office
 - a. Candace L. Hall – Program Administrator, Professional Learning
Effective Date – March 8, 2024

**Resignations
—Item 14. L.**

M. Terminations

1. Operations Office
 - a. Aileen Vega Pagan – Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – February 16, 2024
Violation of Policy

**Terminations
—Item 13. M.**

N. Other

No Items to Consider

**Other
—Item 14. N.**

15. OTHER MATTERS FOR CONSIDERATION

To acknowledge the receipt of the following items from the Berks County Head Start Program:

- a. January 2024 Policy Council Meeting Minutes
- b. February 2024 Policy Council Resolutions
- c. Head Start Director's Report
- d. Correspondence from the Office of Head Start (Office of Early Childhood and Student Services)

OTHER MATTERS FOR CONSIDERATION

**Berks County Head Start Program
—Item 15. 1.**

To approve the Berks County Head Start Program Staff Calendar for the 2024-2025 school year.
(Office of Early Childhood and Student Services)

**Head Start Staff Calendar
—Item 15. 2.**

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To approve the Berks County Head Start Program Student Calendar for the 2024-2025 school year.
(Office of Early Childhood and Student Services)

**Head Start Student
Calendar
—Item 15. 3.**

To approve the Berks County Head Start Priority Rating Scale.
(Office of Early Childhood and Student Services)

**Head Start Priority Rating
Scale—Item 15. 4.**

To award contracts through the Berks County Joint Purchasing Board for Fuel for 2024-2025.
(Office of Business Services)

**Award Contracts for Fuel
—Item 15. 5.**

To approve the first reading of the following policies:

**Second Reading of Policies
—Item 15. 6.**

- 305 Employment of Substitutes (New)
 - 328 Wage and Salary (Revised)
 - 333 Professional Development (Revised)
 - 338 Sabbatical Leave (Revised)
 - 433 Professional Development (Revised)
 - 438 Sabbatical Leave (Revised)
 - 533 Professional Development (New)
 - 601 Fiscal Objectives (Revised)
 - 602 Budget Planning (Revised)
 - 603 Budget Preparation (Revised)
 - 604 General Operating Budget (Revised)
 - 608 Bank Accounts (Revised)
 - 610 Purchases Subject to Bid/Quotation (Revised)
 - 612 Purchases Not Budgeted (Revised)
 - 614 Payroll Authorization (Revised)
 - 615 Payroll Deductions (Revised)
 - 616 Payment of Bills (Revised)
 - 617 Petty Cash (Revised)
 - 702.2 Crowdfunding (Revised)
 - 704.1 Maintenance (Revised)
 - 716 Integrated Pest Management (IPM) (Revised)
 - 813 Other Insurance (Revised)
 - 815 Acceptable Use of Internet, Computers, and Network Resources (Revised)
 - 819 Suicide Awareness, Prevention, and Response (Revised)
 - 913 Non-School Organizations / Groups / Individuals (Revised)
- (Office of the Executive Director)

Yeas:	Bogacki; Brophy; Corle; DiSarro; Fidler; Gebely; Heck; Hershey; Jirik; Kennedy; Lash; Sabold; Tinoco; Ulrich; Wismer; Huhn	Roll Call Vote
Nays:	None. Motion carried.	

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
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Vice President Huhn thanked Board members for attending the meeting and Mrs. Abreu and Mrs. Krotee for their assistance and planning. She asked Board members if they had comments or anything to share. No one wished to speak.

Board Members Desiring to be Heard

A motion was made by Gebely, seconded by Lash, to adjourn the meeting at 9:05 p.m.

Adjournment

Motion carried.	Voice Vote
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Approved by,

James Ulrich, Secretary

**THE FOLLOWING TOOK PLACE PRIOR TO THE REGULAR BOARD MEETING,
DURING COMMITTEE-OF-THE-WHOLE:**

Dr. Christi Weitzel, Assistant Director of the Office of Early Childhood and Student Services provided training on Head Start Program Governance including an overview of the program, history, and services; Head Start’s vision, values, and mission; the rights and responsibilities of the three entities that govern the Head Start Programs (the governing body/Tribal Council, Policy Council, and Management staff); and the Management Systems Wheel. She also reviewed program highlights from 2023-2024.

**HEAD START PROGRAM
GOVERNANCE BOARD
TRAINING
— Dr. Christi Weitzel,
Office of Early Childhood
and Student Services**

Dr. Weitzel thanked BCIU Board members for their leadership and continued support of the program.

Eric Clemmer, Operations Program Administrator, introduced Chaianna Irrizary as Employee-of-the-Month for February. Mr. Clemmer shared that Ms. Irrizary has been a part-time custodian since January 31, 2022, working at the BCIU Education Centre. She has also served as a substitute Early Intervention Paraeducator, substitute Head Start Teacher, and substitute Pre-K Counts Paraeducator since February 12, 2014. Mr. Clemmer said that Chaianna is their “superhero!” She gets along with everyone, is very caring about the students and her co-workers, always has a positive attitude, and helps staff and co-workers whenever needed.

**EMPLOYEE OF THE MONTH –
JANUARY 2024
— Chaianna Irrizary,
Office of Operations**

Chaianna’s cousin, Crystal, accompanied her to the meeting. Chaianna thanked the Board of Directors for recognizing her for her work.

Dr. Michelle Reichard-Huff, Director of the Office of Early Childhood and Student Services, introduced a video celebrating the Pathway to Adult Living (PAL) Program. The program’s goal is centered on supporting children with disabilities and equipping them with the skills needed for a successful transition from the school environment to adult life. She gave special recognition to Brian Hocking who provided a vision and direction for this program. She thanked the Board of Directors for supporting the program and building experiences for students within the BCIU.

**FEATURED PROGRAM
Empowering Futures
and Connections: The
Pathways to Adult
Living Program (PAL)**