



### **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

## **CONTACT US**

Donna DeLoretta  
CFO | COO  
610-987-8635  
dondel@berksiu.org

Eric Clemmer  
Assistant Director,  
Operations  
610-987-8596  
ericl@berksiu.org

Lucille Gallis  
Assistant Director,  
Finance  
610-987-8608  
lucgal@berksiu.org

Debbie Dombroski  
Accounting Services  
Specialist  
610-987-8407  
debdom@berksiu.org

## 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

