

## 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

#### ◆ RETIREES

*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: 50<sup>th</sup> 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 50<sup>th</sup> 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.)

SOURCE		PAGE	AMOUNT
October	2021 Ratifications - IU	1-18	\$1,131,575.39
October	2021 Ratifications - PSDLAF	1-01	\$7,008.13
November	2021 Ratifications - IU	1-05	\$350,742.99
November	2021 Approvals - IU	1-09	\$1,124,492.59
<b>TOTAL</b>			<b>\$2,613,819.10</b>

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

Amount Outstanding
November 11, 2021
\$0

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

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$642,715.93	\$251,399.71	\$156,287.52	\$37,342.35	\$700,715.54
Commonwealth of PA	\$2,126,681.48	\$1,203,578.33	\$0.00	\$0.00	\$81,844.44
Other Revenue Sources	\$139,397.46	\$66,102.38	\$23,622.48	\$1,643.92	\$19,374.46
<b>TOTALS</b>	<b>\$2,908,794.87</b>	<b>\$1,521,080.42</b>	<b>\$179,910.00</b>	<b>\$38,986.27</b>	<b>\$801,934.44</b>
<b>GRAND TOTAL</b>	<b>\$5,450,706.00</b>				

**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**

<b>BEGINNING BALANCE OCTOBER 1, 2021</b>		<b>\$4,823,755.07</b>
RECEIPTS		
REVENUE RECEIPTS	\$10,648,181.85	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,648,181.85</u>
		\$15,471,936.92
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$3,125,551.61	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$274,355.11	
POST BOARD RATIFICATIONS PSDLAF	\$7,008.13	
POST BOARD RATIFICATIONS IU	<u>\$1,131,575.39</u>	
TOTAL CHECKS WRITTEN	\$4,538,490.24	
CHECKS VOIDED	(\$27,183.58)	
PAYROLL DISTRIBUTIONS	<u>\$5,501,081.67</u>	<u>\$10,012,388.33</u>
ENDING BALANCE -OCTOBER 31, 2021		\$5,459,548.59
<b>CASH AVAILABLE-OCTOBER 31, 2021</b>		<b>\$5,459,548.59</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**OCTOBER 2021**

Tompkins VIST	<b>\$544.79</b>
Chase	<b>\$ 3.94</b>

**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 Tulpehocken 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 ROSENBERY, 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*



- 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*

- 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 Leshner – 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
- b. Alessandra Gonzalez – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key  
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
  - a. Jennifer H. Austad – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key  
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
  - Slatington 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**