Donna DeLoretta, CFO/COO
The Director shall be responsible for developing and supervising all management services relative to all the components/programs that comprise the Intermediate Unit.

Eric Clemmer, Assistant Director, Operations
The Assistant Director for Operations shall be responsible for developing and managing all business operations as they relate to all the components/programs that comprise the Intermediate Unit including management of operations, maintenance, purchasing, and transportation.

Lucille Gallis, Assistant Director, Finance
The Assistant Director for Finance shall be responsible for developing and managing all business financials as they relate to all the components/programs that comprise the Intermediate Unit including management of the overall accounting, daily financial operations, and payroll.

Key Office Responsibilities

Financial Accounting Services
- Fiscal Management
  - Budgeting
  - Financial analysis
  - Financial reporting
  - Audit and compliance
- Daily Operations
  - General Ledger
  - Accounts Receivable
  - Accounts Payable
  - Billing
  - Payroll
  - Fixed Assets
- Cash Management
- Internal auditing
- Financing and Borrowing
- Annual Financial Report preparation
- Financial Accounting and Clerical Services for Berks County School Districts Health Trust

Management Services
- Insurance
- Statistical studies
- Financial surveys
- Lease agreements and contracts
- Collective bargaining negotiations
- Disseminate State/Federal education information to school districts
- CDA Voucher program
- Receptionist duties
- Mailroom operations

Safety & Security Services
- Berks County Schools Consortium
  - Crisis and Emergency Response Planning
  - School Safety and Security Assessments
  - Training and Exercises
- All Hazards Planning
- Safe Schools
Operations and Maintenance Services

- Grounds and maintenance of IU owned and leased facilities
  - Snow removal, grass cutting, painting, electrical, plumbing, HVAC
- Custodial services for IU owned and leased facilities
  - Office and classroom cleaning
  - Meeting room set-up
- Safety and Training
  - First aid, CPR, Fire safety
  - Safety Committee
  - Medical Emergency Response Team
  - Berks County Crisis Flight Team
  - Stop the Bleed
- Central Warehouse
  - Shipping and Receiving
  - Receipt and distribution of inventory supplies
- Interschool deliveries
- Room reservations
- Security access and monitoring
- Cafeteria services liaison
- Centralized Purchasing
- Bids and Requests for Proposal
- Joint Purchasing
  - Fuel
  - Physical Education supplies
  - Classroom and office supplies
  - Art supplies
  - Custodial supplies
  - Medical and nursing supplies
  - Copy paper
  - Trash services

Transportation Services

- School District Contracts
  - Antietam
  - Muhlenberg
  - Reading
  - Tulpehocken Area
- Special Needs
- Early Intervention
- Head Start
- Non-Public Schools
- Vehicle fleet repairs and maintenance
- Driver training
- CDL testing