COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS
   ♦ EMPLOYEE OF THE MONTH FOR OCTOBER 2021
     — Justin Lodek, Software Support Specialist II, Office of Information Technology
   ♦ RETIREEES
     Office of Business Services / Operations
     — Josefa Pena, Transportation Driver
     — Jose Perez, Transportation Driver
     Office of Early Childhood and Student Services
     — Ivette Clemente, Family Engagement Worker, Head Start
     — Carol Fritz, Paraeducator, Early Intervention
     Office of Professional Development and Curriculum
     — Lori Gerber, Confidential Secretary
   ♦ RECOGNITION OF OUTGOING BCIU BOARD MEMBERS

II. FEATURED PROGRAMS
   ♦ Inside BCIU: 50th Anniversary Edition – From the Archives: A Visual History of the BCIU
     — Dr. Jill Hackman, Executive Director

III. EXECUTIVE SESSION

IV. EXECUTIVE DIRECTOR’S REPORT
   A. Executive Director Update
      1. Newslink
      2. Legislative Update
      3. BCIU Comprehensive Plan Update
      4. COLA Targeted Advocacy Campaign: Cyber Charter Reform
      5. PAIU Fall Advocacy Campaign (November 30, 2021 Event)
         — “Funding Our Future: BCIU at Work”
      6. School Board Member Training
      7. BCIU Mandated Services Budget Timeline
      8. BCIU Board Elections – Electronic Ballot (Spring 2022)
      9. BCIU 50th Anniversary Signature Event on April 21, 2022
         — “Honoring Our Past and Focusing on Our Future”
      10. 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

02. APPROVAL OF MINUTES
   A. Meeting of October 21, 2021

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

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>PAGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2021 Ratifications - IU</td>
<td>1-18</td>
<td>$1,131,575.39</td>
</tr>
<tr>
<td>October 2021 Ratifications - PSDLAF</td>
<td>1-01</td>
<td>$7,008.13</td>
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<td>November 2021 Ratifications - IU</td>
<td>1-05</td>
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<td>November 2021 Approvals - IU</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>$2,613,819.10</td>
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</table>

04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – $10,000,000:

<table>
<thead>
<tr>
<th>Amount Outstanding</th>
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</thead>
<tbody>
<tr>
<td>November 11, 2021</td>
</tr>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF NOVEMBER 11, 2021:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>120 Days</th>
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<tbody>
<tr>
<td>School Districts</td>
<td>$642,715.93</td>
<td>$251,399.71</td>
<td>$156,287.52</td>
<td>$37,342.35</td>
<td>$700,715.54</td>
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<tr>
<td>Commonwealth of PA</td>
<td>$2,126,681.48</td>
<td>$1,203,578.33</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$81,844.44</td>
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<tr>
<td>Other Revenue Sources</td>
<td>$139,397.46</td>
<td>$66,102.38</td>
<td>$23,622.48</td>
<td>$1,643.92</td>
<td>$19,374.46</td>
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<tr>
<td>TOTAL</td>
<td>$2,908,794.87</td>
<td>$1,521,080.42</td>
<td>$179,910.00</td>
<td>$38,986.27</td>
<td>$801,934.44</td>
</tr>
</tbody>
</table>

| GRAND TOTAL            | $5,450,706.00  |

06. APPROVAL/RATIFICATION OF HEAD START:
   a. 2021 Head Start Federal Non-Federal Share Waiver Justification
   b. Head Start Personnel Policy: Additional Compensation to Support Talent Acquisition, Recruitment, and Retention
   c. Financial Statements (October 2021)
   d. Credit Card Purchases (October 2021)
   e. Non-Federal Share Report (October 2021)
   f. Policy Council Minutes/Resolutions (October 2021)
   g. Head Start Director’s Reports (November 2021)
07. **COMBINED FINANCIAL REPORT**

**CASH**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>BEGINNING BALANCE OCTOBER 1, 2021</td>
<td>$4,823,755.07</td>
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<tr>
<td>RECEIPTS</td>
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<tr>
<td>REVENUE RECEIPTS</td>
<td>$10,648,181.85</td>
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<tr>
<td>RETURNED CHECKS</td>
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<tr>
<td>INVESTMENT REDEMPTIONS</td>
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<tr>
<td></td>
<td>$10,648,181.85</td>
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<tr>
<td>DISBURSEMENTS</td>
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</tr>
<tr>
<td>PRE-BOARD RATIFICATIONS</td>
<td>$3,125,551.61</td>
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<td>PRE-BOARD RATIFICATIONS-PSDLAF</td>
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<tr>
<td>BOARD APPROVALS</td>
<td>$274,355.11</td>
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<td>POST BOARD RATIFICATIONS</td>
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<tr>
<td>PSDLAF</td>
<td>$7,008.13</td>
</tr>
<tr>
<td>POST BOARD RATIFICATIONS IU</td>
<td>$1,131,575.39</td>
</tr>
<tr>
<td>TOTAL CHECKS WRITTEN</td>
<td>$4,538,490.24</td>
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<td>CHECKS VOIDED</td>
<td>($27,183.58)</td>
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<td>PAYROLL DISTRIBUTIONS</td>
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<td>ENDING BALANCE -OCTOBER 31, 2021</td>
<td>$10,012,388.33</td>
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<tr>
<td></td>
<td>$5,459,548.59</td>
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</table>

**CASH AVAILABLE-OCTOBER 31, 2021**  $5,459,548.59

08. **INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**OCTOBER 2021**

- Tompkins VIST $544.79
- Chase $ 3.94

09. **BUDGETS**

A. **New and Proposed Budgets**

   *No Items to Consider*

B. **Initial Budgets**

1. **Professional Development Programs – Program 600**

   Office of Professional Development and Curriculum

   7/1/21 – 6/30/22  $114,876

   This budget is a proprietary program which provides Continuing Professional Education Courses and charges an appropriate fee to cover the costs of instructors, materials, lab costs, clerical support, and advertising (since 1982).

2. **Staff Development Workshops – Program 609**

   Office of Professional Development and Curriculum

   7/1/21 – 6/30/22  $191,760

   This proprietary program provides in-service opportunities on a non-credit basis to school district and intermediate unit personnel. Professional staff and support staff are eligible to participate in these programs designed to increase an individual’s skills and knowledge (since 1987).
3. Creative Child Care Solutions (formerly PA Key Professional Services) – Program 675  
Office of Professional Development and Curriculum  
7/1/21 – 6/30/22  
$108,800  
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).

4. Vehicle Maintenance – Program 630  
Office of Business Services  
7/1/21 – 6/30/22  
$1,346,670  
This proprietary fund accounts for all expenditures for vehicle maintenance including such items as mechanics, service helpers, vehicle washers, contracted repairs and maintenance, supplies, and fuel. Revenue is derived from other BCIU programs, which will utilize these vehicle maintenance items (since 1990).

5. Vehicle Maintenance Parts Inventory – Program 631  
Office of Business Services  
7/1/21 – 6/30/22  
$1,143,569  
This proprietary fund accounts for all consumable vehicle parts purchased by the Berks County Intermediate Unit. Other BCIU programs whose vehicles utilize these parts will fund this program (since 1990).

6. BCIU Contracted Transportation – Program 632  
Office of Business Services  
7/1/21 – 6/30/22  
$10,046,734  
This proprietary fund accounts for all contracted transportation services including the contracted transportation portion of Special Education students, deliveries, field trips, and the transportation of Reading School District, Muhlenberg School District, Antietam School District and Tulpahocken Area School District regular education students. In addition, this program provides transportation for the BCIU Head Start program in the city of Reading and to all rural Berks County classrooms (since 1990).

C. Changes to Initial Budgets

1. The Pennsylvania Key – Program 225  
Office of Professional Development and Curriculum  
7/1/21 – 6/30/22  
$742,745  
Total Proposed Revised Budget: $18,336,945  
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 through Child Care Development Fund, the Head Start Fund, the American Reinvestment and Recovery Act (ARRA) Child Development Fund, and the Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program Fund (since 2005). This change reflects additional funding for ARP (American Recovery Plan) and CRRSA (Coronavirus Response & Relief Supplemental Appropriations) grants from DHS.
D. Budgetary Transfers

1. Special Education Transportation – Program 344
   Office of Business Services
   7/1/20 – 6/30/21 $49,050
   Funded by the state, this budget provides for transportation of approximately 1800 special needs children between their homes and schools and to activities prescribed by the individual education program (since 1969). These budget transfers are necessary to adjust expenditures to year-end projections.

10. Communications
   No Items to Report

11. Old Business
   1. PSBA Delegate Assembly, October 23, 2021
      — Report by Dr. David Hemberger, BCIU Voting Delegate

12. Report of Negotiations Committee
   Elizabeth S. Huhn, Chair

13. Personnel Matters
   — Rob Rosenberry, Director

A. General
   1. To award a professional contract to Ashley M. Engelman, Specialized Preschool Teacher - Classroom, Early Intervention, who has completed three years of satisfactory service, effective November 27, 2021.

   2. To approve the position description for Customer Experience Administrative Coordinator, The Pennsylvania Key.

   3. To approve the elimination of the Confidential Secretary, Office of Professional Development and Curriculum position, effective January 3, 2022.

   4. To ratify the unpaid internships as noted below:
      a. Lauren Baker, Kutztown University undergraduate student majoring in Special Education, under the supervision of Ashley Engelman, Specialized Preschool Teacher - Classroom, effective August 30, 2021, through December 10, 2021.
      b. Lindsey Eppler, Millersville University graduate student majoring in School Counseling, under the supervision of Andrew Johnson, Guidance Counselor, effective August 30, 2021, through December 10, 2021.
      c. Kaylee Sam, Kutztown University undergraduate student majoring in Special Education, under the supervision of Jessica Mountz, Specialized Preschool Teacher - Classroom, effective August 30, 2021, through December 10, 2021.
5. To ratify the unpaid Level 1 field experiences as noted below:
   a. Brooke Challandes, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Leigh Messner, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
   b. Elizabeth Heaney, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Theresa Soley, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
   c. Veronica Martonik, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Sara West Hoffert, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
   d. Jillian Nicolas, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Jenny Jan-Luo, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
   e. Emily Pellicano, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Jenny Jan-Luo, Occupational Therapist, effective September 7, 2021, through September 28, 2021.
   f. Katie Wilkes, Elizabethtown College graduate student majoring in Occupational Therapy, under the supervision of Laura Klitsch, Occupational Therapist, effective September 7, 2021, through September 28, 2021.

6. To approve the unpaid internships as noted below:
   a. Connor Brennan, Kutztown University graduate student majoring in School Counseling, under the supervision of Edward Yeager, Guidance Counselor, effective January 24, 2022, through May 13, 2022.
   b. Sean Haines, Kutztown University graduate student majoring in School Counseling, under the supervision of Edward Yeager, Guidance Counselor, effective January 10, 2022, through April 29, 2022.
   c. Lydia Hostetter, Lancaster Bible College graduate student majoring in School Counseling, under the supervision of Andrew Johnson, Guidance Counselor, effective January 17, 2022, through May 11, 2022.
   d. Dylan Rutt, West Chester University graduate student majoring in School Counseling, under the supervision of Edward Yeager, Guidance Counselor, effective January 24, 2022, through May 11, 2022.
   e. Brittany Wagner, Bloomsburg University undergraduate student majoring in American Sign Language and English Interpreting, under the supervision of Heather Badgerow, Special Education Teacher, and Cristen Himmelberger, Educational Interpreter, effective January 3, 2022, through May 9, 2022.

7. To approve the unpaid externship as noted below:
   a. Shannon Roland, James Madison University graduate student majoring in Speech and Language Pathology, under the supervision of Katherine Kline, Speech Therapist, and Eileen LaScala, Speech Therapist, effective January 10, 2022, through March 4, 2022.

8. To approve the 2022-2023 BCIU Holiday Calendar.
9. To approve a $500 retention incentive to employees who are working in the Berks County Intermediate Unit Head Start program as of Friday, December 3, 2021.
   • Employees must be under the Head Start budget to be eligible for the incentive.
   • Incentive will be paid on Friday, December 17, 2021.
   • Employees must be in compensable status and not under investigation.
   • Payment for employees on an unpaid leave of absence will be deferred until the employee returns to work.
   • Payment for employees under investigation will be deferred until the employee returns to work.

10. RESOLVED, for the Board of Directors to ratify the following Atlas Transportation employees to be assigned to the Berks County Intermediate Unit to provide transportation services according to the terms of the agreement with Atlas Transportation during the 2021-2022 fiscal year:
   a. Bus Assistant
      i. Hector Madera – Effective Date – October 26, 2021

   b. Van Driver
      i. Ileana Amaro Malave – Effective Date – October 7, 2021
      ii. Ninoshka Cruz – Effective Date – October 26, 2021
      iii. Juan Mora – Effective Date – October 26, 2021

11. RESOLVED, that Dr. Jill M. Hackman is appointed Executive Director of the Berks County Intermediate Unit for a four (4) year term, effective July 1, 2022.

   BE IT FURTHER RESOLVED that the appropriate officers are authorized to execute the four (4) year employment agreement which agreement is incorporated herein.

B. Employment – Ratifications

1. Business Services/Operations Office
   a. Stacey Aguilar – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates – $17.75, $14.50, and $13.33
      Effective Date – October 25, 2021
      Replacement

   b. Dawn S. DiMascio-Eddinger – Part-time Driver w/ w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates – $25.05, $17.75, $14.50, and $13.33
      Effective Date – November 8, 2021
      Replacement

   c. Lori A. Emery – Part-time School Bus Driver Trainee, Transportation
      Recommended Hourly Rate – $16.55
      Effective Date – November 8, 2021
      Replacement

   d. Tara L. Jacoby – Supervisor, Transportation, Tulpehocken
      Recommended Annual Salary – $50,000 (to be prorated)
      Effective Date – November 15, 2021
      Replacement
e. Iris E. Melendez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
   Recommended Hourly Rates – $17.75, $14.50, and $13.33  
   Effective Date – November 8, 2021  
   Replacement

f. Anthony F. Miccicke – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
   Recommended Hourly Rates – $17.75, $14.50, and $13.33  
   Effective Date – October 25, 2021  
   Replacement

g. Sherry L. Reaser – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
   Recommended Hourly Rates – $17.75, $14.50, and $13.33  
   Effective Date – October 18, 2021  
   Replacement

h. Gina B. Saraceni – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
   Recommended Hourly Rates – $17.75, $14.50, and $13.33  
   Effective Date – November 8, 2021  
   Replacement

i. Richard R. Sensenig – Level II Custodian, Custodial  
   Recommended Hourly Rate – $13.16  
   Effective Date – October 25, 2021  
   Additional Position

2. Early Childhood & Student Services Office
   a. Laura E. Caciolo – Speech Therapist, Early Intervention  
      Recommended Annual Salary – Column 6, Step 8, $71,089 (to be prorated)  
      Effective Date – November 15, 2021  
      Replacement

   b. Kayleigh A. Clymer – Teacher, Head Start  
      Recommended Hourly Rate – Level I, Probationary, $18.51  
      Effective Date – November 1, 2021  
      Replacement

   c. Kathleen M. de Haan – Nolde Aide, Nolde  
      Recommended Hourly Rate – $12.00  
      Effective Date – October 25, 2021  
      Replacement

   d. Tonee L. Doelman – Family Engagement Worker, Head Start  
      Recommended Hourly Rate – Level III, Probationary, $18.51  
      Effective Date – October 25, 2021  
      Replacement

   e. Erin E. Greusel – Level V Program Secretary, Early Intervention  
      Recommended Hourly Rate – $14.43  
      Effective Date – October 25, 2021  
      Replacement
Board of Directors Meeting  
November 18, 2021  
Dr. Jill M. Hackman, Executive Director  
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f. Trena Murphy – Paraeducator, Head Start  
   Recommended Hourly Rate – Level I, Probationary, $12.26  
   Effective Date – October 25, 2021  
   
   Replacement

g. Heather D. Skrypski – Paraeducator, Early Intervention  
   Recommended Hourly Rate – $12.70  
   Effective Date – November 1, 2021  
   
   Replacement

h. Talitha A. Wolfe – Paraeducator, Head Start  
   Recommended Hourly Rate – Level I, Probationary, $12.26  
   Effective Date – November 1, 2021  
   
   Replacement

C. Change of Status – Ratifications  
   1. Business Services/Operations Office  
      a. Jean Anastil  
         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 – August 30, 2021  
         
         Replacement

      b. Ernst Dasney – Part-time Driver with Bus License, Transportation  
         Effective Date – September 5, 2020  
         
         Removal of Assignment – Correction to Effective Date

      c. Douglas George – Part-time Driver w & w/o Bus License, Transportation  
         Effective Date – October 14, 2021  
         
         Removal of Assignments

      d. Miosodis Gonzalez – Part-time Driver w/o Bus License, Transportation  
         Effective Date – October 22, 2021  
         
         Removal of Assignment

      e. Miosodis Gonzalez – Part-time Driver w/o Bus License, Transportation  
         Recommended Hourly Rate – $17.75  
         Effective Date – October 26, 2021  
         
         Additional Assignment

      f. Cory Hambrick  
         Change from Level II Custodian, Custodial to Level IV Clerk / Level V Accounting Clerk,  
         Fiscal Services  
         Change Recommended Hourly Rate from $13.68 to $14.68 and $15.18  
         Effective Date – October 18, 2021  
         
         Replacement
g. Teresa Lemus
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 – October 8, 2021
Replacement

h. Nancy Morales
Change from Part-time Bus/Van Assistant and Misc. Transportation to Substitute Bus/Van Assistant and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – October 21, 2021
Voluntary Reassignment

i. Minerva Poblete Salas
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 – October 18, 2021
Replacement

j. Baudys Ramirez
Change from Substitute Driver w/o Bus License, Assistant, Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – August 30, 2021
Replacement

k. William Rey, Jr. – Part-time Driver with Bus License, Transportation
Recommended Hourly Rate – $21.55
Effective Date – November 1, 2021
Obtained CDL

l. Clara Rodriguez
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 – October 25, 2021
Voluntary Reassignment

m. Kiaonna Tucker
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 – October 25, 2021
Voluntary Reassignment
n. Kiaonna Tucker
   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 – November 1, 2021
   Replacement

o. Julie Van Lear
   Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Supervisor, Transportation, Reading and Special Needs
   Change Recommended Hourly Rates from $26.65, $17.75, $14.50, and $13.33 to Annual Salary, $56,655 (to be prorated)
   Effective Date – November 15, 2021
   Replacement

p. Jerry Vasquez
   Change from Part-time Bus Driver Trainee, Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
   Change Recommended Hourly Rate from $16.55 to $21.55, $17.75, $14.50, and $13.33
   Effective Date – October 12, 2021
   Obtained CDL

q. Jordan Whaley
   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 – August 30, 2021
   Replacement

2. Early Childhood & Student Services Office
   a. Jessica Bailey – Guidance Counselor, Alternative Education
      Change Recommended Annual Salary from Column 5, Step 2, $61,700 to Column 6, Step 2, $62,392
      Effective Date – September 1, 2021
      Salary Adjustment per BCIUEA Agreement

   b. Esmerelda Calderon
      Change from Enrollment Specialist, Pre-K Counts to Substitute Enrollment Specialist, Pre-K Counts
      Change Recommended Hourly Rate from $15.17 to $13.25
      Effective Date – October 15, 2021
      Voluntary Reassignment – Correction to Effective Date

   c. Michael Hall – Paraeducator, Head Start
      Change Recommended Hourly Rate from Level I, Entry, $12.92 to Level II, Entry, $13.37
      Effective Date – May 5, 2021
      Obtained CDA
Board of Directors Meeting  
November 18, 2021  
Dr. Jill M. Hackman, Executive Director  

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d. Tsheay Jackson – Teacher, Alternative Education  
   Change Recommended Annual Salary from Column 3, Step 5, $54,775 to  
   Column 4, Step 5, $64,717  
   Effective Date – September 1, 2021  
   *Salary Adjustment per BCIUEA Agreement*

e. Amy Lesher – Teacher, Head Start  
   Change Recommended Hourly Rate from Level I, Entry, $20.26 to Level II, Entry, $20.82  
   Effective Date – August 27, 2021  
   *Salary Adjustment per Head Start Salary Schedule*

f. Melody McCulley – Teacher, Head Start  
   Change Recommended Hourly Rate from Level I, Entry, $21.34 to Level II, Entry, $21.90  
   Effective Date – August 27, 2021  
   *Salary Adjustment per Head Start Salary Schedule*

g. Dr. Elaine Price  
   Change from Substitute Teacher, Pre-K Counts to Teacher, Pre-K Counts  
   Change Recommended Hourly Rate from $15.60 to Annual Salary, Column 2, Step 1, $40,000  
   (to be prorated)  
   Effective Date – October 28, 2021  
   *Replacement*

h. Britanyana Santiago – Paraeducator, Head Start  
   Change Recommended Hourly Rate from Level I, Entry, $12.92 to Level II, Entry, $13.37  
   Effective Date – August 27, 2021  
   *Obtained CDA*

i. Dr. Stacy Shober – Psychologist, Special Education  
   Recommended Hourly Rate – $54.76  
   Effective Date – November 2, 2021 – February 28, 2022  
   *Additional Hours (not to exceed 168 hours)*

j. Marisa Solis – Speech Therapist, Early Intervention  
   Recommended Hourly Rate – $54.76  
   Effective Date – August 20, 2021 – June 30, 2022  
   *Additional Hours (not to exceed 100 hours)*

k. Claire Stednitz – Paraeducator, Early Intervention  
   Recommended Hourly Rate – $17.41  
   Effective Date – August 4, 2021  
   *Additional Hours (not to exceed 7 hours) – Correction to Effective Date*

D. Additions to 2021-2022 Approved Substitute Lists – Ratifications  
   No Items to Consider

E. Additions to Approved 2020-2021 Out-Of-Class Substitute Lists – Ratifications  
   Head Start  
   Michael Hall – Effective May 5, 2021
Additions to Approved 2021-2022 Out-Of-Class Substitute Lists – Ratifications
Head Start
Michael Hall – Effective July 1, 2021
Britanyana Santiago – Effective August 27, 2021

Pre-K Counts
Julia DeVos – Effective November 1, 2021
Anginette Rodriguez – Effective November 1, 2021

F. Remove from 2021-2022 Approved Substitute Lists
Business Services
Seludra Garcia, Custodian – Effective November 1, 2021

Transportation
Zulma Flores, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 11, 2021
Baudys Ramirez, Substitute Van Fueler, Transportation
Effective Date – August 30, 2021
Sarah Scharf, Substitute Bus/Van Assistant and Misc. Transportation
Effective Date – October 29, 2021
Kiaonna Tucker, Substitute Bus/Van Cleaner, Transportation
Effective Date – October 25, 2021

G. Employment – Approvals
1. Business Services/Operations Office
   a. Cheyanne L. King – Assistant Program Administrator, Fiscal Services
      Recommended Annual Salary – $65,614 (to be prorated)
      Effective Date – November 22, 2021
      Replacement

2. Executive Office
   a. Kimberly N. Evans – Digital Marketing Specialist
      Recommended Annual Salary – $47,762 (to be prorated)
      Effective Date – November 22, 2021
      Replacement

H. Change of Status – Approvals
1. Early Childhood & Student Services Office
   a. Molly Lenko – Speech Therapist, Early Intervention
      Change Recommended Annual Salary from Column 6, Step 1, $61,155 to an Hourly Rate, $46.97
      Effective Date – May 23, 2022
      Replacement

I. Leave of Absence Requests
1. Business Services/Operations Office
   Personal Leave (unpaid – with benefits – FMLA)
   a. Dawn Strause – Level III Custodian, Custodial
      Effective Date – October 18, 2021
Personal Leave (unpaid – without benefits – Not FMLA)
b. Kelly Carter – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
   Effective Date – October 22, 2021
c. Tina Grande – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
   Effective Date – October 6, 2021
d. Leslie Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Effective Date – October 5, 2021
e. Laurann Singleton – Part-time Bus/Van Assistant and Misc. Transportation
   Effective Date – October 25, 2021

2. Early Childhood & Student Services Office
   Personal Leave (unpaid – with benefits – FMLA)
a. Myra Arndt – Family Engagement Worker, Head Start
   Effective Date – October 26, 2021
b. Makenzie Boltz – Speech Therapist, Early Intervention
   Effective Date – October 12, 2021
c. Britanyana Santiago – Paraeducator, Head Start
   Effective Date – October 19, 2021

   Personal Leave (unpaid – with benefits – not FMLA)
d. Cynthia Boyer – Paraeducator, Early Intervention
   Effective Date – November 9, 2021

   Personal Leave (unpaid – without benefits – not FMLA)
e. Aaryn Brasher – Teacher, Head Start
   Effective Date – October 13, 2021
f. Christine Graber – Speech Therapist, Early Intervention
   Effective Date – October 28, 2021

3. Professional Development & Curriculum Office
   Personal Leave (unpaid – with benefits – FMLA)
a. Erin DelRegno Evans – Program Quality Assessor, The Pennsylvania Key
   Effective Date – November 17, 2021
   Effective Date – October 18, 2021

J. Return from Leave of Absence Requests
1. Business Services/Operations Office
   Personal Leave (unpaid – with benefits – FMLA)
a. Dawn Strause – Level III Custodian, Custodial
   Effective Date – October 25, 2021

   Personal Leave (unpaid – without benefits – not FMLA)
b. Kelly Carter – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
   Effective Date – November 3, 2021
c. Tina Grande – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
   Effective Date – October 18, 2021
d. Leslie Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Effective Date – October 14, 2021
e. Laurann Singleton – Part-time Bus/Van Assistant and Misc. Transportation
   Effective Date – November 2, 2021
2. Early Childhood & Student Services Office  
   Personal Leave (unpaid – with benefits – FMLA)  
   a. Mackenzie Boltz – Speech Therapist, Early Intervention  
      Effective Date – November 1, 2021  
   b. Britanyana Santiago – Paraeducator, Head Start  
      Effective Date – October 20, 2021  
   Personal Leave (unpaid – without benefits – not FMLA)  
   c. Aaryn Brasher – Teacher, Head Start  
      Effective Date – November 1, 2021  
   d. Ashley Sierra – Paraeducator, Head Start  
      Effective Date – August 17, 2021

3. Executive Office  
   Personal Leave (unpaid – with benefits – FMLA)  
   a. Amelia Krotee – Marketing Communications Specialist  
      Effective Date – October 25, 2021

K. Retirements  
   No Items to Consider

L. Resignations  
1. Business Services/Operations Office  
   a. Kariana Basabe Garay – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
      Effective Date – October 29, 2021  
   b. Yahaira Haddock – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
      Effective Date – October 28, 2021  
   c. Amy M. Stoudt – Part-time School Bus Driver Trainee, Transportation  
      Effective Date – October 12, 2021

2. Early Childhood & Student Services Office  
   a. Ilein N. Parra – Level V Program Secretary, Pre-K Counts  
      Effective Date – November 15, 2021

3. Professional Development & Curriculum Office  
      Effective Date – November 19, 2021  
   b. Leslie A. Weaver – Continuing Professional Education (CPE) Instructor, OPDC  
      Effective Date – November 5, 2021

M. Terminations  
   No Items to Consider

N. Other  
   a. Casey E. Frasca – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
      Recommended Hourly Rates – $23.50, 17.75, $14.50, and $13.33  
      Effective Date – August 17, 2021  
      Correction to Effective Date

   b. Walter G. Weidner – Vehicle Maintenance Intern, Transportation  
      Effective Date – June 30, 2021  
      End of Assignment
14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES
   —DR. MICHELLE REICHARD-HUFF, DIRECTOR
   1. To approve the Early Intervention Program Calendar for July 1, 2022, through June 30, 2023.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM
   —DANIEL RICHARDS, DIRECTOR
   1. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following vendors, for the BCIU to contract services on behalf of Berks County nonpublic schools in line with applications submitted under the Emergency Assistance to Non-Public Schools (EANS) program according to specifics of each individual agreement:
      a. Amanda Spencer (Sacred Heart)
      b. FACTS Education Solutions (St. Ignatius)
      c. PeopleShare, LLC (Berks Christian)
      d. PeopleShare, LLC (Sacred Heart)
   2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and St. Thomas More Elementary School (STMES), for the BCIU to provide professional services related to professional development on differentiated instruction in math, for a fee of $450 according to the agreement, effective on date of signature for services to be provided, November 5, 2021, or an alternate date.
   3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Wyomissing Area School District, for the BCIU to provide professional services related to math professional development, for a fee of $3,200 according to the agreement, for services to be provided starting November 10, 2021, through December 2, 2021, or alternate dates as needed.
   4. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Emerald Foundation to provide services related to Emerald Esports Clubs for $5,000 according to the agreement, effective November 19, 2021, through December 30, 2022.
   5. To ratify an agreement between Giorgi Global Holdings, Inc. (GGH) and Creative Child Care Solutions / The Pennsylvania Key / The Berks County Intermediate Unit, (CCCS), for CCCS to conduct a needs assessment / workforce survey and provide analysis and recommendation relative to child care options for a fee of $3,800 for the period of November 4, 2021, through March 31, 2022 (The Pennsylvania Key).
   6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Sarana Educational Consulting, LLC, for Sarana Educational Consulting, LLC to provide Home Observation Visiting Rating Scales (HOVRS) in Practice virtual training sessions for home visiting practitioners and their supervisors, coaches, and / or mentors, for a fee of $2,800 for the period of November 3, 2021, through March 31, 2022 (The Pennsylvania Key).
   7. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Pocono Services for Families and Children, PA Early Head Start Child Care Partnership Program, for the BCIU to amend its purchase of identified services from Pocono Services for Families and Children from up to a maximum amount of $119,932 to $164,905 for the provision of identified services from up to 8 eligible children to 12 eligible children. All other terms and conditions remain in force (The Pennsylvania Key).
C. INFORMATION TECHNOLOGY
—SCOTT MAJOR, CIO / DIRECTOR

1. To ratify the purchase of exhibitor space from the Pennsylvania Association of School Business Officials (PASBO) for the PASBO Annual Conference and Exhibits, March 8-11, 2022, at a cost of $1,950.

2. To ratify an agreement between Custom Computer Specialists, Inc. and the Berks County Intermediate Unit (BCIU) for the shared purchase of exhibitor space at the 2021 A/CAPA Conference from October 27-29, 2021, with the BCIU’s portion at a cost of $265.

3. To ratify the purchase of a one-year business membership with the Delaware Valley Association of School Business Officials (DVASBO) and exhibitor space for the 2021 DVASBO Trade Show on November 10, 2021, at a cost of $700.

4. To approve an agreement between the Berks County Intermediate Unit (BCIU) and BCC Software, for the renewal of subscription licensing for the Architect US Mail software utilized to provide discounted postal costs for the BCIU tax billing service offering at a cost of $8,450 for the term of December 1, 2021, through November 30, 2022.

5. To approve a 12-month license agreement for the renewal purchase of 20 licenses of Wrike Project Management business licenses at a cost of $5,952 for the term of December 8, 2021, through December 7, 2022.

6. To ratify the renewal of an agreement between the Berks County Intermediate Unit (BCIU) and SolarWinds for the Service Desk software subscription. The term of the agreement is 12 months, from November 15, 2021, to November 14, 2022, at a cost of $14,169.

7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and SiteCare, LLC, for augmented services in the redesign of the Reading Muhlenberg Career and Technology’s website at a cost of $3,675 to be completed by December 14, 2021.

8. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Governor Mifflin School District, for Erate Support Services for the 2022-2023 fiscal year, at costs reflected in the agreement for selected services. The term of the agreement commences November 12, 2021, and will remain in place until all Erate filings and reimbursements for the 2022-2023 fiscal year are completed, approximately August 31, 2023.

9. To approve an agreement between the Berks County Intermediate Unit (BCIU) and DocuSign, Inc., for the consortium purchase of eSignature Enterprise Pro Edition subscription services to be utilized by participating member school districts across the Commonwealth, at a cost of $35,000 for a 20,000-eSignature envelope allowance. The term of this agreement is one year beginning November 30, 2021, through November 29, 2022.

10. To approve the purchase of (2) Meraki MS425-16 switches with five-year license and support from ePlus, Inc. for the Berks County Intermediate Unit at a cost not to exceed $17,346.41 effective upon receipt of the equipment.
11. To approve legal services from Miller Law Group, PLLC for the preparation and filing of an application for renewal of the eTaxTrax trademark registration for a cost of $300. The term of the registration renewal is February 1, 2022, through January 31, 2026.

12. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide eTaxTrax and the BCIU's Support and Print services, for a one-year auto-renewing term beginning with the July 1, 2021, tax year, at a cost assessed in accordance with the BCIU Board approved IT Services Rate Schedule:
   • East Penn School District
   • Interboro School District
   • Manheim Township School District
   • Palmerton School District
   • Panther Valley School District
   • Perkiomen Valley School District
   • Upper Darby School District

13. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following townships and municipalities, for the BCIU to provide eTaxTrax and BCIU's Support and Print services, for a one-year auto-renewing term ending November 30, 2022, at a cost assessed in accordance with the BCIU Board approved IT Services Rate Schedule:
   • Catasauqua Borough
   • Fountain Hill Borough
   • Macungie Borough
   • Slatonington Borough
   • Hanover Township
   • Lower Milford Township
   • Lowhill Township
   • Salisbury Township
   • South Whitehall Township
   • Weisenberg Township

D. **Business Services/Operations**
   —DONNA DELORETTA, CFO / COO

1. To approve the 2022-2023 proposed Budget Calendar.

2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Wilson School District, for the BCIU to provide transportation services to Camphill Special School for one student effective September 7, 2021, on an as needed basis at $396.86 per day.

3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Fleetwood Area School District, for the BCIU to provide transportation services to Hogan Learning Academy for (3) three students, effective 2020-2021 school year at $226.85 per day.

4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the YMCA of Reading, for the BCIU to provide transportation services for their child-care run, effective August 30, 2021, through June 8, 2022, at $430.22 per day.
5. To ratify an agreement between the Berks County Intermediate Unit and Atlas Transportation, for Atlas Transportation to provide transportation services as follows:
   a. To transport Special Needs students to Transition House/Pal, effective October 21, 2021, at a rate of $350 per day
   b. To transport Special Needs students to Riverside Elementary, effective October 21, 2021, with an aide at a rate of $400 per day
   c. To transport Special Needs students to Hogan School, effective November 1, 2021, with an aide at a rate of $400 per day
   d. To transport Special Needs Students to the Hillside School, effective November 2, 2021, at a rate of $385 per day

E. ADMINISTRATION
   —DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To approve the BCIU Comprehensive Plan, Induction Plan (Chapter 49), Professional Development Plan (Act 48), and associated assurances of state requirements for submission by November 30, 2021.

2. To set the 2022 Berks County Intermediate Unit Board of Directors’ regular meeting dates for the third Thursday of the month, with the Committee-of-the-Whole to begin at 6:15 P.M. and the regular meeting to begin no earlier than 7:00 P.M. immediately following the Committee-of-the-Whole, and to authorize the administration to advertise these meeting dates in accordance with Act 84 (Sunshine Law).

3. To cancel the December 16, 2021, meeting of the Berks County Intermediate Unit Board of Directors and to authorize the officers and administration to take the necessary steps to pay bills and salaries until the next regular meeting of the BCIU Board on January 20, 2022.

4. To authorize the Executive Director to offer employment to prospective employees between the November and January Board meetings subject to receiving approval from the Berks County Intermediate Unit Board officers through polling of each officer. Employment shall be ratified at the January Board meeting.

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT