

## COMMITTEE-OF-THE-WHOLE MEETING

### I. BCIU HONORS

- ◆ **EMPLOYEE OF THE MONTH FOR APRIL 2024**
  - Jessica Scott, Specialized Preschool Teacher, Early Intervention, Office of Early Childhood and Student Services

### II. FEATURED PROGRAMS

- ◆ **WEEK OF THE YOUNG CHILD CELEBRATION**
  - Dr. Michelle Reichard-Huff, Director, Office of Early Childhood and Student Services
- ◆ **50<sup>TH</sup> ANNUAL BERKS COUNTY SCHOOL BUS DRIVERS' SAFETY COMPETITION**
  - Rob Rosenberry, Chief Operations Officer

### III. EXECUTIVE SESSION

### IV. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
  - 1. Newslink
  - 2. Legislative Update
  - 3. BCIU Board Elections
  - 4. Cyber Incident Response Planning
  - 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. Moment of Silence for Olga Rosa and Ruth Shears
- C. Announcements
  - 1. Executive Session
  - 2. Agenda Update
  - 3. Persons Desiring to be Heard
- D. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:
  - 1. Physical Education Equipment & Supplies Catalog Discount Bid, on Tuesday, February 20, 2024, at 11:00 A.M.
  - 2. Digital Media Equipment & Technology Supplies Catalog Discount Bid, Tuesday, February 27, 2024, at 11:00 A.M.

**02. APPROVAL OF MINUTES**

A. Meeting of March 21, 2024

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

SOURCE		PAGE	AMOUNT
March	2024 Ratifications	1-13	\$2,121,924.55
March	2024 Ratifications IU Wires	1-01	\$3,000.00
March	2024 Ratifications-PSDLAF	1-01	\$11,265.49
April	2024 Ratifications-IU	1-05	\$1,081,865.95
April	2024 Approvals- IU	1-14	\$3,413,075.27
<b>TOTAL</b>			<b>\$6,631,131.26</b>

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

<b>27 Expenditure Contracts/Amendments</b>
<ul style="list-style-type: none"> <li>• 15 contracts/amendments totaling \$308,157.10</li> <li>• 5 amendments for decreases in funding totaling -\$2,505,393.61</li> <li>• 7 contracts/amendments cost dependent on usage</li> </ul>
<b>4 Revenue Contracts/Amendments</b>
<ul style="list-style-type: none"> <li>• 4 contracts/amendments totaling \$16,903.00</li> </ul>

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

<b>Amount Outstanding</b>
April 10, 2024
\$0

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

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,018,060.59	\$52,642.95	\$350,546.56	\$42,856.75	\$114,966.53
Commonwealth of PA	\$1,806,706.95	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$112,877.49	\$19,451.55	\$10,286.00	\$371,273.46	\$1,741.42
<b>TOTALS</b>	<b>\$2,937,645.03</b>	<b>\$72,094.50</b>	<b>\$360,832.56</b>	<b>\$414,130.21</b>	<b>\$116,707.95</b>
<b>GRAND TOTAL</b>	<b>\$3,901,410.25</b>				

**07. COMBINED FINANCIAL REPORT**

**CASH**

<b>BEGINNING BALANCE MARCH 1, 2024</b>		<b>\$16,611,128.67</b>
<b>RECEIPTS</b>		
REVENUE RECEIPTS	\$9,336,693.78	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$9,336,693.78</u>
		\$25,947,822.45
<b>DISBURSEMENTS</b>		
PRE-BOARD RATIFICATIONS	\$1,240,514.18	
PRE-BOARD RATIFICATIONS WIRE	\$0.00	
BOARD APPROVALS	\$479,551.06	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$11,265.49	
POST BOARD RATIFICATIONS IU	\$2,121,924.55	
POST BOARD RATIFICATIONS WIRES	\$3,000.00	
TOTAL CHECKS WRITTEN	\$3,856,255.28	
CHECKS VOIDED	(\$89,177.10)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,913,804.88</u>	<u>\$9,680,883.06</u>
ENDING BALANCE - MARCH 31, 2024		\$16,266,939.39
<b>CASH AVAILABLE-MARCH 31, 2024</b>		<b>\$16,266,939.39</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

MARCH 2024	
TOMPKINS	\$ 79,246.34
PSDLAF	\$24.04
CHASE	\$3.95

**09. BUDGETS**

**A. New and Proposed Budgets**

*No Items to Consider*

**B. Initial Budgets**

**1. Creative Childcare Solutions – Program 675**

Office of Professional Learning (The Pennsylvania Key) \$108,000  
 7/1/23 – 6/30/24

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).

