BCIU STUDENT ARTWORK SHOWCASE
♦ Julie Bunnick, Creative Team Coordinator | Designer, Office of the Executive Director
♦ Amelia Krotee, Marketing Communications Specialist, Office of the Executive Director
♦ Kim Evans, Digital Marketing Specialist, Office of the Executive Director

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

♦ BCIU BOARD MEMBER RECOGNITION
  ♦ JANUARY 2022 – SCHOOL DIRECTOR RECOGNITION MONTH

♦ EMPLOYEE OF THE MONTH FOR JANUARY 2022
  — Alexis Templin, Substitute Services Secretary, Office of Early Childhood and Student Services

II. EXECUTIVE SESSION

III. EXECUTIVE DIRECTOR’S REPORT
A. Executive Director Update
   1. Newslink
   2. Legislative Update
   3. BCIU 50th-Anniversary | Citation from Pennsylvania Senate on Behalf of Berks Delegation
   4. Mid-Year State of the Unit | Wednesday, January 12, 2022
   5. Mandated Services Budget
   6. BCIU Health and Safety Plan | Six-Month Review / Update
   7. Other Items

IV. 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
C. To seat the following BCIU representatives as follows:
   d. Todd Hummel, Hamburg Area School District, to fill the unexpired term of Brian Specht, ending June 30, 2024.
   e. Nancy Jackson, Oley Valley School District, to fill the unexpired term of Ralph Richard, ending June 30, 2022.
   f. Dr. Noahleen Betts, Reading School District, to fill the unexpired term of Robin Costenbader-Jacobson, ending June 30, 2022.

D. To accept the resignation of Elizabeth Huhn as Treasurer of the BCIU Board of Directors, and to appoint Linda Lash as Treasurer to fill the unexpired term, effective January 20, 2022.

E. To appoint Elizabeth Huhn as Vice President of the BCIU Board of Directors to fill the unexpired term of Ralph Richard, effective January 20, 2022.

F. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for Copy Paper on Tuesday, November 16, 2021, at 11:00 A.M.

02. APPROVAL OF MINUTES
     A. Meeting of November 18, 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>
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</thead>
<tbody>
<tr>
<td>November 2021 Ratifications - IU</td>
<td>1-16</td>
<td>$698,765.77</td>
</tr>
<tr>
<td>November 2021 Ratifications - PSDLAF</td>
<td>1-01</td>
<td>$9,046.40</td>
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<tr>
<td>December 2021 Ratifications - IU</td>
<td>1-29</td>
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<tr>
<td>December 2021 Ratifications - PSDLAF</td>
<td>1-01</td>
<td>$6,158.81</td>
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<tr>
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<tr>
<td>January 2022 Approvals - IU</td>
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<td>$7,576,060.71</td>
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04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – $10,000,000:

<table>
<thead>
<tr>
<th>Amount Outstanding</th>
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<tbody>
<tr>
<td>January 12, 2022</td>
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<tr>
<td>$0</td>
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05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JANUARY 12, 2022:

<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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</thead>
<tbody>
<tr>
<td>School Districts</td>
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<td>$1,687,711.26</td>
<td>$481,322.90</td>
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<td>$548,019.79</td>
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<tr>
<td>Commonwealth of PA</td>
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<tr>
<td>Other Revenue Sources</td>
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<td>$26,610.77</td>
<td>$10,707.70</td>
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<td>$5,205.08</td>
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<tr>
<td>TOTAL</td>
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<td>$1,714,322.03</td>
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<td>$635,069.31</td>
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<tr>
<td>GRAND TOTAL</td>
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</table>
06. **APPROVAL/RATIFICATION OF HEAD START:**
   a. Head Start Notice of Award 2022 (partial – 50%)
   b. Financial Statements (November and December 2021)
   c. Credit Card Purchases (November and December 2021)
   e. Policy Council Minutes/Resolutions (November and December 2021)
   f. Head Start Director’s Report

07. **COMBINED FINANCIAL REPORT**

**CASH-NOVEMBER 2021**

<table>
<thead>
<tr>
<th>BEGINNING BALANCE NOVEMBER 1, 2021</th>
<th>$5,459,548.59</th>
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<tbody>
<tr>
<td>RECEIPTS</td>
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<tr>
<td>REVENUE RECEIPTS</td>
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<tr>
<td>RETURNED CHECKS</td>
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<tr>
<td>INVESTMENT REDEMPTIONS</td>
<td>$0.00</td>
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<tr>
<td></td>
<td>$6,680,397.66</td>
</tr>
<tr>
<td></td>
<td>$12,139,946.25</td>
</tr>
</tbody>
</table>

| DISBURSEMENTS                     |               |
| PRE-BOARD RATIFICATIONS           | $350,742.99   |
| PRE-BOARD RATIFICATIONS-PSDLAF    | $0.00         |
| BOARD APPROVALS                   | $1,124,492.59 |
| POST BOARD RATIFICATIONS-PSDLAF   | $9,046.40     |
| POST BOARD RATIFICATIONS IU       | $698,765.77   |
| TOTAL CHECKS WRITTEN              | $2,183,047.75 |
| CHECKS VOIDED                     | ($2,153.94)   |
| PAYROLL DISTRIBUTIONS             | $5,483,063.97 |
|                                  | $7,663,957.78 |
| ENDING BALANCE -NOVEMBER 30, 2021 |               |
|                                  | $4,475,988.47 |

**CASH AVAILABLE-NOVEMBER 30, 2021**

| $4,475,988.47 |

**BEGINNING BALANCE DECEMBER 1, 2021**

| $4,475,988.47 |

| RECEIPTS                          |               |
| REVENUE RECEIPTS                 | $12,185,532.22|
| RETURNED CHECKS                  | $0.00         |
| INVESTMENT REDEMPTIONS           | $0.00         |
|                                  | $12,185,532.22|
|                                  | $16,661,520.69|

| DISBURSEMENTS                     |               |
| PRE-BOARD RATIFICATIONS           |               |
| PRE-BOARD RATIFICATIONS-PSDLAF    | $0.00         |
| BOARD APPROVALS                   |               |
| POST BOARD RATIFICATIONS-PSDLAF   | $6,158.81     |
| POST BOARD RATIFICATIONS IU       | $4,878,565.38 |
| TOTAL CHECKS WRITTEN              | $4,884,724.19 |
| CHECKS VOIDED                     | ($45.79)      |
| PAYROLL DISTRIBUTIONS             | $7,870,908.04 |
|                                  | $12,755,586.44|
| ENDING BALANCE -DECEMBER 31, 2021 |               |
|                                  | $3,905,934.25 |

**CASH AVAILABLE-DECEMBER 31, 2021**

| $3,905,934.25 |
08. **INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

<table>
<thead>
<tr>
<th></th>
<th>NOVEMBER 2021</th>
<th></th>
<th>DECEMBER 2021</th>
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<tr>
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<td>CHASE</td>
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<td>CHASE</td>
<td>$4.35</td>
<td></td>
<td></td>
<td>CHASE</td>
</tr>
</tbody>
</table>

09. **BUDGETS**

A. **New and Proposed Budgets**

*No Items to Consider*

B. **Initial Budgets**

1. **Head Start – Program 22-165**

   Office of Early Childhood and Student Services
   1/1/22 – 12/31/22
   The 2022 Head Start Program is funded primarily by federal dollars, which are distributed by the Department of Health and Human Services, Administration for Children and Families. Additional funding is received through the Child and Adult Care Food Program. These funds will serve approximately 610 children in 35 classrooms across Berks County (since 1965).

2. **Head Start Training and Technical Assistance – Program 22-175**

   Office of Early Childhood and Student Services
   1/1/22 – 12/31/22
   Funded by federal dollars through the Department of Health and Human Services, Administration for Children and Families, the Head Start Training and Technical Assistance Program supports the professional development needs of Head Start staff, which may include the cost of trainings, supplies associated with training, costs to attend conferences, and coaching needs. Program funds may also be used to support the professional development and training needs of parents whose children are enrolled in the Head Start program (since 1985).

3. **Alternative Education Program – GED Preparation – Program 22-308**

   Office of Early Childhood and Student Services
   1/1/22 – 12/31/22
   The GED Preparation program and support classes are designed to provide an educationally conducive instructional environment for adults on behalf of the Berks County Jail System. The GED Preparation class, Adult Basic Education class, and English Language Support class are designed so that inmates age 18 or older, or those age 16-17 that have officially withdrawn from secondary education, are able to continue their educational progress while incarcerated with the goal of obtaining their GED or high school diploma equivalency. There is close staff collaboration with the officials at the Berks County Jail System for supports and services. This program is funded by the Berks County Jail System (since 2018).

4. **Berks County Intermediate Unit General Fund – Program 115**

   Office of Business Services
   7/1/22 – 6/30/23
   This budget is the general operating budget for the Berks County Intermediate Unit (BCIU). The BCIU provides mandated services for the school districts of Berks County, along with providing support services for all the programs at the Intermediate Unit.
5. **Operation and Maintenance of Buildings – Program 116**
   Office of Business Services
   7/1/21 – 6/30/22 $5,031,660
   This program accounts for the operation and maintenance of the Berks County Intermediate Unit Rivers Chase building, the BCIU Learning Center at Hamburg, the Reading Crest building, the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul’s, the BCIU Learning Center at the Education Centre, and the BCIU Transportation Center. Expenditures include salaries and benefits for building and maintenance staff, custodians, safety coordinator, utilities, insurance, contracted repairs, maintenance, supplies, equipment, and interest and principal payments. Revenues include rent from programs, meeting room rental income, repair services, first aid/CPR fees, and the state share of FICA and Retirement (since 1989).

6. **Title II Non-Public – Program 21-191**
   Office of Business Services
   7/1/21 – 9/30/22 $111,491
   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).

7. **Title IV Non-Public – Program 21-192**
   Office of Business Services
   7/1/21 – 9/30/22 $75,601
   The Title IV Non-Public program coordinates funding to improve 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).

8. **Central Inventory Warehouse – Program 698**
   Office of Business Services
   7/1/21 – 6/30/22 $30,000
   This program is designed to provide warehouse supplies services to all programs channeled through the Intermediate Unit. Efficiencies come from BCIU purchasing in bulk instead of program purchasing separately (since 1980).
C. Changes to Initial Budgets

1. **Educational Stability for Foster Care Youth – Program 20-149**
   Office of Early Childhood and Student Services
   7/1/20 – 9/30/21
   **Total Proposed Revised Budget: $6,388**
   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). The grant is for a three-year period (since 1993). These changes are necessary to make year-end adjustments.

2. **Education of Homeless Children and Youth – Program 20-150**
   Office of Early Childhood and Student Services
   7/1/20 – 9/30/21
   **Total Proposed Revised Budget: $590,946**
   The BCIU has been allocated the above amount to manage Region 2 of the PA Education for Children and Youth Experiencing Homelessness Program through PA Department of Education. There are eight grantees in the Commonwealth that receive McKinney-Vento funds to form a management team that provides all public-school districts in the Commonwealth a regional office to oversee compliance issues and assist with homeless student identification and data management. Region 2 consists of Berks, Chester, Dauphin, Lancaster, Lebanon, and Schuylkill counties. The grant is in the first year of a five-year period. This program is funded by federal dollars and has been existence since 1992/1993. These changes are necessary to make year-end adjustments.

3. **Head Start State Supplemental Assistance Program (HSSAP) – Program 170**
   Office of Early Childhood and Student Services
   7/1/20 – 6/30/21
   **Total Proposed Revised Budget: $651,476**
   Funded by the federal government through the Pennsylvania Department of Education and the Head Start State Collaboration Office, this program provides monitoring and technical assistance to Head Start State Supplemental grantees throughout the state (since 2005). This budget change reflects additional state reimbursements based on year-end personnel expenditures.

4. **Project ELECT/Fatherhood Initiative – Program 235**
   (Education Leading to Employment and Career Training)
   Office of Early Childhood and Student Services
   7/1/20 – 6/30/21
   **Total Proposed Revised Budget: $632,081.55**
   Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993). These changes are necessary to meet year-end reporting requirements.
5. **Extended School Year Program – Program 303**
   Office of Early Childhood and Student Services
   7/1/20 – 6/30/21
   **Total Proposed Revised Budget: $57,680**
   Extended School Year programs are determined by the IEP team. Districts have the option to provide ESY services themselves or contract with the Intermediate Unit on a fee-for-service basis. This program has been in existence since 1988. These changes are necessary to make year-end adjustments.

6. **Tower Behavioral Health – Program 624**
   Office of Early Childhood and Student Services
   2/1/21 – 6/30/21
   **Total Proposed Revised Budget: $78,361**
   BCIU and Tower Behavioral Health joined to develop a collaborative program for students in inpatient hospitalization for mental health treatment. The Tower Behavioral Health Program is a licensed hospitalization program serving students through crisis, emergency hospitalization, parent referrals, community agency referrals, and school district recommendation. Students receive counseling services provided by Tower Health staff. Educational services and social skills instruction are provided by an IU teacher. There is coordination with the students’ hospitalization treatment team and resident school district to provide a continuum of academic support with efforts focused on maintaining students’ progress in their home district’s curriculum. This program has been in existence since February 2021. The educational component is funded by the resident school districts of the students. These changes are necessary to make year-end adjustments.

7. **Operation and Maintenance of Buildings – Program 116**
   Office of Business Services
   7/1/20 – 6/30/21
   **Total Proposed Revised Budget: $5,048,250**
   This program accounts for the operation and maintenance of the Berks County Intermediate Unit Rivers Chase building, the BCIU Learning Center at Hamburg, the Reading Crest building, the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul’s, the BCIU Learning Center at the Education Centre and the BCIU Transportation Center. Expenditures include salaries and benefits for building and maintenance staff, custodians, safety coordinator, utilities, insurance, contracted repairs, maintenance, supplies, equipment, and interest and principal payments. Revenues include rent from programs, meeting room rental income, repair services, first aid/CPR fees, and the state share of FICA and Retirement (since 1989). These changes are necessary due to year-end adjustments.

D. **Budgetary Transfers**

1. **Guest Teacher Training Program – Program 692**
   Office of Human Resources
   7/1/20 – 6/30/21
   **$1,865**
   This budget supports a program for the recruitment, training, and recertification of individuals possessing bachelor’s degrees to serve as per-diem substitute teachers in Berks County school districts and career and technology centers participating in the program. The BCIU Office of Human Resources maintains files on those who participate in this program and processes the emergency permit applications and recertification required by the Pennsylvania Department of Education. This program has provided more than 700 emergency certified substitutes for Berks County school districts (since 1998). These budget transfers are necessary to adjust expenditures to year-end projections. These budget transfers are necessary to make year-end adjustments.
2. **Early Childhood Mental Health Initiative – Program 223**  
   Office of Early Childhood and Student Services  
   7/1/20 – 6/30/21  
   $90,189  
   Funded by the federal government through BCIU IDEA Section-619 and BCIU State Early Intervention funds, this program provides funding for Early Childhood Mental Health Consultant Specialists to provide targeted mental health support and monitoring to pre-school children in Pre-K Counts, Head Start State Supplemental and Accountability Block Grant programs throughout the state (since 2009). These budget transfers were necessary to make year-end adjustments.

3. **PA Pre-K Counts OCDEL – Program 228**  
   Office of Early Childhood and Student Services  
   7/1/20 – 6/30/21  
   $305,750  
   Funded by the Pennsylvania Department of Education through a contract with the BCIU, this program provides monitoring, technical assistance, consultation, and training and materials for all Pennsylvania Pre-K Counts approved providers. In addition, the BCIU will administer a sub-grant program for two faith-based Pennsylvania Pre-K Counts approved providers (since 2007). These budget transfers were necessary to make year-end adjustments.

4. **BCIU Pre-K Counts Partnership – Program 231**  
   Office of Early Childhood and Student Services  
   7/1/21 – 6/30/22  
   $4,345  
   Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high quality preschool services to 160 at risk children, which as defined is living in households below 300 percent of the federal poverty rate, those who are English language learners or are at risk due to community factors, academic difficulties, or economic disadvantage. BCIU Pre-K Counts is operated in partnership with participating Berks County School Districts and two local Child Care Centers (since 2016). These transfers are necessary due to adjusting to year-end projections.

5. **Title I - Neglected – Program 19-261**  
   Office of Early Childhood and Student Services  
   7/1/19 – 9/30/21  
   $9,449  
   Funded by the federal government through the Pennsylvania Department of Education, this program offers remedial reading and math instruction to students in the Immigration Family Shelter facility during the summer of 2020 (since 1996). These budget transfers are necessary to adjust expenditures to year-end projections.

6. **Special Education Contracted Services – Program 302**  
   Office of Early Childhood and Student Services  
   7/1/20 – 6/30/21  
   $194,826  
   This proprietary program provides to local school districts special education instructional programs and services including Deaf & Hard of Hearing classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991). These budget transfers are necessary to adjust expenditures to year-end projections.
7. **Special Education Core – Program 304**  
Office of Early Childhood and Student Services  
7/1/20 – 6/30/21  
$513,037  
Funded by the Pennsylvania Department of Education, this budget covers costs for management, federal/state mandates for special education, direct services, child tracking (Penn Data) services, and administrative functions designed to support the Special Education programs throughout the Berks County Intermediate Unit and our school districts (since 1991). These transfers are necessary to make year-end adjustments.

8. **Juveniles Incarcerated in Adult Facilities Program – Program 307**  
Office of Early Childhood and Student Services  
7/1/20 – 6/30/21  
$2,634  
Funded by the participant’s resident district, this program provides education services to adjudicated adolescents who are housed in the Berks County Jail System, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997). These transfers are necessary to make year-end adjustments.

9. **Berks Academic Challenge – Program 625**  
Office of Early Childhood and Student Services  
7/1/20 – 6/30/21  
$3,530  
This proprietary program features academic quiz competition based on a student’s general scholastic knowledge and is designed to recognize the high level of scholastic achievement in Berks County and to provide role models for younger students in areas of scholarly pursuit (since 1985). These transfers are necessary due to year-end projections.

10. **Alternative Education Program - Learning Academy at Thomas Ford – Program 626**  
Office of Early Childhood and Student Services  
7/1/20 – 6/30/21  
$559,540  
This proprietary program provides alternative education services at Learning Academy at Thomas Ford to students from grades seven through twelve. A full range of academic courses are provided and there is close staff collaboration with juvenile probation, children and youth services, Service Access Management (SAM), community mental health providers, and drug and alcohol agencies (since 1995). These budget transfers are necessary to make year-end adjustments.

11. **Auxiliary Services to Non-Public Schools (Act 89) – Program 189**  
Office of Professional Development & Curriculum  
7/1/20 – 6/30/21  
$51,648  
Funded by the state, the Act 89 program provides support to approximately 4,826 students in non-public schools. Act 89 staff includes 9 remedial teachers who provide reading and mathematics and 3 psychologists (since 1974). These transfers are necessary to adjust to year-end projections.

12. **Title I Non-Public – Program 190**  
Office of Professional Development & Curriculum  
7/1/20 – 6/30/21  
$42,809  
The Title I Non-public program provides supplemental educational services so that all children have a fair, equal, and significant opportunity to obtain a high-quality education. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to provide these services to eligible students attending non-public schools within Berks County (since July 2007). These budget transfers are necessary to make year-end adjustments.
13. **Title II Non-Public – Program 19-191**  
Office of Professional Development & Curriculum  
7/1/19 – 9/30/21  
$45,160  
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 schoolteachers, 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.

14. **Title IV Non-Public – Program 19-192**  
Office of Professional Development & Curriculum  
7/1/19 – 9/30/21  
$16,490  
The Title IV Non-Public program coordinates funding to improve 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 in 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.

15. **Statewide System of Support Initiatives – Program 209**  
Office of Professional Development & Curriculum  
7/1/20 – 6/30/21  
$66,771  
Funded with both State and Federal dollars, the Commonwealth of Pennsylvania has contracted with the BCIU to provide training and technical assistance for facilitation and coordination of PDE initiatives: Data Governance, Federal Equity, Safe Schools Support, School Climate, State Classroom Diagnostic Tools, State STEM, State Text Dependent Analysis and Targeted School Improvement (since 2015). These transfers are necessary to make year-end adjustments.

16. **Career Readiness – Program 273**  
Office of Professional Development & Curriculum  
7/1/20 – 6/30/21  
$280  
BCIU will provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with Every Student Succeeds Act, the Future Ready PA Index, and proposed Pennsylvania graduation requirements (since 2018). These transfers are necessary due to year-end adjustments.
17. **Comprehensive Support and Improvement – Program 284**  
Office of Professional Development & Curriculum  
7/1/20 – 6/30/21  
$3,016  
The BCIU, through an agreement with the Allegheny Intermediate Unit (AIU3), will provide services associated with the overall system for school improvement and specifically services associated with the Comprehensive Support and Improvement (CSI) that AIU3 has contracted with the Pennsylvania Department of Education to provide statewide. BCIU’s services will include the recruitment, hiring, logistics, and supervision of the Director of School Improvement Performance Management and Assistant Directors of School Improvement Performance Management. BCIU will also serve as a lead partner and advisory member for CSI statewide services (since 2018). These transfers are necessary for year-end projections.

18. **Professional Development Programs – Program 600**  
Office of Professional Development & Curriculum  
7/1/20 – 6/30/21  
$510  
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). These transfers are necessary due to year-end actuals.

19. **Staff Development Workshops – Program 609**  
Office of Professional Development & Curriculum  
7/1/20 – 6/30/21  
$8,755  
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). These transfers are necessary due to year-end actuals.

20. **BCIU Print Service Center – Program 605**  
Office of Information Technology  
7/1/20 – 6/30/21  
$24,171  
This proprietary program provides printing and duplicating services to school districts and to all BCIU departments and programs (since 1980). These budget transfers are necessary to make year-end adjustments.

21. **Network and Computer Services – Program 670**  
Office of Information Technology  
7/1/20 – 6/30/21  
$2,657  
Comprised of two sub-budgets including the Berks County Wide Area Network (WAN) project, this program combines networking, PAIUNET and other technology related services for external customers (since 1989). These transfers are necessary for year-end adjustments.

22. **Information Technology Software Services – Program 671**  
Office of Information Technology  
7/1/20 – 6/30/21  
$42,473  
Comprised of two sub-budgets, this proprietary fund accounts for expenditures and revenue related to supplemental services internal and external to the Berks County Intermediate Unit. These services include software as a service hosting, application development, software support and training, documentation, and technology consultation (since 1994). These transfers are necessary for year-end projections.
23. Berks County Intermediate Unit General Fund – Program 115
Office of Business Services
7/1/20 – 6/30/21 $433,803
This budget is the general operating budget for the Berks County Intermediate Unit (BCIU). The BCIU provides mandated services for the school districts of Berks County, along with providing support services for all the programs at the Intermediate Unit. These transfers are necessary for year-end adjustments.

10. COMMUNICATIONS

No Items to Report

11. OLD BUSINESS

No Items to Report

12. REPORT OF NEGOTIATIONS COMMITTEE

Elizabeth S. Huhn, Chair

13. PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

A. General

1. To approve the position description for Supervisor – PA’s Education for Children and Youth Experiencing Homelessness Program and Foster Care Education, Office of Early Childhood and Student Services, effective January 3, 2022.

2. To approve the following position descriptions:
   a. Data Specialist, The Pennsylvania Key
   b. Employee Relations Coordinator, Office of Human Resources

3. To acknowledge receipt of the list containing the removal of Transportation Substitutes from the 2021-2022 Approved Substitute List, effective January 21, 2022.

4. To acknowledge receipt of the list containing stipend payments for participation in a Trauma-Informed Train the Trainer Program for Board Approval.

5. 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. Enrique Alberto Jaquez Benitez – November 17, 2021
      ii. Yisleida Lopez – Effective Date – December 3, 2021
      iii. Emelin Matos – Effective Date – November 16, 2021
      iv. Christopher Mora Rodriguez – Effective Date – November 11, 2021
      v. Xiomara Nunex – Effective Date – December 20, 2021
   b. Van Driver
      vi. Juan Carlos Delon Matos – Effective Date – November 11, 2021
      vii. Michelle Cristina – Effective Date – December 3, 2021
      viii. Mayory Guzman Acosta – Effective Date – November 17, 2021
B. Employment – Ratifications

1. Business Services/Operations Office
   a. Brian G. Berger, Sr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates – $17.75, $14.50, and $13.33
      Effective Date – November 22, 2021
      Replacement

   b. Alan J. Burggraf – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates – $17.75, $14.50, and $13.33
      Effective Date – November 15, 2021
      Replacement

   c. Robert W. Gilbert – Part-time School Bus Driver Trainee, Transportation
      Recommended Hourly Rate – $16.55
      Effective Date – November 30, 2021
      Replacement

   d. Warren Z. Good – Part-time School Bus Driver Trainee, Transportation
      Recommended Hourly Rate – $16.55
      Effective Date – November 15, 2021
      Replacement

   e. Marie T. Hafer – Part-time School Bus Driver Trainee, Transportation
      Recommended Hourly Rate – $16.55
      Effective Date – November 22, 2021
      Replacement

   f. Samuel W. Hardy – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates – $17.75, $14.50, and $13.33
      Effective Date – November 15, 2021
      Replacement

   g. Norma I. Hidalgo Calderon – Part-time Bus/Van Assistant and Misc. Transportation
      Recommended Hourly Rates – $14.50 and $13.33
      Effective Date – November 15, 2021
      Replacement

   h. Marie G. Leonardo – Part-time School Bus Driver Trainee, Transportation
      Recommended Hourly Rate – $16.55
      Effective Date – November 15, 2021
      Replacement

   i. Giovanni Lievano – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates – $17.75, $14.50, and $13.33
      Effective Date – November 22, 2021
      Replacement
j. Luz M. Pizarro – Part-time Bus/Van Assistant and Misc. Transportation
   Recommended Hourly Rates – $14.50 and $13.33
   Effective Date – November 15, 2021
   Replacement

k. Rosa O. Polanco – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – December 20, 2021
   Replacement

l. Rose Rivera Aponte – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – November 22, 2021
   Replacement

m. Antonio Romelis – Part-time School Bus Driver Trainee, Transportation
   Recommended Hourly Rate – $16.55
   Effective Date – November 22, 2021
   Replacement

n. Amber M. Sandoval – Part-time Bus/Van Assistant and Misc. Transportation
   Recommended Hourly Rates – $14.50 and $13.33
   Effective Date – November 15, 2021
   Replacement

o. Monica Tinoco Fernandez – Part-time School Bus Driver Trainee, Transportation
   Recommended Hourly Rate – $16.55
   Effective Date – December 6, 2021
   Replacement

2. Early Childhood & Student Services Office
   a. Katherine Abreu – Level V Bilingual Program Secretary, Pre-K Counts
      Recommended Hourly Rate – $14.43
      Effective Date – January 3, 2022
      Replacement

   b. Kathleen D. Burggraf – Paraeducator, Head Start
      Recommended Hourly Rate – Level I, Probationary, $12.26
      Effective Date – January 3, 2022
      Replacement

   c. Laury M. Cedeno – Enrollment Specialist, Pre-K Counts
      Recommended Hourly Rate – $14.25
      Effective Date – December 6, 2021
      Replacement

   d. Katherine A. Clemente-Colon – Paraeducator, Early Intervention
      Recommended Hourly Rate – $12.70
      Effective Date – January 3, 2022
      Replacement
e. Stephanie DeLong – Teacher, Pre-K Counts
   Recommended Annual Salary – Column 2, Step 1, $40,000 (to be prorated)
   Effective Date – December 20, 2021
   Replacement

f. Tara L. Eck – Paraeducator, Early Intervention
   Recommended Hourly Rate – $12.70
   Effective Date – November 30, 2021
   Replacement

g. Kaitlyn A. Gibson – Paraeducator, Early Intervention
   Recommended Hourly Rate – $11.35
   Effective Date – December 13, 2021
   Replacement

h. Madelyn M. Krause – Specialized Preschool Teacher – Classroom, Early Intervention
   Recommended Annual Salary – Column 1, Step 2, $49,555 (to be prorated)
   Effective Date – January 3, 2022
   Replacement

i. Cierra I. Melendez – Paraeducator, Head Start
   Recommended Hourly Rate – Level I, Probationary, $12.26
   Effective Date – November 15, 2021
   Replacement

j. Liliana Moore – Social Worker, Early Childhood and Student Services
   Recommended Annual Salary – Column 4, Step 7, $67,290 (to be prorated)
   Effective Date – November 22, 2021
   Replacement

k. Sarah E. Rice Glezman – Occupational Therapist, Early Intervention
   Recommended Hourly Rate – Column 4, Step 3, $47.81
   Effective Date – January 3, 2022
   Replacement

l. Casey L. Slater – Floating Teacher, Head Start
   Recommended Hourly Rate – Level I, Probationary, $18.51
   Effective Date – November 30, 2021
   Replacement

3. Professional Development & Curriculum Office
   a. Rochelle S. Deane – Program Quality Assessor, The Pennsylvania Key
      Recommended Annual Salary – $53,857 (to be prorated)
      Effective Date – November 30, 2021
      Replacement

   b. Joanett Soto – Administrative Assistant, The Pennsylvania Key
      Recommended Annual Salary – $42,670 (to be prorated)
      Effective Date – November 30, 2021
      Replacement
C. Change of Status – Ratifications

1. Business Services/Operations Office
   a. Stacey Aguilar
      Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time School Bus Driver Trainee, Transportation
      Change Recommended Hourly Rates from $17.75, $14.50, and $13.33 to $16.55
      Effective Date – October 25, 2021
      Replacement

   b. Gina Bernal
      Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time School Bus Driver Trainee, Transportation
      Change Recommended Hourly Rates from $17.75, $14.50, and $13.33 to $16.55
      Effective Date – October 4, 2021
      Replacement

   c. Christina Cooper
      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 – December 2, 2021
      Voluntary Reassignment

   d. Cathey Cruz – Supervisor, Transportation, Early Intervention
      Recommended Weekly Stipend – $125
      Effective Date – September 7, 2021
      Temporary Additional Responsibilities

   e. Ernst Dasney
      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 – December 14, 2021
      Voluntary Reassignment

   f. Ruby Garcia-Aguirre
      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 21, 2021
      Voluntary Reassignment

   g. Teresa Lemus
      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 – November 9, 2021
      Voluntary Reassignment
h. Giovanni Lievano
   Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time School Bus Driver Trainee, Transportation
   Change Recommended Hourly Rates from $17.75, $14.50, and $13.33 to $16.55
   Effective Date – December 10, 2021
   Replacement

i. Sherry Reaser
   Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Bus/Van Specialist, Transportation
   Change Recommended Hourly Rates from $22.05, $17.75, $14.50, and $13.33 to $26.75
   Effective Date – November 30, 2021
   Replacement

j. Emily Sadowski – Level VI Clerk, Fiscal Services
   Recommended Hourly Rate – $14.93
   Effective Date – November 1, 2021
   Additional Assignment

k. Dre-Lynn Sanders
   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 – November 4, 2021
   Voluntary Reassignment

l. Lauri Serrano – Part-time Fueler, Transportation
   Effective Date – August 30, 2021
   Removal of Assignment

m. Yolette Thomas
   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 – September 13, 2021
   Voluntary Reassignment

n. Yolette Thomas
   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 31, 2021
   Replacement

o. Archie Ulshafer
   Change from Part-time Bus/Van Specialist, Transportation to Assistant Supervisor, Transportation, Reading
   Change Recommended Hourly Rate from $26.75 to Annual Salary, $40,000 (to be prorated)
   Effective Date – November 30, 2021
   Additional Position
p. Beth Wentzel – Assistant Supervisor, Transportation, Special Needs
   Change Recommended Hourly Rate from $21.25 to Annual Salary, $47,000 (to be prorated)
   Effective Date – November 22, 2021

Reorganization

2. Early Childhood & Student Services Office
   a. Geneva Aulenbach – Teacher, Head Start
      Change Recommended Hourly Rate from Level III, Probationary, $20.20 to Level III, Entry, $20.76
      Effective Date – November 29, 2021
      Completed Probationary Period

   b. Mary Boyle
      Change from Paraeducator, Early Intervention to Substitute Paraeducator, Early Intervention
      Change Recommended Hourly Rate from $13.46 to $10.35
      Effective Date – December 8, 2021
      Voluntary Reassignment

   c. Casiana Cristurean
      Change from Substitute Paraeducator, Pre-K Counts to Paraeducator, Pre-K Counts
      Change Recommended Hourly Rate from $10.30 to $12.70
      Effective Date – December 6, 2021
      Replacement

   d. Stephanie DeLong – Teacher, Pre-K Counts
      Recommended Hourly Rate – $30.08
      Effective Date – December 23, 2021 – January 3, 2022
      Additional Hours (not to exceed 14 hours)

   e. Melissa DeMotta
      Change from PA’s Education for Children and Youth Experiencing Homelessness Specialist, ECYEH to Supervisor, PA’s Education for Children and Youth Experiencing Homelessness Program and Foster Care Education, ECYEH
      Change Recommended Annual Salary from $50,798 to $66,810 (to be prorated)
      Effective Date – January 3, 2022
      New Position

   f. Daryll Ellison – Mental Health Specialist, Head Start
      Change Recommended Hourly Rate from Level III, Probationary, $24.61 to Level III, Entry, $25.17
      Effective Date – December 13, 2021
      Completed Probationary Period

   g. Kelli Ernst – Disabilities/Transition Specialist, Head Start
      Change Recommended Hourly Rate from Level I, Probationary, $23.50 to Level I, Entry, $24.06
      Effective Date – December 7, 2021
      Completed Probationary Period
h. Lauren Hammond  
Change from PA’s Education for Children and Youth Experiencing Homelessness Site Coordinator, ECYEH to PA’s Education for Children and Youth Experiencing Homelessness and Foster Care Education Specialist, ECYEH  
Change Recommended Annual Salary from $36,281 to $45,424 (to be prorated)  
Effective Date – January 3, 2022  
Replacement

i. Kristen Hoffa – Program Administrator, PA’s Education for Children and Youth Experiencing Homelessness Program and Foster Care Education, ECYEH  
Change Recommended Annual Salary from $66,926.88 to $81,926.28 (to be prorated)  
Effective Date – January 3, 2022  
Reorganization

j. Mary-Teresa James – Audiologist, Special Education  
Change Recommended Hourly Rate from $69.90 to Annual Salary, Column 7, Step 16, $91,005 (to be prorated)  
Effective Date – November 8, 2021  
Additional Hours

k. Tabitha Kramer  
Change from PA’s Education for Children and Youth Experiencing Homelessness Specialist, ECYEH to Supervisor, PA’s Education for Children and Youth Experiencing Homelessness Program and Foster Care Education, ECYEH  
Change Recommended Annual Salary from $49,602 to $65,614 (to be prorated)  
Effective Date – January 3, 2022  
New Position

l. Kristin Mateer – Floating Teacher, Head Start  
Change Recommended Hourly Rate from Level III, Probationary, $20.20 to Level III, Entry, $20.76  
Effective Date – December 20, 2021  
Completed Probationary Period

m. Britanyana Santiago  
Change from Paraeducator, Head Start to Substitute Paraeducator, Head Start  
Change Recommended Hourly Rate from Level II, Entry, $13.37 to $10.30  
Effective Date – November 15, 2021  
Voluntary Reassignment

n. Kara Stezenko – Educational Interpreter, Special Education  
Recommended Hourly Rate – $24.02  
Effective Date – October 21, 2021 – March 19, 2022  
Additional Hours (not to exceed 200 hours)

o. Kimberly Vega – Family Engagement Worker, Head Start  
Change Recommended Hourly Rate from Level III, Probationary, $18.51 to Level III, Entry, $19.08  
Effective Date – December 13, 2021  
Completed Probationary Period
p. Olesia Wright
   Change from Enrollment Specialist, Pre-K Counts to Paraeducator, Head Start
   Change Recommended Hourly Rate from $14.25 to Level I, Entry, $12.82
   Effective Date – January 10, 2022
   Replacement

3. Professional Development & Curriculum Office
   a. Stacey Breiner – Educational Consultant, Training and Consultation
      Recommended Hourly Rate – $67.75
      Effective Date – January 3, 2022 – June 30, 2022
      Additional Hours (not to exceed 49 hours)
   b. Alec Johnson
      Change from Customer Experience Specialist, The Pennsylvania Key to Customer Experience
      Administrative Coordinator, The Pennsylvania Key
      Change Recommended Annual Salary from $42,670 to $46,120 (to be prorated)
      Effective Date – November 30, 2021
      New Position
   c. Colleen Rios – Educational Consultant, Training and Consultation
      Recommended Hourly Rate – $67.75
      Effective Date – January 3, 2022 – June 30, 2022
      Additional Hours (not to exceed 49 hours)

D. Additions to 2021-2022 Approved Substitute Lists – Ratifications
   Alternative Education
   Mary Boyle, Specialist – Effective December 8, 2021
   Aimee Forte, Teacher – Effective November 15, 2021
   Miranda Madara, Specialist – Effective December 20, 2021
   Britanyana Santiago, Specialist – Effective November 15, 2021

   Early Intervention
   Aimee Forte, Teacher – Effective November 15, 2021
   Miranda Madara, Paraeducator – Effective December 20, 2021
   Britanyana Santiago, Paraeducator – Effective November 15, 2021

   Facilities
   Cory Hambrick, Custodian – Effective November 15, 2021

   Head Start
   Mary Boyle, Paraeducator – Effective December 8, 2021
   Aimee Forte, Teacher – Effective November 15, 2021
   Miranda Madara, Paraeducator – Effective December 20, 2021

   Pre-K Counts
   Mary Boyle, Paraeducator – Effective December 8, 2021
   Aimee Forte, Teacher – Effective November 15, 2021
   Miranda Madara, Paraeducator – Effective December 20, 2021
   Britanyana Santiago, Paraeducator – Effective November 15, 2021
Board of Directors Meeting
January 20, 2022
Dr. Jill M. Hackman, Executive Director
AGENDA – PAGE 21

Special Education
Mary Boyle, Specialist – Effective December 8, 2021
Aimee Forte, Teacher – Effective November 15, 2021
Miranda Madara, Specialist – Effective December 20, 2021
Britanyana Santiago, Specialist – Effective November 15, 2021

Transportation
Miguel Rodriguez, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – November 30, 2021
Richard Schott, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 6, 2021

E. Additions to Approved 2021-2022 Out-Of-Class Substitute Lists – Ratifications
No Items to Consider

F. Remove from 2021-2022 Approved Substitute Lists

Alternative Education
Britanyana Santiago, Specialist – Effective November 30, 2021

Early Intervention
Britanyana Santiago, Paraeducator – Effective November 30, 2021

Head Start
Britanyana Santiago, Paraeducator – Effective November 30, 2021

Pre-K Counts
Britanyana Santiago, Paraeducator – Effective November 30, 2021

Special Education
Nicole Charles, Communication Facilitator – Effective December 22, 2021
Britanyana Santiago, Specialist – Effective November 30, 2021

Transportation
Carmen Colon, Substitute Driver w/o Bus License, Assistant, and Misc. – Effective November 1, 2021
Susan Hettrick, Substitute Driver w & w/o Bus License, Assistant, and Misc. – Effective November 12, 2021

G. Employment – Approvals
1. Business Services/Operations Office
      Recommended Annual Salary – $90,000 (to be prorated)
      Effective Date – January 31, 2022
      Replacement

2. Early Childhood & Student Services Office
   a. Danielle R. Smyre – School Psychologist, Special Education
      Recommended Annual Salary – Column 8, Step 10, $78,639 (to be prorated)
      Effective Date – To be determined pending pre-employment process
      Replacement
H. Change of Status – Approvals
1. Human Resources Office
   a. Isabel Henao
      Change from Administrative Assistant, Head Start to Data and Reporting Specialist, Human Resources
      Change Recommended Hourly Rate from $22.12 to Annual Salary, $46,333 (to be prorated)
      Effective Date – To be determined
      Replacement

2. Information Technology Office
   a. Chaudene Michalek
      Change from Assistant Program Administrator, Fiscal Services to Customer Success Specialist, Information Technology
      Change Recommended Annual Salary from $74,284.56 to $54,060 (to be prorated)
      Effective Date – February 14, 2022
      New Position

3. Professional Development & Curriculum Office
   a. Karen Henrichs
      Change from Assistant Director of School Improvement Performance Management, OPDC to Director of School Improvement Performance Management, OPDC
      Change Recommended Annual Salary from $90,780 to $101,640 (to be prorated)
      Effective Date – January 24, 2022
      Replacement

I. Leave of Absence Requests
1. Business Services/Operations Office
   Personal Leave (unpaid – with benefits – FMLA)
   a. Bethsaida Cheek – Dispatcher, Transportation
      Effective Date – November 17, 2021

   Personal Leave (unpaid – without benefits – Not FMLA)
   b. Jamie Brango – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 1, 2021
   c. Giselle Fargas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 16, 2021
   d. Tina Grande – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – October 25, 2021
   e. Orsola Kirby – Part-time Bus/Van Assistant and Misc. Transportation
      Effective Date – September 1, 2021
   f. Marie Leonardo – Part-time School Bus Driver Trainee, Transportation
      Effective Date – December 7, 2021
   g. Jeannann Lynn-Roman – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – November 2, 2021
   h. Marlene Richards – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – November 8, 2021
   i. Lauri Serrano – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – November 15, 2021
   j. Cynthia Thomas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – November 4, 2021
   k. Archie Ulshafer – Part-time Bus/Van Specialist. Transportation
      Effective Date – October 25, 2021
2. Professional Development & Curriculum Office  
   Personal Leave (unpaid – with benefits – FMLA)  
      Effective Date – December 6, 2021

J. Return from Leave of Absence Requests  
1. Business Services/Operations Office  
   Personal Leave (unpaid – without benefits – not FMLA)  
   a. Jamie Brango – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
      Effective Date – December 14, 2021  
   b. Tina Grande – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
      Effective Date – August 16, 2021  
   c. James McLoughlin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
      Effective Date – October 18, 2021  
   d. Marlene Richards – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
      Effective Date – December 6, 2021  
   e. Lauri Serrano – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
      Effective Date – November 30, 2021  
   f. Archie Ulshafer – Part-time Bus/Van Specialist, Transportation  
      Effective Date – November 11, 2021

2. Early Childhood & Student Services Office  
   Personal Leave (unpaid – with benefits – FMLA)  
   a. Myra Arndt – Family Engagement Worker, Head Start  
      Effective Date – November 8, 2021  
   b. Stephanie Kirkner – Speech Therapist, Early Intervention  
      Effective Date – December 1, 2021

K. Retirements  
1. Business Services/Operations Office  
   a. Bonnie L. Finkbone – Dispatcher, Transportation  
      Effective Date – January 10, 2022  
   b. Timothy M. Koch – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
      Effective Date – December 10, 2021  
   c. Josefa Pena – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
      Effective Date – December 17, 2021

2. Early Childhood & Student Services Office  
   a. Robin D. Gruber – Specialized Preschool Teacher – Itinerant, Early Intervention  
      Effective Date – June 14, 2022  
   b. Linda D. Johnson – Teacher, Head Start  
      Effective Date – December 3, 2021

3. Professional Development & Curriculum Office  
   a. Cheryl L. Gregory – Level V Program Secretary  
      Effective Date – February 21, 2022
I. Resignations

1. Business Services/Operations Office
   a. Brian G. Berger, Sr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – November 30, 2021
   b. Osvaldo Clemente, Sr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 17, 2021
   c. Lori A. Emery – Part-time School Bus Driver Trainee, Transportation
      Effective Date – November 10, 2021
      Effective Date – December 17, 2021
   e. Masiel R. Gomez – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 6, 2021
   f. Janet A. Marburger – Part-time Driver w & w/o Bus License, Assistant, Misc., and Fueler, Transportation
      Effective Date – November 16, 2021
   g. Frank J. McKenzie – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 22, 2021
   h. Michael A. Molina – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – December 22, 2021
   i. Luz M. Pizarro – Part-time Bus/Van Assistant and Misc. Transportation
      Effective Date – December 3, 2021
   j. Rosaura M. Polanco – Part-time Bus/Van Assistant and Misc. Transportation
      Effective Date – November 18, 2021
   k. Jacqueline R. Wise – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – January 3, 2022

2. Early Childhood & Student Services Office
   a. Tanya M. Kleffel – Paraeducator, Early Intervention
      Effective Date – December 15, 2021
   b. Erika R. Obiegbu – Speech Therapist, Early Intervention
      Effective Date – March 4, 2022
   c. Monica Potoczky – Paraeducator, Early Intervention
      Effective Date – December 15, 2021
   d. Aaryn C. Snyder – Teacher, Head Start
      Effective Date – January 7, 2022
   e. Talitha A. Wolfe – Paraeducator, Head Start
      Effective Date – November 15, 2021

3. Information Technology Office
   a. Lori A. Bogumil – Systems Analyst/Developer I
      Effective Date – January 7, 2022

4. Professional Development & Curriculum Office
      Effective Date – December 6, 2021
M. Terminations
   1. Business Services/Operations Office
      a. Josephine M. Audette – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
         Effective Date – January 21, 2022
         Violation of Policy
      b. Melissa Cancel – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
         Effective Date – January 21, 2022
         Violation of Policy
      c. Barbara J. Sims – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
         Effective Date – January 21, 2022
         Violation of Policy

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

      b. Ilein Parra
         Change from Level V Bilingual Program Secretary, Pre-K Counts to Substitute Secretary,
         Office of Early Childhood & Student Services
         Change Recommended Hourly Rate from $14.95 to $12.50
         Effective Date – November 16, 2021
         Voluntary Reassignment

   2. Professional Development & Curriculum Office
      a. Tiffany D. Smith – Intervention Teacher, Act 89
         Recommended Annual Salary – Column 4, Step 11, $77,185 (to be prorated)
         Effective Date – January 3, 2022
         Date Amended

14. OTHER MATTERS FOR CONSIDERATION
   A. EARLY CHILDHOOD & STUDENT SERVICES
      —DR. MICHELLE REICHARD-HUFF, DIRECTOR

   1. To authorize the appropriate officers to execute an agreement between the Berks County
      Intermediate Unit and Tower Behavioral Health, for the Berks County Intermediate Unit to
      provide educational services for students with mental health needs attending Tower Behavioral
      Health for Summer Programming for a fee of $212 per day.

   2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Tuscarora
      Intermediate Unit, for the BCIU to provide services and support related to early intervention
      evidence-based implementation for inclusive practices, effective September 1, 2021, through
      June 30, 2022, at a cost of $15,000.

   3. To ratify an amendment to Agreement # ICA-235028-21 between Berks County Intermediate
      Unit (BCIU) and the County of Berks, for the BCIU to operate the General Education
      Development Program at the Berks County Jail System, extending the agreement for an
      additional one-year term, effective January 1, 2022, through December 31, 2022, for an
      amount not to exceed $142,782 during the term of the agreement.
4. To ratify an amendment to the agreement between the Berks County Intermediate Unit (BCIU) and the Community Services Group (CSG), for CSG to render services to children and youth experiencing homelessness in conjunction with the Education for Children and Youth Experiencing Homelessness program, changing the effective date to January 3, 2022, through June 30, 2022 (from nine months to six months). As a result, the payment that the BCIU provides to CSG will be $472.64 per day, at a sum not to exceed $60,971. All other terms and conditions of this agreement will remain in full force and effect.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DR. DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District (BHASD), for the BCIU to provide professional services related to the neuroscience of belonging for a fee of $125 according to the agreement, for services to be provided on March 22, 2022, or alternate dates as needed.

2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District (BHASD), for the BCIU to provide professional services related to ESL policy and instructional strategies, for a fee of $250 according to the agreement, for services to be provided on January 11, 2022, or alternate dates as needed.

3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Northampton Community College, for Northampton Community College to offer a three (3) credit course, EARL 160, Early Childhood Health Advocate, during the spring 2022 semester to Early Childhood Education practitioners within the Commonwealth of Pennsylvania, for a fee not to exceed $10,638 for the period of February 24, 2022, through June 30, 2022 (The Pennsylvania Key).

4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the American Program Bureau, Inc., for the American Program Bureau, Inc. to secure Ms. Sonia Manzano as the keynote speaker for the Grantee Annual Meeting to be held on March 23, 2022, for a fee of $10,000 plus expenses for the period of December 7, 2021, through March 31, 2022 (The Pennsylvania Key).

5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Expo, Inc., for Expo, Inc. to make its Expo Pass Platform available to the Pennsylvania Key for each event that takes place between December 16, 2021, to December 15, 2022, for a fee of $10,995 (The Pennsylvania Key).

6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Healthy Minds Innovation, Inc., for Healthy Minds Innovations, Inc. to provide the Healthy Minds Program Mobile Application to approximately 150 staff of Early Learning Resource Centers in Pennsylvania, for a fee of $2,589 for the period of January 10, 2022, through January 9, 2024 (The Pennsylvania Key).

7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Illustrating Progress, for Illustrating Progress to serve in a graphic facilitation capacity for the 2022 Grantee Annual Meeting, for a fee of $7,190 for the period of January 4, 2022, through June 30, 2022 (The Pennsylvania Key).
8. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Signing with Miss Steph, LLC, for Signing with Miss Steph, LLC to provide a Signing Smart™ Workshop for Early Communication for the Early Head Start Home Visiting Program, for a fee of $1,684.20 for the period of December 1, 2021, through March 31, 2022 (The Pennsylvania Key).

9. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Public Health Management Corporation (PHMC), for the BCIU to replicate the established statewide IECHMC Consultation Project in an effort to expand supports in the Philadelphia area to early learning programs and to provide professional services through New World Now, LLC (NWN) for the Professional Development Registry for Philadelphia with total services in the amount not to exceed $36,228.75 for the period of July 1, 2021, through June 30, 2022 (The Pennsylvania Key).

10. To ratify Amendment #2 between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for CSIU to modify its scope of services to continue to provide professional services related to the maintenance and minimal development of the SMART / Document Uploader databases, effective July 1, 2021, through September 30, 2022. This amendment provides for a funding increase of $78,097 for a revised total of $360,247 (The Pennsylvania Key).

11. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Child Care Association (PACCA), T.E.A.C.H. Early Childhood Pennsylvania Scholarship Program, for PACCA, T.E.A.C.H. to modify the scope of services to further increase T.E.A.C.H. participation of staff employed at STAR 1 and 2 Programs, effective December 16, 2021. This amendment provides for a funding increase of $502,000 for a revised total of $4,645,750. All other terms and conditions remain in force (The Pennsylvania Key).

12. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU), for PSU to modify its scope of services to deliver a one-hour course to all childcare providers in Pennsylvania to include updates to the 10-hour Get Started course focused on emergency preparedness, effective November 22, 2021. This amendment provides for a funding increase of $365,007 for a revised total of $735,416. All other terms and conditions remain in force (The Pennsylvania Key).

13. To ratify Amendment #1 to the current memorandum of understanding regarding website transition between the Berks County Intermediate Unit – Executive Office Creative Team and The Pennsylvania Key, for the BCIU – Executive Office Creative Team to extend the term of the memorandum of understanding at no cost through June 30, 2022. All other terms and conditions remain in full force (The Pennsylvania Key).

C. INFORMATION TECHNOLOGY
   —SCOTT MAJOR, CIO / DIRECTOR

1. To authorize the appropriate officers to execute a renewal of agreement between the Berks County Intermediate Unit (BCIU) and IntegraOne for VMware Production Support. The term of the agreement is 12 months, from February 1, 2022, to January 31, 2023, at a cost not to exceed $8,764.

2. To authorize the appropriate officers to execute a renewal of agreement between the Berks County Intermediate Unit (BCIU) and PatchMyPC for a subscription to PatchMyPC for SCCM. The term of the agreement is 12 months, from February 19, 2022, to February 18, 2023, at a cost not to exceed $1,394.
3. To authorize the appropriate officers to execute a renewal of the Cofense PhishMe Licenses (for Cybersecurity Education, Training and Awareness platform) from CDW-G on behalf of seven (7) districts/schools in Berks County, at a cost not to exceed $1,685. The term of the agreement is one year commencing on January 22, 2022.

4. To ratify an amendment to an agreement between the Berks County Intermediate Unit (BCIU) and Windstream Enterprise, for Windstream Enterprise to provide voice services at the BCIU Main Office and Education Centre locations, at a total monthly recurring cost of $1,018.48. The term of the agreement is for 36 months commencing on December 29, 2021.

5. To ratify an agreement between the Berks County Intermediate Unit and the St. Margaret School, for E-rate Support Services for the 2022-2023 fiscal year, at costs reflected in the agreement for selected services. The term of the agreement commences January 2022 and will remain in place until all E-rate filings and reimbursements for the 2022-2023 fiscal year are completed, approximately August 2023.

D. BUSINESS SERVICES/OPERATIONS  
—DONNA DELORETTA, CFO / COO

1. To award contracts for Copy Paper through the Berks County Joint Purchasing Board.

2. To request permission to solicit bids for Food Service Paper Products.

3. To authorize the appropriate officers to execute an agreement with Co-County Wellness Services (CCWS), for CCWS to provide Contact Tracing as it relates to its students’ and employees’ confirmed or potential COVID-19 infections, effective January 24, 2022, through June 30, 2022, at a rate of $30.92 per hour.

4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Exeter Township School District, for the BCIU to lease approximately 525 square feet of garage bay space on a month-to-month basis for $525 per month for the repair and servicing of their district transportation vehicles, effective January 17, 2022.

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 CCIU, effective November 11, 2021, with an aide at a rate of $450 per day.
   b. To transport Special Needs students to Devereux Brandywine, effective November 29, 2021, at a rate of $325 per day.

6. To approve a change in the mileage allowance rate from 56¢ per mile to 58.5¢ per mile to conform with Internal Revenue Service regulations, effective January 1, 2022.

E. ADMINISTRATION  
—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To acknowledge the six-month review of the Berks County Intermediate Unit Health and Safety Plan, as required by the American Rescue Plan (ARP) Act.

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT