

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

◆ **EMPLOYEE OF THE MONTH FOR SEPTEMBER 2022**

— Luz Ruiz, Driver, Transportation
Office of Business Services / Operations

◆ **RETIREE**

— Dr. Brenda Robertson, Program Administrator of Logistics
Office of Early Childhood and Student Services

II. FEATURED PROGRAM

◆ **INSIDE BCIU | TRANSPORTATION PROGRAM: RECRUITMENT CAMPAIGN**

— Dr. Jill Hackman, Executive Director
— Donna DeLoretta, Chief Financial Officer / Chief Operating Officer

III. EXECUTIVE SESSION

IV. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
1. Newslink
 2. Legislative Update
 3. Annual Board Policy Notification and Acknowledgement
 4. 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 September 15, 2022

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

SOURCE		PAGE	AMOUNT
September	2022 Ratifications – IU	1-30	\$6,997,832.53
September	2022 Ratifications – PSDLAF	1-01	\$5,181.76
September	2022 Ratifications – IU Wires	1-01	\$6,000.00
October	2022 Ratifications – IU	1-09	\$768,621.96
October	2022 Approvals – IU	1-08	\$396,015.60
October	2022 Approvals – IU Wires	1-00	\$0.00
TOTAL			\$8,173,651.85

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

Amount Outstanding
October 14, 2022
\$0

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF OCTOBER 14, 2022:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$395,542.04	\$101,157.02	\$13,500.00	\$74,492.46	\$3,072.63
Commonwealth of PA	\$8,469,386.00	\$0.00	\$0.00	\$296,468.73	\$0.00
Other Revenue Sources	\$175,457.24	\$85,925.44	\$27,987.33	\$171,787.88	\$27,283.38
TOTALS	\$9,040,385.28	\$187,082.46	\$41,487.33	\$542,749.07	\$30,356.01
GRAND TOTAL	\$9,842,060.15				

06. APPROVAL/RATIFICATION OF HEAD START:

- Head Start Notice of Award Closeout 2021
- Financial Statements (September 2022)
- Credit Card Purchases (September 2022)
- Policy Council Minutes/Resolutions (September 2022)
- Head Start Director's Report

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE SEPTEMBER 1, 2022 **\$11,077,042.38**

RECEIPTS

REVENUE RECEIPTS	\$9,316,737.82	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$9,316,737.82</u>
		\$20,393,780.20

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$601,134.03	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$134,608.90	
BOARD APPROVAL WIRES	\$3,000.00	
POST-BOARD RATIFICATIONS PSDLAF	\$5,181.76	
POST-BOARD RATIFICATIONS IU	\$6,997,832.53	
POST-BOARD RATIFICATIONS WIRES	\$6,000.00	
TOTAL CHECKS WRITTEN	\$7,747,757.22	
CHECKS VOIDED	(\$9,797.79)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,326,712.27</u>	<u>\$13,064,671.70</u>
ENDING BALANCE - SEPTEMBER 30, 2022		\$7,329,108.50
CASH AVAILABLE-SEPTEMBER 30, 2022		\$7,329,108.50

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

SEPTEMBER 2022	
TOMPKINS	\$16,558.56
CHASE	\$4.08

09. BUDGETS

A. New and Proposed Budgets

1. The Pennsylvania Key Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) - Program 22-129

Office of Professional Learning

7/1/22 – 9/30/23

\$1,099,456

As a result of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), The Pennsylvania Key has been awarded a supplemental grant for activities in response to COVID-19. The supplement contains funding that will pay for, in part, the OCDEL Technology Access Grant Awards through Kaplan Early Learning's platform (new).

B. Initial Budgets

1. Special Education Contracted Services – Program 302

Office of Early Childhood- and Student Services

7/1/22 – 6/30/23

\$5,981,337

This proprietary program provides local school districts with special education instructional programs and services including Deaf & Hard of Hearing classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991).

2. Extended School Year Program – Program 303

Office of Early Childhood- and Student Services

7/1/22 – 6/30/23

\$80,580

Extended School Year services 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.

3. Head Start State Supplemental Assistance Program – Program 170

Office of Professional Learning

7/1/22 – 6/30/23

\$756,147

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).

4. Berks Online Learning – Program 680

Office of Professional Learning

7/1/22 – 6/30/23

\$620,057

This proprietary program is a partnership between BCIU and multiple cyber course providers to offer local school districts online education options for K-12 students (since 2008).

5. BCIU Print Service Center – Program 605

Office of Information Technology

7/1/22 – 6/30/23

\$504,068

This proprietary program provides printing and duplicating services to school districts and to all BCIU departments and programs (since 1980).

6. Vehicle Maintenance – Program 630

Office of Business Services

7/1/22 – 6/30/23

\$1,368,992

This proprietary fund accounts for all expenditures for vehicle maintenance including such items as mechanics, service helpers, vehicle washers, contracted repairs and maintenance, and supplies. Revenue is derived from other BCIU programs, which will utilize these vehicle maintenance items (since 1990).

7. Vehicle Maintenance Parts Inventory – Program 631

Office of Business Services

7/1/22 – 6/30/23

\$1,300,168

This proprietary fund accounts for all consumable vehicle parts and fuel purchased by the Berks County Intermediate Unit. Other BCIU programs whose vehicles utilize these parts and fuel will fund this program (since 1990).

8. BCIU Contracted Transportation – Program 632

Office of Business Services

7/1/22 – 6/30/23

\$7,818,470

This proprietary fund accounts for all contracted transportation services including the transportation of regular education students for Reading School District, Muhlenberg School District, Antietam School District, Berks Career & Technology Center, and Extended School Year and field trips. 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. Project ELECT/Fatherhood Initiative (Education Leading to Employment and Career Training) – Program 235

Office of Early Childhood- and Student Services

7/1/21 – 6/30/22

\$1,942.18

Total Proposed Revised Budget: \$734,165.18

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.

2. Education of Juveniles Incarcerated in Adult Facilities – Program 307

Office of Early Childhood- and Student Services

7/1/21 – 6/30/22

\$1,200

Total Proposed Revised Budget: \$324,764

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 changes are necessary to adjust to year-end projections.

**3. The Pennsylvania Key American Rescue Plan Act (ARPA)
Discretionary Funds – Program 22-128**

Office of Professional Learning

2/1/22 – 9/30/24

\$6,957,452

Total Proposed Revised Budget: \$17,114,686

As a result of the American Rescue Plan (ARP), The Pennsylvania Key has been awarded a supplemental grant for activities in response to COVID-19. The supplement contains funding for projects that will improve professional development and technical assistance for all preschool, childcare, and Head Start Centers (new). This change is necessary due to additional funding being awarded to continue the OCDEL Child Care Technology Access Grant and fund two new positions: an Early Childhood Education Strategy Advisor and a Certification Bureau Manager.

4. The Pennsylvania Key Coronavirus Aid, Relief and Economic Security Act (CARES) – Program 22-135

Office of Professional Learning

2/1/22 – 9/30/23

\$1,802,164

Total Proposed Revised Budget: \$3,617,164

As a result of the Coronavirus Aid, Relief and Economic Security (CARES) Act, The Pennsylvania Key has been awarded a supplemental grant for activities in response to COVID-19. The supplement contains funding for OCDEL-approved projects (new). This change is due to additional funding for the OCDEL Child Care Technology Access Grant through Kaplan Early Learning's platform.

5. Head Start State Supplemental Assistance Program – Program 170

Office of Professional Learning

7/1/21 – 6/30/22

\$14,442

Total Proposed Revised Budget: \$763,570

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 change is necessary to adjust to year-end actuals.

6. Individuals with Disabilities Education Act 2004 (Part B) – Program 184

Office of Professional Learning

7/1/21 – 6/30/23

\$10,881

Total Proposed Revised Budget: \$17,267,381

Funded by the federal government through the Individuals with Disabilities Education Act 2004—Part B, this budget contains Component 2 which supports professional development and curriculum services to school districts, and Component 3 which provides services/monies to school districts as well as equitable participation for eligible parentally-placed private school children (since 1982). This change is due to additional state retirement subsidy.

7. Auxiliary Services to Nonpublic Schools (ACT 89) – Program 189

Office of Professional Learning

7/1/21 – 6/30/22

\$1,351

Total Proposed Revised Budget: \$2,371,185

Act 89 is a state-funded program that provides support to nonpublic schools in the Berks County Intermediate Unit area. The types of services provided are determined in consultation with nonpublic administrators and in accordance with state regulations. Act 89 staff includes eight remedial teachers who provide reading and mathematics and three psychologists. This program has been in existence since the 1974-1975 fiscal year and serves approximately 4,366 students. These changes are necessary to adjust to year-end projections.

