

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 38**



The regular meeting of the Berks County Intermediate Unit Board (BCIU) of Directors was held on Thursday, March 21, 2024, at the BCIU Main Office, 1111 Commons Boulevard, Reading, Pennsylvania 19605.

President McEwen called the meeting to order at 8:35 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

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

Following the pledge of allegiance and roll call, President McEwen welcomed participants to the BCIU Board meeting. He introduced BCIU Education Association (BCIUEA) Officers Amy Adam, Vice President, and Hope Kavka, Secretary, and thanked them for attending. He also thanked Dr. Christina Foehl for attending on behalf of Dr. Dan Richards, and Cherie Zimmerman for attending on behalf of Scott Major. He announced that an executive session was held prior to the meeting for personnel matters, specifically a termination, evaluation of the Executive Director, and contracts.

Announcements

**Executive Session
—Item 01. B. 1.**

President McEwen 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 Lash, seconded by Ulrich, to approve Items 02. through 10., as follows:

To approve the minutes of the meeting of February 15, 2024.

**Approval of Minutes
—Item 02.**

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
February	2024 Ratifications	1-17	\$2,759,722.26
February	2024 Ratifications IU Wires	1-01	\$3,000.00
February	2024 Ratifications-PSDLAF	1-01	\$13,361.24
March	2024 Ratifications-IU	1-17	\$1,240,514.18
March	2024 Approvals- IU	1-08	\$479,551.06
TOTAL			\$4,496,148.74

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

22 Expenditure Contracts/Amendments
<ul style="list-style-type: none"> • 20 contracts/amendments totaling \$575,517.41 • 2 contracts/amendments at no cost
6 Revenue Contracts/Amendments
<ul style="list-style-type: none"> • 3 contracts/amendments totaling \$16,644,511.00 • 3 contracts/amendments dependent on services
2 Rate Schedules
<ul style="list-style-type: none"> • Special Education Rates for 2024-2025 • Information Technology Rates for 2024-2025

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

Amount Outstanding
March 15, 2024
\$0

06. ACCOUNTS RECEIVABLE AGING REPORT AS OF MARCH 15, 2024 *(Information item):*

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$819,242.39	\$1,537,923.37	\$13,947.19	\$37,327.79	\$136,743.45
Commonwealth of PA	\$1,538,589.06	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$71,148.78	\$162,088.89	\$370,919.73	\$1,462.23	\$1,252.72
TOTALS	\$2,428,980.23	\$1,700,012.26	\$384,866.92	\$38,790.02	\$137,996.17
GRAND TOTAL	\$4,690,645.60				

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE FEBRUARY 1, 2024		\$5,896,046.88
RECEIPTS		
REVENUE RECEIPTS	\$21,246,546.75	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$21,246,546.75</u>
		\$27,142,593.63
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$959,046.81	
PRE-BOARD RATIFICATIONS WIRE	\$3,000.00	
BOARD APPROVALS	\$1,268,352.88	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$13,361.24	
POST BOARD RATIFICATIONS IU	\$2,759,722.26	
POST BOARD RATIFICATIONS WIRES	\$3,000.00	
TOTAL CHECKS WRITTEN	\$5,006,483.19	
CHECKS VOIDED	(\$421,425.79)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,946,407.56</u>	<u>\$10,531,464.96</u>
ENDING BALANCE - FEBRUARY 29, 2024		\$16,611,128.67
 CASH AVAILABLE-FEBRUARY 29, 2024		 \$16,611,128.67

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

FEBRUARY 2024	
TOMPKINS	\$ 69,099.56
PSDLAF	\$15.09
CHASE	\$3.95

09. BUDGETS

BUDGETS

A. New and Proposed Budget

No Items to Consider

B. Initial Budgets

No Items to Consider

C. Changes to Initial Budgets

1. Educational Stability for Foster Care Youth – Program 22-149

Office of Early Childhood and Student Services
7/1/22 – 9/30/23

\$161

Total Proposed Revised Budget: \$67,867

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

2. EANS I Non-Public – Program 20-194

Office of Professional Learning

\$334,544

3/13/20 – 9/30/23

Total Proposed Revised Budget: \$3,453,022

The Emergency Assistance for Non-Public Schools (EANS) program is one-time federal emergency funds to help non-public schools respond to COVID-19 impacts. These funds are intended to help non-public schools safely reopen, measure, and effectively address significant learning loss, and take other actions to mitigate the impact of COVID-19 on the students and families who depend on the nonpublic schools. The Pennsylvania Department of Education is providing this funding to the Berks County Intermediate Unit on behalf of the non-public schools in its geographic region which have applied for the assistance. EANS funds are authorized under Section 313 of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021 and are administered in accordance with federal regulations. This change is necessary due to an increase in funding.

3. PA Standards Revision – Program 217

Office of Professional Learning

\$270,173

7/1/23 – 6/30/24

Total Proposed Revised Budget: \$383,573

BCIU through an agreement with the Pennsylvania Department of Education will provide services to support the Pennsylvania Standards revision process. Services under this agreement will include assistance in the facilitation of initial information gathering and creation of a landscape report, stakeholder engagement sessions, steering committee, writing workgroups, community feedback, and presentation to the State Board of Education. BCIU will support and supply technical assistance to the Pennsylvania Department of Education throughout the revision process (since 2019). This revision is necessary due to additional funding.

D. Budgetary Transfers

1. Title II Non-Public – Program 21-191

Office of Professional Learning

\$ 29,728

7/1/21 – 9/30/23

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

2. Title IV Non-Public – Program 21-192

Office of Professional Learning

\$ 15,833

7/1/21 – 9/30/23

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

10. APPROVAL/RATIFICATION OF HEAD START:

- a. Notice of Award – Change in Scope (February 2024)
- b. Financial Statements (February 2024)
- c. Credit Card Purchases (February 2024)
- d. Non-Federal Share Report (February 2024)

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

Yeas: Brophy; Corle; Gebely; Hershey; Huhn; Jirik; Kennedy; Lash; Sabold; Ulrich; Wismer; McEwen	Roll Call Vote
Nays: None. Motion carried.	

11. COMMUNICATIONS

— James Ulrich, *Secretary*

No Items to Report

**COMMUNICATIONS
—Item 11.**

A motion was made by Huhn, seconded by Brophy, to approve Items 12. through 15, as follows:

12. OLD BUSINESS

To approve the following policies:

- 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)

**OLD BUSINESS
—Item 12. 1.
Approval of Policies**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 43**



- 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)

13. REPORT OF NEGOTIATIONS COMMITTEE

No Items to Report

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

14. PERSONNEL MATTERS | OFFICE OF HUMAN RESOURCES

—MARY FRANCISCUS, DIRECTOR

PERSONNEL MATTERS

A. General

To approve the revised Berks County Head Start Salary Schedule, effective January 1, 2024.

**Head Start Salary
Schedule— Item 14. A. 1.**

To acknowledge receipt of the list containing the salaries for Head Start employees, effective January 1, 2024.

**Receipt of Salary List for
Head Start Employees—
Item 14. A. 2.**

To ratify the hourly rate for the Substitute Paraeducator position for employees whose primary assignment is a Substitute Head Start Paraeducator in the Office of Early Childhood and Student Services, to be equal to \$15.92, effective January 1, 2024.

**Hourly Rate for
Substitute Paraeducator
Position (Head Start)
— Item 14. A. 3.**

To acknowledge receipt of the list containing wage rates for Substitute Head Start Teachers and Substitute Head Start Paraeducators.

**Receipt of List of Wage Rates
for Substitute Head Start
Teachers and Paraeducators
— Item 14. A. 4.**

To approve the position description for Professional Learning and Special Projects Coordinator, Office of Professional Learning.

**Award Professional
Contract to Mary Gupta
— Item 14. A. 5.**

B. Employment – Ratifications

1. Early Childhood & Student Services Office
 - a. Noemi Nieves – Paraeducator, Early Intervention
Recommended Hourly Rate – \$16.39
Effective Date – March 18, 2024
Replacement

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

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 44**



2. Operations Office

- a. Ryan A. Brown – Level III Custodian, Custodial
Recommended Hourly Rate – \$14.67
Effective Date – March 18, 2024
Replacement
- b. Iliana Castillo – Part-time Driver w/o Bus License, Assistant,
and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – March 18, 2024
Replacement
- c. Iralisa Mercedes – Part-time Driver w & w/o Bus License,
Assistant, and Misc. Transportation
Recommended Hourly Rates – \$22.45, \$18.55, \$15.20, and
\$17.70
Effective Date – February 26, 2024
Replacement
- d. Marisol Rivera – Part-time Driver w/o Bus License, Assistant,
and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – February 26, 2024
Replacement
- e. Yabelsi Rodriguez Melendez – Part-time Bus/Van Assistant
and Misc. Transportation
Recommended Hourly Rates – \$15.20 and \$17.70
Effective Date – March 18, 2024
Replacement
- f. Giana M. Schaffer – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – March 11, 2024
Replacement
- g. Terry L. Snyder, Sr. – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – March 18, 2024
Replacement
- h. Maria G. Zavala-Frutos – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – March 18, 2024
Replacement

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 45**



C. Change of Status – Ratifications

**Ratifications – Change of
Status —Item 14. C.**

1. Early Childhood & Student Services Office
 - a. Janet Guidotto – Specialized Preschool Teacher – Classroom,
Early Intervention
Recommended Hourly Rate – \$55.44
Effective Date – February 20, 2024
Additional Hours (not to exceed 7 hours)
 - b. Anna Morris – Specialized Preschool Teacher – Itinerant,
Early Intervention
Recommended Hourly Rate – \$70.86
Effective Date – February 14, 2024 – February 20, 2024
Additional Hours (not to exceed 14 hours)
 - c. Anginette Rodriguez – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$20.05
Effective Date – February 19, 2024
Additional Hours (not to exceed 7 hours)
 - d. Shawne Simon – Speech Therapist, Early Intervention
Change Recommended Annual Salary from Column 5, Step 6,
\$66,747 to Column 6, Step 6, \$67,439 (to be prorated)
Effective Date – January 1, 2024
Salary Adjustment per BCIUEA Agreement
 - e. Tiffany Smith – Special Education Teacher – Itinerant, Special
Education
Change Recommended Annual Salary from Column 5, Step
13, \$83,056
to Column 6, Step 13, \$83,748
Effective Date – September 1, 2023
Salary Adjustment per BCIUEA Agreement
2. Operations Office
 - a. Rhonda Bernard – Transportation Trainer, Transportation
Effective Date – February 22, 2024
Removal of Assignment
 - b. Sonia Diaz – Part-time Driver with Bus License,
Transportation
Recommended Hourly Rate – \$22.45
Effective Date – January 30, 2024
Obtained CDL
 - c. Nancy Jimenez – Part-time Driver with Bus License,
Transportation
Recommended Hourly Rate – \$22.45
Effective Date – January 30, 2024
Obtained CDL

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 46**



- d. Philip Mayo – Part-time Driver with Bus License,
Transportation
Recommended Hourly Rate – \$22.45
Effective Date – January 30, 2024
Obtained CDL
- e. Catharine Mullin
Change from Part-time Bus/Van Specialist, Transportation to
Part-time Bus/Van Assistant and Misc. Transportation
Change Recommended Hourly Rate from \$27.65 to \$15.20
and \$17.70
Effective Date – February 9, 2024
Replacement

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

Carmen Constanzo, Classroom Monitor – Effective February 5, 2024
Amy Fenstermaker, Classroom Monitor – Effective January 22, 2024
(Correction to Effective Date)
Karen Paredes, Paraeducator – Effective February 19, 2024
Hector Roman, Paraeducator – Effective February 19, 2024
Jacqueline Tineo, Paraeducator – Effective March 4, 2024
Laurie Tomme, Classroom Monitor – Effective January 22, 2024
(Correction to Effective Date)

Head Start

Karen Paredes, Paraeducator – Effective February 19, 2024
Hector Roman, Paraeducator – Effective February 19, 2024
Jacqueline Tineo, Paraeducator – Effective March 4, 2024

Pre-K Counts

Carmen Constanzo, Classroom Monitor – Effective February 5, 2024
Amy Fenstermaker, Classroom Monitor – Effective January 22, 2024
(Correction to Effective Date)
Karen Paredes, Paraeducator – Effective February 19, 2024
Hector Roman, Paraeducator – Effective February 19, 2024
Jacqueline Tineo, Paraeducator – Effective March 4, 2024
Laurie Tomme, Classroom Monitor – Effective January 22, 2024
(Correction to Effective Date)

Special Education

Karen Paredes, Specialist – Effective February 19, 2024
Hector Roman, Specialist – Effective February 19, 2024
Jacqueline Tineo, Specialist – Effective March 4, 2024

Transportation

Karla Zimmerman, Substitute Driver w/o Bus License, Assistant, and
Misc. Transportation
Effective – March 18, 2024

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

Additions to 2023-2024 Approved Substitute Lists – Approvals

Alternative Education

Delia McLendon, Specialist – Effective June 3, 2024

Early Intervention

Delia McLendon, Paraeducator – Effective June 3, 2024

Pre-K Counts

Delia McLendon, Paraeducator – Effective June 3, 2024

Special Education

Delia McLendon, Specialist – Effective June 3, 2024

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

Alternative Education

Yelisa Candelario Contreras, Specialist – Effective February 12, 2024

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

Early Intervention

Yelisa Candelario Contreras, Paraeducator – Effective February 12, 2024

Ivelisse Guerra, Paraeducator – Effective March 1, 2024

Head Start

Yelisa Candelario Contreras, Paraeducator – Effective February 12, 2024

Ivelisse Guerra, Paraeducator – Effective March 1, 2024

Pre-K Counts

Yelisa Candelario Contreras, Paraeducator – Effective February 12, 2024

Ivelisse Guerra, Paraeducator – Effective March 1, 2024

Special Education

Yelisa Candelario Contreras, Specialist – Effective February 12, 2024

Ivelisse Guerra, Paraeducator – Effective March 1, 2024

Transportation

Jerry Vasquez, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation

Effective – February 15, 2024

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 48**



G. Employment Approvals

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

1. Professional Learning Office
 - a. Michelle J. Roberts – Program Administrator, Professional Learning
Recommended Annual Salary – \$95,000 (to be prorated)
Effective Date – To be determined pending pre-employment process
Replacement

H. Change of Status – Approvals

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

1. Early Childhood & Student Services Office
 - a. Delia McLendon
Change from Family Engagement Worker, Head Start to Substitute Paraeducator, Head Start
Change Recommended Hourly Rate from \$26.95 to \$15.92
Effective Date – June 3, 2024
Voluntary Reassignment
 - b. Vicki Ravert
Change from Data Oversight Coordinator, Early Childhood and Student Services to Data Oversight Supervisor, Early Childhood and Student Services
Change Recommended Annual Salary from \$53,822.08 to \$56,630 (to be prorated)
Effective Date – March 25, 2024
Reorganization
2. Professional Learning Office
 - a. Katelyn Gruber
Change from Professional Development and Technology Project Specialist, Professional Learning to Professional Learning and Project Specialist II, Professional Learning
Change Recommended Annual Salary from \$45,720 to \$46,332 (to be prorated)
Effective Date – March 25, 2024
Reorganization
 - b. Briana Hicks
Change from Professional Development and Technology Project Specialist, Professional Learning to Professional Learning and Special Projects Coordinator, Professional Learning
Change Recommended Annual Salary from \$48,800 to \$52,787 (to be prorated)
Effective Date – March 25, 2024
Reorganization

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 49**



I. Leave of Absence Requests

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

1. Early Childhood & Student Services Office
 - Personal Leave (unpaid – with benefits – FMLA)
 - a. Erica Felty – Teacher, Pre-K Counts
Effective Date – March 5, 2024
 - b. Olga Rosa – Paraeducator, Head Start
Effective Date – February 14, 2024
 - c. Joan Schaeffer – Specialized Preschool Teacher – Itinerant,
Early Intervention
Effective Date – February 29, 2024
 - d. Carmen Trinidad – Teacher, Head Start
Effective Date – February 13, 2024
 - e. Laura Youse – Education Supervisor, Head Start
Effective Date – March 8, 2024
2. Operations Office
 - Personal Leave (unpaid – with benefits – FMLA)
 - a. Rhonda Bernard – Training and Safety Specialist,
Transportation
Effective Date – January 30, 2024
 - b. Rhonda Bernard – Training and Safety Specialist,
Transportation
Effective Date – February 6, 2024

J. Return from Leave of Absence Requests

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

1. Early Childhood & Student Services Office
 - Personal Leave (unpaid – with benefits – FMLA)
 - a. Carmen Trinidad – Teacher, Head Start
Effective Date – February 26, 2024
 - Personal Leave (unpaid – without benefits – Not FMLA)
 - b. Nilsa Leon Lopez – Paraeducator, Pre-K Counts
Effective Date – February 14, 2024
2. Operations Office
 - Personal Leave (unpaid – with benefits – FMLA)
 - a. Rhonda Bernard – Training and Safety Specialist,
Transportation
Effective Date – February 5, 2024
 - b. Rhona Bernard – Training and Safety Specialist,
Transportation
Effective Date – February 12, 2024

K. Retirements

**Retirements
—Item 14. K.**

1. Business Services Office
 - a. Deborah A. Erney – Level V Accounting Clerk /
Level VI Clerk, Fiscal Services
Effective Date – June 3, 2024

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 50**



2. Early Childhood & Student Services Office
 - a. Anna Morris – Specialized Preschool Teacher – Itinerant, Early Intervention
Effective Date – June 14, 2024

L. Resignations

1. Operations Office
 - a. Steven V. Bilak – Level II Custodian, Custodial
Effective Date – March 4, 2024
 - b. Lydia Lopez Tennant – Operations Specialist, Transportation
Effective Date – March 1, 2024

**Resignations
—Item 14. L.**

M. Terminations

1. Operations Office
 - a. Hargrey A. Saul – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 22, 2024
Violation of Policy

**Terminations
—Item 13. M.**

N. Other

1. Business Services Office
 - a. Tanner L. Renninger – Accountant, Fiscal Services
Recommended Annual Salary – \$55,000 (to be prorated)
Effective Date – March 11, 2024
Date Amended
2. Professional Learning Office
 - a. Sedudzinam O. Fugar – Early Head Start Coach, The Pennsylvania Key
Effective Date – February 23, 2024
Furlough
 - b. Mary Ellen Mannix – Early Head Start Coaching Supervisor, The Pennsylvania Key
Effective Date – February 23, 2024
Furlough
 - c. Julie A. Shaible – Early Head Start Coach, The Pennsylvania Key
Effective Date – February 23, 2024
Furlough
 - d. Cindy L. Sunderland – Early Head Start Coach, The Pennsylvania Key
Effective Date – February 23, 2024
Furlough

**Other
—Item 14. N.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 51**



15. OTHER MATTERS FOR CONSIDERATION

OTHER MATTERS FOR CONSIDERATION

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

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

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

To grant approval for the disposal of the following vehicles in accordance with Board Policy No. 706.1.

**Disposal of Vehicles
—Item 15. 2**

Unit #	Year	Long Name	Make/Model	VIN	License Plate
105	2017	48 passenger	International/ CE	4DRBUC8N5HB690306	SC 85123
114	2014	48 passenger with AC	International/IC	4DRBUAAN2EB779678	MG 7403L
119	2017	48 passenger	International/	4DRBUC8N7HB690307	SC 79685
126	2017	48 passenger	International/	4DRBUC8N0HB690309	SC 85125
151	2010	48 passenger with lift	IC/E	4DRBUSKN5AB232449	SC 54882
431	2015	72 passenger	International/	4DRBUAAN4FB028597	MG 7404L
437	2015	72 passenger	International/	4DRBUAAN5FB028592	MG 7405 L
439	2015	72 passenger	International/	4DRBUAAN5FB028589	MG 7400 L
442	2015	72 passenger	International/	4DRBUC8N9FB664465	MG 7296L
581	2016	48 passenger with lift	IC/E	4DRBUAAN7GB733931	SC 75460
605	2015	72 passenger	International/	4DRBUC8N6FB664472	MG 7297 L
614	2015	72 passenger	International/	4DRBUC8N0FB664466	MG 7298 L
634	2015	72 passenger	International/	4DRBUC8N6FB664469	MG 7299 L
653	2014	48 passenger	IC/E	4DRBUAAN4EB779679	MG 7402 L
792	2013	48 passenger with lift	International/	4DRBUAAN7EB774637	SC 75462
918	2015	72 passenger	International/	4DRBUAAN3FB028588	MG 7406 L

(Office of Operations)

To accept the audited Financial and Compliance Report, prepared by Herbein + Company, Inc., for the fiscal year ended June 30, 2023.
(Office of Business Services)

**Audited Financial and Compliance Report / Herbein + Company, Inc.
—Item 15. 3.**

To approve a resolution of the Board of Directors of the Berks County Intermediate Unit, setting forth its intent to issue a taxable Revenue Anticipation Note, Series of 2024, in a principal amount not to exceed \$10 million dollars (\$10,000,000) plus bank fees and interest, to be effective on or after July 1, 2024, with a maturity date of June 30, 2025. The board authorizes the administration to take steps to investigate terms to be presented for approval at a future Board meeting.
(Office of Business Services)

**Resolution to Issue a Taxable Revenue Anticipation Note / Authorization to Investigate Terms to be Presented at Future Date
—Item 15. 4.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 52**



To approve the BCIU Comprehensive Plan, Induction Plan (Chapter 49), Professional Development Plan (Act 48), and associated assurances of state requirements for submission by March 31, 2024.
(Office of the Executive Director)

**BCIU Comprehensive Plan, Inductions Plan, Professional Development Plan, and Associated Assurances
—Item 15. 5.**

To delete the following policy:
605 Revenues
(Office of the Executive Director)

**Delete Policy 605
—Item 15. 6.**

Yeas: Brophy; Corle; Gebely; Hershey; Huhn; Jirik; Kennedy; Lash; Sabold; Ulrich; Wismer; McEwen	Roll Call Vote
Nays: None. Motion carried.	

President McEwen thanked Board members for attending the meeting. He 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 Ulrich, seconded by Brophy, to adjourn the meeting at 8:39 p.m.

Adjournment

Motion carried.	Voice Vote
-----------------	-------------------

Approved by,

James Ulrich, Secretary

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
MARCH 21, 2024
PAGE 2024 | 53**



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

Heather Wampsher, Program Administrator, introduced Sandy Webber as Employee-of-the-Month for March. Sandy has served at the BCIU since June 2006. After beginning her career in the Business Office, she moved to the Office of Professional Learning in April 20021 as a Program Secretary in the TaC Program and has been an integral part of the team. Ms. Wampsher shared that Sandy is very organized and in tune with the needs of her coworkers. She is always professional and efficient in her responses to internal and external clients. Sandy displays positivity and encourages not only TaC consultants, secretaries, and specialists, but also other employees in the department.

**EMPLOYEE OF THE MONTH –
MARCH 2024
— Sandra J. Webber,
Office of Professional
Learning**

Sandy's husband accompanied her to the Board meeting. She thanked the Board of Directors and administration for recognizing her for her work.

Elizabeth Angstadt, Program Administrator, introduced Alejandra Waldron to Board members. Mrs. Waldron, Spanish Interpreter in the Early Intervention Program, began her service in March 2009, working for 13 years in the Migrant Education Program before moving to the Early Intervention Program. She is based at the Learning Center at the BCIU Education Centre and will be retiring in early April. Alejandra will be greatly missed by her coworkers and students but is looking forward to spending more time with her family after her retirement. Mrs. Waldron's husband joined her at the meeting as she was congratulated and recognized for her exemplary service to the organization.

**RETIREE
— Alejandra J.
Waldron, Office of
Early Childhood and
Student Services**

Eileen LaScala, Assistant Program Administrator, introduced Joan Schaeffer to the Board of Directors. Joan serves as a Specialized Preschool Teacher / Itinerant in the Early Intervention Program. Hired in March 1996, she was honored for her 28 years of dedication and exemplary service to the organization. Joan will retire at the end of March. She was accompanied by her husband as she was recognized for her many contributions to the program during her tenure.

**RETIREE
— Jean M. Schaeffer,
Office of Early Childhood
and Student Services**

In celebration of Employee Appreciation Month, Dr. Jill Hackman, Executive Director, introduced a video thanking BCIU and Pennsylvania Key employees for their dedication and contributions to the success of the BCIU. The video highlighted special messages from Dr. Hackman; Dr. Marnie Aylesworth, Pennsylvania Key Executive Director; and BCIU Office Directors sharing how staff has made meaningful connections throughout the school year.

**FEATURED PROGRAM
Celebrating BCIU and
Pennsylvania Key Staff
Making Meaningful
Connections**