**C. Changes to Initial Budgets**

*No Items to Consider*

**D. Budgetary Transfers**

*No Items to Consider*

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

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

**11. COMMUNICATIONS**

— James Ulrich, *Secretary*

**12. OLD BUSINESS**

*No Items to Consider*

**13. REPORT OF NEGOTIATIONS COMMITTEE**

— Elizabeth S. Huhn, *Chair*

**14. PERSONNEL MATTERS | OFFICE OF HUMAN RESOURCES**

—MARY FRANCISCUS, DIRECTOR

**A. General**

1. To award a professional contract to Tiffany A. Weitzel, Specialized Preschool Teacher – Itinerant, Early Intervention, who has completed three years of satisfactory service, effective April 19, 2024.
2. To approve a \$500 referral bonus to employees who recommend employment candidates through June 30, 2025, ultimately hired by the Berks County Intermediate Unit to serve in any position on or after July 1, 2024, and who remain employed in said assignment(s).
  - a. \$100 to be paid after the first thirty (30) days of work.
  - b. \$150 to be paid after the first sixty (60) days of work.
  - c. \$250 to be paid after the first ninety (90) days of work.
  - d. Applicant must list employee on their application for employment.
  - e. Only one employee may be listed for the referral.
  - f. Employees can refer former BCIU employees who left the organization in good standing before June 30, 2024.
  - g. Employees can refer more than one individual and will receive a referral bonus for each new applicant that is hired and meets the criteria.

The administration of the Berks County Intermediate Unit may discontinue the referral bonus at any time, with or without notice.

**B. Employment – Ratifications**

1. Early Childhood & Student Services Office
  - a. Jocelyn D. Kolevas – Occupational Therapist, Early Intervention  
Recommended Hourly Rate – Column 4, Step 11, \$59.36  
Effective Date – April 15, 2024  
*Replacement*

- b. Amy M. Stoudt – Paraeducator, Early Intervention  
Recommended Hourly Rate – \$16.39  
Effective Date – April 8, 2024  
*Replacement*

2. Information Technology Office

- a. Russell R. Boone – Service Desk Specialist, Infrastructure and Operations  
Recommended Annual Salary – \$55,000 (to be prorated)  
Effective Date – April 15, 2024  
*Replacement*

3. Operations Office

- a. Lisa M. Heller – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – March 25, 2024  
*Replacement*
- b. Dennis R. Martin, Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – March 25, 2024  
*Replacement*
- c. Cody J. Snyder – Operations Specialist, Transportation  
Recommended Hourly Rate – \$20.50  
Effective Date – April 15, 2024  
*Temporary Position*
- d. Ana M. Tavarez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70  
Effective Date – April 8, 2024  
*Replacement*

**C. Change of Status – Ratifications**

1. Business Services Office

- a. Tanner Renninger – Accountant, Fiscal Services  
Change Recommended Annual Salary from \$55,000 to \$56,630 (to be prorated)  
Effective Date – March 25, 2024  
*Reorganization*

2. Early Childhood & Student Services Office

- a. Maria Montalvo – Paraeducator, Head Start  
Change Recommended Hourly Rate from Column 1, Level 1, \$16.07 to Column 1, Level 2, \$17.39  
Effective Date – March 13, 2024  
*Obtained CDA*
- b. Belkis Valentin – Paraeducator, Head Start  
Change Recommended Hourly Rate from Column 1, Level 1, \$16.07 to Column 1, Level 2, \$17.39  
Effective Date – March 6, 2024  
*Obtained CDA*

3. Operations Office

a. Cheri Garcia

Change from Part-time Driver w & w/o Bus License, Assistant, Misc., and Trainer Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation

No Change in Recommended Hourly Rates

Effective Date – April 15, 2024

*Voluntary Reassignment*

b. Masiel Gomez

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 – April 2, 2024

*Voluntary Reassignment*

c. Craig Huntsinger

Change from Part-time Driver w & w/o Bus License, Assistant, Misc., and Trainer, Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation

No Change in Recommended Hourly Rates

Effective Date – April 15, 2024

*Voluntary Reassignment*

d. Nancy Jimenez

Change from Van Fueler, Transportation to School Bus Fueler, Transportation

Change Recommended Hourly Rate from \$17.80 to \$21.60

Effective Date – February 5, 2024

*Obtained CDL*

e. Vivene Subran

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 – March 7, 2024

*Voluntary Reassignment*

4. Professional Learning Office

a. Megan Wright Esterly – Educational Consultant, Professional Learning

Recommended Hourly Rate – \$67.25

Effective Date – April 15, 2024 – June 30, 2024

*Additional Hours (not to exceed 70 hours)*

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

Alternative Education

Katherine Palm-Seiler, Specialist – Effective March 12, 2024

Amanda Renninger, Specialist – Effective March 19, 2024

Amanda Renninger, Teacher – Effective March 28, 2024

Early Intervention

Emmanuel Calero Nieves, Paraeducator – Effective March 25, 2024

Casiana Cristurean, Classroom Monitor – Effective March 28, 2024

Head Start

Emmanuel Calero Nieves, Paraeducator – Effective March 25, 2024  
Amanda Renninger, Paraeducator – Effective March 19, 2024  
Amanda Renninger, Teacher – Effective March 28, 2024

Pre-K Counts

Emmanuel Calero Nieves, Paraeducator – Effective March 25, 2024  
Casiana Cristurean, Classroom Monitor – Effective March 28, 2024  
Katherine Palm-Seiler, Paraeducator – Effective March 12, 2024

Special Education

Emmanuel Calero Nieves, Paraeducator – Effective March 25, 2024  
Laura Henning, Teacher – April 24, 2024  
Amanda Renninger, Specialist – Effective March 19, 2024  
Amanda Renninger, Teacher – Effective March 28, 2024

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

Early Intervention

Amanda Renninger – Effective March 28, 2024

Head Start

Maria Montalvo – Effective March 13, 2024  
Belkis Valentin – Effective March 6, 2024

Pre-K Counts

Amanda Renninger – Effective March 19, 2024

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

Alternative Education

Katharine DeMotta, Specialist – Effective March 20, 2024  
Amanda Renninger, Specialist – Effective March 27, 2024

Early Intervention

Katharine DeMotta, Paraeducator – Effective March 20, 2024  
Stephanie Schalki, Paraeducator – Effective March 19, 2024

Head Start

Katharine DeMotta, Paraeducator – Effective March 20, 2024  
Amanda Renninger, Paraeducator – Effective March 27, 2024

Pre-K Counts

Katharine DeMotta, Paraeducator – Effective March 20, 2024

Special Education

Katharine DeMotta, Specialist – Effective March 20, 2024  
Amanda Renninger, Specialist – Effective March 27, 2024

Transportation

Joseph Avanzato, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective – April 2, 2024

**G. Employment – Approvals**

1. Early Childhood & Student Services Office
  - a. Aubrey S. Miller – Specialized Preschool Teacher – Classroom, Early Intervention  
Recommended Annual Salary – Column 1, Step 5, \$53,366 (to be prorated)  
Effective Date – April 22, 2024  
*Replacement*
  - b. Jessica M. Stofik – Speech Therapist, Early Intervention  
Recommended Annual Salary – Column 4, Step 16, \$89,455 (to be prorated)  
Effective Date – May 13, 2024  
*Replacement*

**H. Change of Status – Approvals**

1. Early Childhood & Student Services Office
  - a. Laura Henning  
Change from Substitute Teacher, Special Education to Special Education Teacher,  
Special Education  
Change Recommended Hourly Rate from \$20.00  
to Annual Salary, Column 6, Step 14, \$87,363  
Effective Date – August 1, 2024  
*Additional Position*

**I. Leave of Absence Requests**

1. Operations Office  
Personal Leave (unpaid – without benefits – FMLA)
  - a. Giselle Fargas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 22, 2024  
Personal Leave (unpaid – without benefits – Not FMLA)
  - b. Nicole Kutz – Level II Custodian, Custodial  
Effective Date – April 4, 2024

**J. Return from Leave of Absence**

1. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Joan Schaeffer – Specialized Preschool Teacher – Itinerant, Early Intervention  
Effective Date – March 25, 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 – February 27, 2024

**K. Retirements**

*No Items to Consider*

**L. Resignations**

1. Early Childhood & Student Services Office
  - a. Jesse M. Bishop – Assistant Program Administrator, Alternative Education  
Effective Date – August 1, 2024
  - b. Laury M. Cedeno – Enrollment Specialist, Pre-K Counts  
Effective Date – March 26, 2024



2. Operations Office
  - a. Mark J. Kopicik – Level III Custodian, Custodial  
Effective Date – March 20, 2024
  - b. Mary A. Martin – Supervisor, Transportation, Muhlenberg, Head Start, and BCTC  
Effective Date – March 28, 2024
  - c. Yabelsi Rodriguez Melendez – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – March 19, 2024
  - d. Frederick H. Saylor, Jr. – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 19, 2024
  - e. Gary B. Wiley – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 18, 2024

**M. Terminations**

*No Items to Consider*

**N. Other**

1. Early Childhood & Student Services Office
  - a. Olga E. Rosa – Paraeducator, Head Start  
Effective Date – April 10, 2024  
*Deceased*
2. Operations Office
  - a. Ruth E. Shears – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – April 11, 2024  
*Deceased*
3. Professional Learning Office
  - a. Michelle J. Roberts – Program Administrator, Professional Learning  
Recommended Annual Salary – \$95,000 (to be prorated)  
Effective Date – April 8, 2024  
*Date Amended*

**15. OTHER MATTERS FOR CONSIDERATION**

1. To acknowledge the receipt of the following items from the Berks County Head Start Program:
  - a. March 2024 Policy Council Meeting Minutes
  - b. April 2024 Policy Council Resolutions
  - c. Head Start Director’s Report and Performance Standards  
(Office of Early Childhood and Student Services)
2. To approve the submission of the 2024-2025 IU Special Education Plan and associated assurance for the operation of special education services and programs/quality space, no later than May 1, 2024.  
(Office of Early Childhood and Student Services)
3. To award contracts for the following through the Berks County Joint Purchasing Board:
  - a. Physical Education Equipment & Supplies Catalog Discount Bid
  - b. Digital Media Equipment & Technology Supplies Catalog Discount Bid  
(Office of Business Services)

4. To approve the following financial entities as depositories, effective July 1, 2024, to June 30, 2025: Tompkins Community Bank, Chase Bank, and PSDLAF (Pennsylvania School District Liquid Asset Fund).  
(Office of Business Services)
5. To approve the continuation of legal services of Brumbach, Mancuso & Fegley P.C., effective July 1, 2024, through June 30, 2025, with John M. Stott, Esquire, and James Mancuso, Esquire as solicitors for the Berks County Intermediate Unit, at a fee of \$150/hour for all services and labor negotiations work.  
(Office of Business Services)
6. To approve the continuation of Tompkins Insurance Agencies as the Broker of Record for insurance services to the Berks County Intermediate Unit, effective July 1, 2024, through June 30, 2025.  
(Office of Business Services)
7. To authorize tax exempt financing with Santander Bank for 60 months in the amount of \$700,000 for the lease of the ten (10) 9-passenger vans as approved at the August 17, 2023, board meeting, with an interest rate of 4.98% and monthly payments of \$13,203.50 beginning June 15, 2024.  
(Office of Business Services)
8. To approve the first reading of the following policies:  
SUMMARY OF CHANGES  
201 Admission of Students (Revised)  
202 Eligibility of Nonresident Students (Revised)  
254 Educational Opportunity for Military Children (New)  
313 Evaluation of Employees (Revised)  
326 Complaint Process (Revised)  
334 Sick Leave (Revised)  
335 Family and Medical Leaves (Revised)  
413 Evaluation of Employees (Revised)  
426 Complaint Process (Revised)  
434 Sick Leave (Revised)  
435 Family and Medical Leaves (Revised)  
513 Evaluation of Employees (Revised)  
526 Complaint Process (Revised)  
534 Sick Leave (Revised)  
535 Family and Medical Leaves (Revised)  
821 Fraud (Revised)  
903 Public Comment in Board Meetings (Revised)  
(Office of the Executive Director)

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

**17. ADJOURNMENT**