8. The Pennsylvania Key Program – Program 225

Office of Professional Learning

7/1/22 – 6/30/23

\$511,707

Total Proposed Revised Budget: \$18,079,675

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 by the Department of Human Services through the Child Care Development Fund (since 2005). Change one is due to additional funding for additional contracted services on behalf of the Pennsylvania Key. Change 2 is due to a reduction in Rising STARS going back to OCDEL for an OCDEL Initiative with the PDOs.

9. Staff Development Workshops – Program 609

Office of Professional Learning

7/1/21 – 6/30/22

\$4,113

Total Proposed Revised Budget: \$195,873

This proprietary program provides in-service opportunities on a non-credit basis to the 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 changes are due to additional workshop and state subsidy revenues.

10. Creative Child Care Solutions (The Pennsylvania Key) – Program 675

Office of Professional Learning

7/1/21 – 6/30/22

\$164,900

Total Proposed Revised Budget: \$273,700

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). This change is necessary due to additional contracted services.

11. Network and Computer Services – Program 670

Office of Information Technology

7/1/21 – 6/30/22

\$17,155

Total Proposed Revised Budget: \$543,380

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). This change is necessary due to year-end adjustments.

12. Information Technology Software Services – Program 671

Office of Information Technology

7/1/21 – 6/30/22

\$35,538

Total Proposed Revised Budget: \$1,594,919

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). This change is necessary due to an increase in revenue.

D. Budgetary Transfers

1. Early Intervention - Program 348

Office of Early Childhood- and Student Services

7/1/21 – 6/30/22

\$1,194,050

Funded by the state, this program provides services to newly identified, preschool children with special needs in Berks County (since 1983). These budget transfers are necessary to adjust expenditures to year-end projections.

2. Tower Behavioral Health - Program 624

Office of Early Childhood- and Student Services

7/1/21 – 6/30/22

\$12,374

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 budget transfers are necessary to adjust expenditures to year-end projections.

3. Title I Nonpublic - Program 190

Office of Professional Learning

7/1/21 – 6/30/22

\$24,500

The Title I Nonpublic 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 nonpublic schools within Berks County (since July 2007). These transfers are necessary to adjust to year-end projections.

4. Nonpublic School Advisory Committee - Program 206

Office of Professional Learning

7/1/20 – 9/30/22

\$27,208

Federal Title I Funds will be used to support activities of the Nonpublic School Advisory Committee, in consultation with the SEA and nonpublic schools throughout Pennsylvania. Advisory Committee members will meet with the representatives of nonpublic schools to provide staff development and in-service on Title I consultation, standards, assessment procedures, and accountability for students participating in Title I. The Advisory Committee will also maintain a communications network with nonpublic schools and LEAs to assist them in their mission of serving Title I eligible students (since July 2006). These transfers are necessary for year-end projections.

5. PA Science Standards Revision - Program 217

Office of Professional Learning

7/1/21 – 6/30/22

\$6,282

BCIU through an agreement with the Pennsylvania Department of Education will provide services to support the Pennsylvania Science Standards revision process. Services under this agreement will include assistance in the facilitation of initial information gathering and creation of a landscape report, stakeholder engagement sessions, steering committee, writing workgroups, community feedback, and presentation to the State Board of Education. BCIU will support and supply technical assistance to the Pennsylvania Department of Education throughout the revision process (since 2019). These transfers are necessary due to year-end adjustments.

6. Early Childhood Mental Health Initiative - Program 223

Office of Professional Learning

7/1/21 – 6/30/22

\$46,980

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 preschool 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.

7. PA Pre-K Counts - OCDEL - Program 228

Office of Professional Learning

7/1/21 – 6/30/22

\$277,540

Funded by the Pennsylvania Department of Education through a contract with the BCIU, this program provides monitoring, technical assistance, consultation, 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.

8. Comprehensive Support and Improvement - Program 284

Office of Professional Learning

7/1/21 – 6/30/22

\$106,528

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 budget transfers were necessary for year-end projections.

9. Office of Professional Learning - Program 600

Office of Professional Learning

7/1/21 – 6/30/22

\$516

This budget is a proprietary program that 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.

10. Berks Online Learning - Program 680

Office of Professional Learning

7/1/21 – 6/30/22

\$250

This proprietary program is a partnership between BCIU and multiple cyber course providers to offer local school districts online education options for K-12 students (since 2008). These budget transfers are necessary to reflect actual expenditures.

11. Guest Teacher Training Program - Program 692

Office of Professional Learning

7/1/21 – 6/30/22

\$840

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 participating in the program. Participants are interviewed by BCIU and school district personnel for the fall and spring semesters and then receive two (2) days of training (September and January) to prepare them to serve in this capacity. The BCIU Department 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 been in existence since the 1998/99 fiscal year and, to date has approximately 368 active participants serving the BCIU and Berks County school districts. These budget transfers are necessary to make year-end adjustments.

12. BCIU Print Service Center - Program 605

Office of Information Technology

7/1/21 – 6/30/22

\$8,378

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 for year-end adjustments.

13. Intermediate Unit General Fund - Program 115

Office of Business Services

7/1/21 – 6/30/22

\$531,560

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 budget transfers are necessary for year-end adjustments.

14. Operation and Maintenance of Buildings - Program 116

Office of Business Services

7/1/21 – 6/30/22

\$239,705

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 budget transfers are necessary for year-end adjustments.

15. BCIU Contracted Transportation - Program 632

Office of Business Services

7/1/21 – 6/30/22

\$265,940

This proprietary fund accounts for all contracted transportation services including the transportation of regular education students for Reading School District, Muhlenberg School District, Antietam School District, Tulpehocken Area School District, Berks Career & Technology Center, and Extended School Year and field trips. 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). These transfers are necessary to adjust expenditures to year-end projections.

10. COMMUNICATIONS

- A. Letter of appreciation from Mr. Thomas Voelker, Assistant to the Superintendent, and Team, Brandywine Heights Area School District, regarding support from Berks County Intermediate Unit Office of Information Technology Team for Infinite Campus transition.

11. OLD BUSINESS

No Items to Consider

12. REPORT OF NEGOTIATIONS COMMITTEE

Elizabeth S. Huhn, *Chair*

13. PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

A. General

1. To acknowledge receipt of the list containing BCIUEA salary adjustments for the 2022-2023 school year.
2. To ratify the amended Berks County Intermediate Unit Transportation Salary Schedule, effective July 1, 2022.
3. To ratify the hourly rate for the Substitute Pre-K Counts Out of Class Teacher position to be equal to the entry step of pay for the Pre-K Counts Teacher position, effective July 1, 2022.
4. To approve the position description for School Psychologist Intern, Office of Early Childhood and Student Services.

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Sydney P. Alvaro – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$22.50, \$18.15, \$14.85, and \$17.45
Effective Date – September 26, 2022
Replacement
 - b. Ivanova M. Campo – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – September 12, 2022
Replacement
 - c. Johanna C. Chalas de Quezada – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – September 26, 2022
Replacement
 - d. Richard W. Hinnershitz – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$23.95, \$18.15, \$14.85, and \$17.45
Effective Date – September 12, 2022
Replacement
 - e. Catharine M. Mullin – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$22.00, \$18.15, \$14.85, and \$17.45
Effective Date – September 19, 2022
Replacement

- f. Renrick T. Woollery – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – September 19, 2022
Replacement

2. Early Childhood & Student Services Office

- a. Samantha J. Adam – Paraeducator, Early Intervention
Recommended Hourly Rate – \$13.87
Effective Date – September 19, 2022
Replacement
- b. Margaret S. Allen – Speech Therapist, Early Intervention
Recommended Annual Salary – Column 4, Step 5, \$64,817 (to be prorated)
Effective Date – October 10, 2022
Replacement
- c. Matthew T. Gombar – Speech Therapist, Special Education
Recommended Annual Salary – Column 4, Step 1, \$59,870 (to be prorated)
Effective Date – September 26, 2022
Replacement
- d. Tisha E. Hess – Paraeducator, Early Intervention
Recommended Hourly Rate – \$13.87
Effective Date – October 17, 2022
Replacement
- e. June E. Malocu – Health and Nutrition Specialist, Head Start
Recommended Hourly Rate – Level I, Entry, \$19.52
Effective Date – October 17, 2022
Replacement
- f. Rashelle J. Whitcomb – Specialized Preschool Teacher – Classroom, Early Intervention
Recommended Annual Salary – Column 4, Step 9, \$72,179 (to be prorated)
Effective Date – September 26, 2022
Replacement

C. Change of Status – Ratifications

- 1. Business Services/Operations Office
 - a. Casey Frasca
Change from Part-time Bus/Van Specialist to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$27.20 to \$23.95, \$18.15, \$14.85, and \$17.45
Effective Date – October 10, 2022
Voluntary Reassignment
 - b. Maira Frey
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 29, 2022
Replacement

- c. Robert Gilbert
Change from Part-time School Bus Driver Trainee to Part-time Bus/Van Assistant and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$14.85 and \$17.45
Effective Date – September 30, 2022
Replacement
- d. Kathleen Kemp
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 – September 27, 2022
Voluntary Reassignment
- e. Catharine Mullin
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 \$22.00, \$18.15, \$14.85, and \$17.45 to \$27.20
Effective Date – September 20, 2022
Replacement
- f. Monica Tinoco Fernandez
Change from Part-time School Bus Driver Trainee, Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.15, \$14.85, and \$17.45
Effective Date – September 26, 2022
Voluntary Reassignment
- g. Donna VanKirk – Level V Program Secretary, Operations
Recommended Hourly Rate – \$22.29
Effective Date – October 17, 2022
Additional Assignment
- 2. Early Childhood & Student Services Office
 - a. Geneva Aulenbach
Change from Teacher, Head Start to Teacher, Pre-K Counts
Change Recommended Hourly Rate from Level III, Entry, \$21.82 to Annual Salary, Column 1, Step 6, \$44,388 (to be prorated)
Effective Date – October 10, 2022
Replacement
 - b. Madelyn Krause – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 1, Step 2, \$49,555 to Column 1, Step 3, \$50,792 (to be prorated)
Effective Date – January 3, 2022
Salary Correction
 - c. Dr. Stacy Shober – Psychologist, Special Education
Recommended Hourly Rate – \$56.69
Effective Date – August 16, 2022 – June 8, 2023
Additional Hours (not to exceed 350 hours)

- d. Jacqueline Torres – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$13.71
Effective Date – September 26, 2022
Additional Assignment
 - e. Kaitlyn Umberger – Teacher, Pre-K Counts
Change Recommended Annual Salary from Column 1, Step 4, \$39,416 to
Column 2, Step 4, \$44,477 (to be prorated)
Effective Date – February 1, 2022
Salary Adjustment per SEIU Agreement
 - f. Kaitlyn Umberger – Teacher, Pre-K Counts
Recommended Annual Salary – Column 2, Step 4, \$46,079
Effective Date – August 15, 2022
Salary Adjustment per SEIU Agreement
3. Professional Learning Office
- a. Erin DelRegno Evans – Program Quality Assessor, The Pennsylvania Key
Change Recommended Annual Salary from \$54,122 to \$27,061 (to be prorated)
Effective Date – September 20, 2022
Change in Status
 - b. Megan Penson
Change from Infant/Toddler Supervisor, The Pennsylvania Key to Assistant Director of
Early Childhood Education Programs, The Pennsylvania Key
Change Recommended Annual Salary from \$66,301 to \$80,642 (to be prorated)
Effective Date – September 12, 2022
New Position

D. Additions to 2022-2023 Approved Substitute Lists – Ratifications

Alternative Education

Maribeth Belmont, Specialist – Effective September 19, 2022
Rebecca Curry, Teacher – Effective July 1, 2022
Tara Eck, Teacher – Effective September 30, 2022
Leigh Maddux, Teacher – Effective October 3, 2022

Early Intervention

Maribeth Belmont, Paraeducator – Effective September 19, 2022
Ryan Oberly, Teacher – Effective July 1, 2022

Head Start

Maribeth Belmont, Paraeducator – Effective September 19, 2022
Tara Eck, Teacher – Effective September 30, 2022
Leigh Maddux, Teacher – Effective October 3, 2022

Pre-K Counts

Maribeth Belmont, Paraeducator – Effective September 19, 2022
Esmeralda Calderon, Enrollment Specialist – Effective July 1, 2022
Leigh Maddux, Teacher – Effective October 3, 2022

Special Education

Maribeth Belmont, Specialist – Effective September 19, 2022
Tara Eck, Teacher – Effective September 30, 2022
Tara Leshner, Teacher – Effective July 1, 2022
Leigh Maddux, Teacher – Effective October 3, 2022

Substitute Service

Linda Pontician, Substitute Secretary – Effective September 5, 2022

Transportation

Bonnie Lynn Finkbone, Substitute Driver with Bus License – Effective September 26, 2022

E. Additions to Approved 2022-2023 Out-Of-Class Substitute Lists – Ratifications

Early Intervention

Tara Eck – Effective September 30, 2022

Pre-K Counts

Tara Eck – Effective September 30, 2022

Removal from 2021-2022 Out-of-Class Substitute Lists – Ratifications

Alternative Education

Christopher Miller – Effective June 30, 2022

F. Remove from 2022-2023 Approved Substitute Lists

Pre-K Counts

Nakia Robertson, Teacher – Effective June 30, 2022
Cynthia Smith, Teacher – Effective June 30, 2022
Carmen Trinidad, Teacher – Effective June 30, 2022
Radesky Ventura, Teacher – Effective June 30, 2022
Rosa Vidal de Camilo, Teacher – Effective June 30, 2022

Remove from 2022-2023 Approved Substitute Lists

Alternative Education

Esmeralda Calderon, Specialist – Effective September 21, 2022
Aimee Forte, Teacher – Effective September 9, 2022
Wen Gan, Specialist – Effective September 6, 2022
Bailey Miller, Specialist – Effective September 6, 2022
Wafaa Taissir, Teacher – Effective September 26, 2022

Early Intervention

Esmeralda Calderon, Paraeducator – Effective September 21, 2022
Aimee Forte, Teacher – Effective September 9, 2022
Wen Gan, Paraeducator – Effective September 6, 2022
Bailey Miller, Paraeducator – Effective September 6, 2022
Wafaa Taissir, Teacher – Effective September 26, 2022

Head Start

Esmeralda Calderon, Paraeducator – Effective September 21, 2022
Aimee Forte, Teacher – Effective September 9, 2022
Wen Gan, Paraeducator – Effective September 6, 2022
Bailey Miller, Paraeducator – Effective September 6, 2022
Wafaa Taissir, Teacher – Effective September 26, 2022

Pre-K Counts

Esmeralda Calderon, Paraeducator – Effective September 21, 2022
Aimee Forte, Teacher – Effective September 9, 2022
Wen Gan, Paraeducator – Effective September 6, 2022
Bailey Miller, Paraeducator – Effective September 6, 2022
Wafaa Taissir, Teacher – Effective September 26, 2022

Special Education

Esmeralda Calderon, Specialist – Effective September 21, 2022
Aimee Forte, Teacher – Effective September 9, 2022
Wen Gan, Specialist – Effective September 6, 2022
Tara Leshner, Specialist – Effective July 1, 2022
Bailey Miller, Specialist – Effective September 6, 2022
Wafaa Taissir, Teacher – Effective September 26, 2022

Transportation

Brandi Hartman, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Effective – September 6, 2022
Mark Veres, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – September 22, 2022

G. Employment – Approvals

1. Early Childhood & Student Services Office
 - a. Lyndsey R. Ferraro – Teacher, Pre-K Counts
Recommended Annual Salary – Column 2, Step 6, \$49,456 (to be prorated)
Effective Date – November 21, 2022
Replacement

H. Change of Status – Approvals

1. Early Childhood & Student Services Office
 - a. Kimberly Seyler
Change from Teacher, Head Start to Early Head Start/Child Care Partnership Supervisor,
Head Start
Change Recommended Hourly Rate from Level III, Entry, \$21.98 to
Annual Salary, \$50,125.49 (to be prorated)
Effective Date – October 24, 2022
Replacement

I. Leave of Absence Requests

1. Business Services/Operations Office

Personal Leave (unpaid – with benefits – FMLA)

 - a. Archie Ulshafer – Operations Specialist, Transportation
Effective Date – September 14, 2022
Personal Leave (unpaid – without benefits – FMLA)
 - b. Cathy Rickenbach – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 30, 2022
2. Early Childhood & Student Services Office

Personal Leave (unpaid – with benefits – Not FMLA)

 - a. Summer Guidotto – Paraeducator, Early Intervention
Effective Date – September 26, 2022

J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Archie Ulshafer – Operations Specialist, Transportation
Effective Date – September 15, 2022
Personal Leave (unpaid – without benefits – FMLA)
 - b. Cathy Rickenbach – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 21, 2022
2. Professional Learning Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Erin DelRegno Evans – Program Quality Assessor, The Pennsylvania Key
Effective Date – September 20, 2022

K. Retirements

1. Professional Learning Office
 - a. Sherry L. Milchick – Program Administrator, Professional Learning
Effective Date – December 2, 2022

L. Resignations

1. Business Services/Operations Office
 - a. Joseph Borzellino – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 7, 2022
 - b. Joseph J. DeCisco – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 14, 2022
 - c. Donna M. Sell – Level V Program Secretary, Operations
Effective Date – October 14, 2022
 - d. Lauri A. Serrano – Part-time Driver w & w/o Bus License, Assistant, Misc., and Trainer, Transportation
Effective Date – September 9, 2022
 - e. Nancy A. Wroblewski – Level V Program Secretary, Transportation
Effective Date – September 21, 2022
2. Early Childhood & Student Services Office
 - a. Julia DeVos – Paraeducator, Head Start
Effective Date – September 20, 2022
 - b. Karina J. Peralta – Paraeducator, Pre-K Counts
Effective Date – September 23, 2022

M. Terminations

1. Business Services/Operations Office
 - a. Carl D. Ganster – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – October 21, 2022
Violation of Policy
 - b. Elsie Nieves – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – October 21, 2022
Violation of Policy

N. Other

1. Human Resources Office
 - a. Charlene P. Brown – Compliance Specialist, Human Resources
Recommended Annual Salary – \$48,333 (to be prorated)
Effective Date – October 3, 2022
Date Amended

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Champion for Teens, for Champion for Teens to provide services to children and youth experiencing homelessness in connection with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2, for a sum not to exceed \$5,000 during the period of September 1, 2022, through June 30, 2023.

B. PROFESSIONAL LEARNING

—DR. DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Saint Peter School, for the BCIU to provide professional services related to instructional techniques for students with disabilities, for a fee of \$450 according to the agreement, for services to be provided on November 1, 2022, or alternate date as needed.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Saint Peter School, for the BCIU to provide professional services related to STEM instructional practices, for a fee of \$1,350 according to the agreement, for services to be provided on January 16, 2023, or alternate date as needed.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Boyertown Area School District, for the BCIU to provide professional services related to gifted education, for a fee of \$800 according to the agreement, for services to be provided starting on September 21, 2022.
4. To ratify the agreement between the Berks County Intermediate Unit (BCIU) and People Share, LLC, for the BCIU to contract services on behalf of Berks Christian School in line with applications submitted under the Emergency Assistance to Nonpublic Schools (EANS), according to the agreement, effective September 22, 2022, through September 30, 2024.
5. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Premier Speakers Bureau, for Premier Speakers Bureau to secure Mr. Michael Bonner as a keynote speaker and for a breakout session at the Pennsylvania Pre-K Counts Grantee Meeting on March 8, 2023, for a fee not to exceed \$18,500 (The Pennsylvania Key).
6. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Ink International, Inc., for Ink International, Inc. to provide a 30-minute virtual keynote speaker during the Office of Child Development and Early Learning's (OCDEL) Grantee Meeting for Pennsylvania PKC and HSSAP on March 9, 2023, for a fee not to exceed \$5,000 (The Pennsylvania Key).

7. To ratify Amendment #1 to the current Memorandum of Understanding between the Berks County Intermediate Unit (BCIU) and Berks County Intermediate Unit Head Start, for Berks County Intermediate Unit Head Start to modify its scope of services to provide for a funding increase of \$21,400 for a revised total not to exceed \$43,500. All other terms and conditions remain in force (The Pennsylvania Key).
8. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Chester County Intermediate Unit, d/b/a Chester County Head Start, for Chester County Intermediate Unit, d/b/a/ Chester County Head Start to modify its scope of services to provide for a funding increase of \$25,000 for a revised total not to exceed \$382,660. All other terms and conditions remain in force (The Pennsylvania Key).
9. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Pocono Services for Families and Children, for Pocono Services for Families and Children to modify its scope of services to provide for a funding increase of \$7,600 for a revised total not to exceed \$27,600. All other terms and conditions remain in force (The Pennsylvania Key).
10. To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Dr. Grace Whitney, for Dr. Grace Whitney to provide additional policy analysis, training, and consultation for Pennsylvania's Office of Child Development and Early Learning, (OCDEL). This amendment provides for a funding increase of \$64,000 for a revised total not to exceed \$122,000 and extends the term of the agreement to December 31, 2023. All other terms and conditions remain in force (The Pennsylvania Key).

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CIO / DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and PowerSchool Group, LLC, for PowerSchool Group, LLC to provide professional services required to upgrade to Cognos 11.1.7 necessary for security and compliance. The term of the agreement is October 3, 2022, through October 2, 2023. The total cost will not exceed \$3,535 and includes technical design, configuration, implementation services, and "go live" services.
2. To ratify an amendment to the Zoom Consortium Master Agreement with Zoom Video Communications to add one Webinar 500 license for Governor Mifflin School District at an annual cost of \$690, pro-rated and co-terminus with the current agreement term of August 29, 2022, through August 28, 2023.
3. To ratify the renewal of a service agreement with Norstar Networks for service and ongoing maintenance of the Mitel Unified Communications system at a cost of \$27,556 for the term of September 1, 2022, through August 31, 2023.
4. To approve the renewal of an agreement between the Berks County Intermediate Unit (BCIU) and BCC Software, LLC, 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. The cost of this service is \$9,141.25 for the term of December 1, 2022, through November 30, 2023.
5. To approve the renewal of an agreement between the Berks County Intermediate Unit (BCIU) and SolarWinds for the Service Desk subscription. The term of the agreement is 12 months, from November 15, 2022, to November 14, 2023, at a cost not to exceed \$14,596.25.

6. To authorize the appropriate officers to execute an agreement with HP, Inc. for a three-year lease of (115) HP laptop computers at a cost not to exceed \$104,453.35 effective upon receipt of the equipment.
7. To authorize the appropriate officers to execute a five-year, \$1 Buyout Lease agreement with HPE Financial Services to replace the current backup environment with Cohesity DataProtect (DaaS), including Remote Office Branch Office Server (DR) and Cohesity FortKnox at a total cost not to exceed \$407,229.15 with five annual payments of \$81,445.83(ea.), effective upon receipt of the equipment.

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

1. To ratify the revised renewal of the Berks County Intermediate Unit's (BCIU) CrisisGo Emergency Communications Platform Subscription based on the district-signed letters of intent. The term of the subscription will be 24 months, beginning on September 1, 2022, at a revised cost of \$20,000 per year. The following participating schools will be invoiced annually based on the sites included:
 - Antietam School District
 - Conrad Weiser Area School District
 - Fleetwood Area School District
 - Hamburg Area School District
 - Kutztown Area School District
 - Muhlenberg School District
 - Reading Muhlenberg CTC
 - Reading School District
 - Schuylkill Valley School District
 - Tulpehocken Area School District
 - Twin Valley School District
 - Wilson School District
 - Berks County Intermediate Unit
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and The Lamar Companies, for the purchase of digital advertising space to support BCIU Early Childhood and Student Services recruitment efforts from October 3, 2022, through October 30, 2022, at a cost of \$4,015.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Vital Records Control, for Vital Records Control to provide records storage for a monthly fee of \$679 and document destruction services for a monthly fee of \$750 effective October 1, 2022.

E. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To approve Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Momentive, Inc., to provide for eight (8) additional Survey Monkey Enterprise EDU Seats on behalf of The Pennsylvania Key, effective October 21, 2022, through June 30, 2024, at a cost of \$7,585.28.

2. To approve the first reading of the following policies:

SUMMARY OF CHANGES

- 004 Membership (Revised)
- 113.1 Discipline of Students with Disabilities (Revised)
- 210.1 Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors (Revised)
- 218 Student Discipline (Revised)
- 220 Student Expression/Dissemination of Materials (Revised)
- 227 Controlled Substances/Paraphernalia (Revised)
- 237 Electronic Devices (Revised)
- 705 Facilities and Workplace Safety (Revised)
- 707 Use of Facilities (Revised)
- 709 Building Security (Revised)
- 800 Records Management (Revised)
- 810 Transportation (Revised)
- 906 Public Complaint Procedures (Revised)

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT