

The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, May 18, 2023, at the BCIU Main Office.

President McEwen called the meeting to order at 8:01 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

| | |
|--------------------------|---|
| Intermediate Unit Board: | Michael Gierula; Christopher Heck; Dr. David Hemberger; Lisa Hogan; Elizabeth S. Huhn; Todd Hummel; Nancy Jackson; Russell Jirik; Dr. Amy Kennedy; Linda R. Lash; Rev. Dr. Dennis Ritter; Terrie Taylor, LSW; and Gary McEwen |
| Absent: | Mark Detterline; Kevin L. Manmiller; Bret A.B. Sabold; Miguel Vasquez; and James Ulrich |
| Intermediate Unit: | Dr. Jill M. Hackman; Dr. Michelle Reichard-Huff; Dr. Dan Richards; Rob Rosenberry; Scott Major; Lucille Gallis; Mary Franciscus; Beth Kozloski; and Jan Krotee |
| Solicitor: | James Mancuso, Esq. |
| Guest(s): | John Ford, BCIUEA President; and Amy Bortz, BCIUEA Secretary |
| Press: | None |

Following the pledge of allegiance and roll call, President McEwen welcomed Board members, and BCIUEA Officers John Ford and Amy Bortz. He also welcomed and introduced Angel Green who began her service as Assistant Director of Fiscal Services in February. He indicated that an executive session was held prior to the meeting to discuss personnel and compensation and benefits plan agreements.

Announcements
—Item 01. B. 1.

A motion was made by Huhn, seconded by Lash, to table Item H. 1. a. under personnel matters.

Agenda Update
—Item 01. B. 2.

Motion carried.

Voice Vote

President McEwen asked if anyone present would like to speak regarding an agenda item. No one desired to speak.

Persons Desiring to Be Heard —Item 01. B. 3.

A motion was made by Ritter, seconded by Heck to approve the Items 01. C. through 13. M. as follows:

To appoint Dr. David Hemberger as Nominating Committee Chair.

Nominating Chair
—Item 01. C.

To acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:

Receipt of Bids / Berks County Joint Purchasing
—Item 01. D.

1. Medical & Nursing Supplies Catalog Bid, Tuesday, March 7, 2023, at 11:00 A.M.
2. Art Supplies Bid, Tuesday, March 14, 2023, at 11:00 A.M.
3. Classroom & Office Supplies Bid, Tuesday, March 21, 2023, at 11:00 A.M.
4. Custodial Supplies Bid, Tuesday, March 28, 2023, at 11:00 A.M.

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To acknowledge receipt of bids for Food Service Paper Products 2023-2024, on Tuesday, April 4, 2023, at 11:00 A.M.

**Receipt of Bids / Food Service
Paper Products—Item 01. E.**

To approve the minutes of the meeting of May 18, 2023.

**Approval of Minutes
—Item 02.**

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

**IU Bills and Financial
Reports—Items 03., 04., 05.,
06., 07., 08., and 09.**
*(Detailed list of bills available
for review.)*

| SOURCE | | PAGE | AMOUNT |
|--------------|-------------------------------|------|-----------------------|
| April | 2023 Ratifications – IU | 1-15 | \$1,667,643.79 |
| April | 2023 Ratifications – PSDLAF | 1-01 | \$6,338.70 |
| April | 2023 Ratifications – IU Wires | 1-00 | \$0.00 |
| May | 2023 Ratifications – IU | 1-09 | \$2,826,711.48 |
| May | 2023 Ratifications – IU Wires | 1-01 | \$3,000.00 |
| May | 2023 Approvals - IU | 1-10 | \$1,662,558.99 |
| TOTAL | | | \$6,166,252.96 |

04. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$10,000,000 *(Information Item):*

| Amount Outstanding |
|--------------------|
| May 12, 2023 |
| \$0 |

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF MAY 12, 2023 *(Information item):*

| Funding Source | Current | 30 Days | 60 Days | 90 Days | 120 Days |
|-----------------------|-----------------------|---------------------|---------------------|-----------------------|---------------------|
| School Districts | \$2,802,152.51 | \$324,922.84 | \$94,280.53 | \$1,098,093.24 | \$132,825.00 |
| Commonwealth of PA | \$869,661.49 | \$108,048.57 | \$0.00 | \$0.00 | \$0.00 |
| Other Revenue Sources | \$371,197.91 | \$125,395.07 | \$52,951.12 | \$6,290.65 | \$8,755.82 |
| TOTALS | \$4,043,011.91 | \$558,366.48 | \$147,231.65 | \$1,104,383.89 | \$141,580.82 |
| GRAND TOTAL | \$5,994,574.75 | | | | |

06. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE APRIL 1, 2023 **\$14,334,236.11**

RECEIPTS

| | | |
|------------------------|----------------|-----------------------|
| REVENUE RECEIPTS | \$7,507,990.44 | |
| RETURNED CHECKS | \$0.00 | |
| INVESTMENT REDEMPTIONS | <u>\$0.00</u> | <u>\$7,507,990.44</u> |
| | | \$21,842,226.55 |

DISBURSEMENTS

| | |
|---------------------------------|----------------|
| PRE-BOARD RATIFICATIONS | \$1,051,242.80 |
| PRE-BOARD RATIFICATIONS WIRE | \$3,000.00 |
| BOARD APPROVALS | \$700,714.01 |
| BOARD APPROVAL WIRES | \$0.00 |
| POST BOARD RATIFICATIONS PSDLAF | \$6,338.70 |

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| | | |
|--------------------------------------|-----------------------|------------------------|
| POST BOARD RATIFICATIONS IU | \$1,667,643.79 | |
| POST-BOARD RATIFICATIONS WIRES | \$0.00 | |
| TOTAL CHECKS WRITTEN | \$3,428,939.30 | |
| CHECKS VOIDED | (\$3,223.89) | |
| CURRENT PAYROLL DISTRIBUTIONS | <u>\$5,547,361.17</u> | <u>\$8,973,076.58</u> |
| ENDING BALANCE - APRIL 30, 2023 | | \$12,869,149.97 |
| CASH AVAILABLE-APRIL 30, 2023 | | \$12,869,149.97 |

07. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

| APRIL 2023 | |
|-------------------|-------------|
| TOMPKINS | \$51,667.13 |
| PSDLAF | \$12.26 |
| CHASE | \$3.81 |

08. BUDGETS

BUDGETS

A. New and Proposed Budget

1. Classroom Diagnostic Tools – Program 279

Office of Professional Learning

7/1/23 – 6/30/24

\$184,885

BCIU through an agreement with the Pennsylvania Department of Education will provide services to support professional learning for Classroom Diagnostic Tools (CDTs) across the state of Pennsylvania. CDTs are a set of free diagnostic tools available to all schools in Pennsylvania for math, ELA, and science grades 3 through 12. Services under this agreement will include but are not limited to presenting on behalf of PDE at state and national conferences, facilitating training and networking for CDT IU points of contact (PoC), providing professional learning to select districts, providing technical assistance to IU PoCs and districts, collecting data and feedback from statewide users of CDTs, developing turnaround presentations and supplemental resources to support professional learning, and facilitating PA CDT Core Team meetings with PDE, Data Recognition Corporation (DRC), and other statewide stakeholders.

B. Initial Budgets

1. Berks County Head Start State Supplemental – Program 105

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$1,095,686

Funded by the state through the Department of Education and the Head Start State Collaboration Office, this program supports expanded services of a comprehensive child development program for low-income preschool children and their families (since 2005).

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

Office of Early Childhood and Student Services

7/1/23 – 6/30/24

\$344,175

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).

3. NonPublic School Advisory Committee – Program 22-206

Office of Professional Learning

7/1/22 – 9/30/23

\$90,000

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).

4. PA Science Standards Revision – Program 217

Office of Professional Learning

7/1/23 – 6/30/24

\$113,400

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 2020).

5. Career Readiness – Program 273

Office of Professional Learning

7/1/23 – 6/30/24

\$207,508

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 the Every Student Succeeds Act, the Future Ready PA Index, and the proposed Pennsylvania graduation requirements (since 2018).

6. Berks Business Education Partnership Grant – Program 23-282

Office of Professional Learning

6/1/23 – 8/31/24

\$37,629

BCIU through an agreement with the County of Berks will provide contracted services to recruit businesses to be part of the Career Ready Berks platform, implement Career Pathways Advisory Groups, plan professional development on workforce trends and provide a community leadership forum to share current Career Ready Berks initiatives, updates, and next steps as a means of building business-education collaboration and support for Berks County educators and nearly 70,000 students (since 2019).

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- 7. Comprehensive Support and Improvement – Program 284**
Office of Professional Learning
7/1/23 – 6/30/24
\$779,442
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).
- 8. Professional Development Programs– Program 600**
Office of Professional Learning
7/1/23 – 6/30/24
\$80,693
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).
- 9. Staff Development Workshops – Program 609**
Office of Professional Learning
7/1/23 – 6/30/24
\$196,700
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).
- 10. Berks Academic Challenge – Program 625**
Office of Professional Learning
7/1/23 – 6/30/24
\$7,500
This proprietary program features an 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).
- 11. Guest Teacher Training Program – Program 692**
Office of Human Resources
7/1/23 – 6/30/24
\$15,400
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 275 active participants serving the BCIU and Berks County school districts.

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C. Changes to Initial Budgets

1. Early Head Start - CCP CRRSA/ARP – Program 21-169

Office of Early Childhood and Student Services

4/1/21 – 3/31/23

\$21,400

Total Proposed Revised Budget: \$43,500

As a result of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA Act), Early Head Start Child Care Partnership has been awarded a supplemental grant for activities in response to COVID-19 through the Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL). This supplement contains funding for Live N Learn Station, our local childcare partner, for costs directly related to COVID-19 (new).

**2. Maternal, Infant, and Early Childhood Home Visiting (MIECHV)–
Program 224**

Office of Professional Learning

7/1/22 – 6/30/23

\$15,000

Total Proposed Revised Budget: \$81,827

The Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program supports pregnant individuals with young children who live in communities with higher risks and barriers to child health outcomes. Since 2014 MIECHV has been funded by the PA Department of Human Services as part of The Pennsylvania Key contract. This change is necessary due to additional funding.

3. The Pennsylvania Key – Program 225

Office of Professional Learning

7/1/22 – 6/30/23

\$611,707

Total Proposed Revised Budget: \$18,179,675

The PA 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. Program 225, The Pennsylvania Key is federally funded by the PA Department of Human Services through the Child Care Development Fund (since 2005). This change is necessary due to additional funding.

4. Special Education Transportation – Program 344

Office of Operations

7/1/22 – 6/30/23

\$565,732

Total Proposed Revised Budget: \$10,654,775

Funded by the state, this budget provides for the transportation of approximately 1800 special needs children between their homes and schools and activities prescribed by the individual education program (since 1969). These changes are necessary to reflect additional funding and year-end projections.

D. Budgetary Transfers

No Items to Consider

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09. APPROVAL/RATIFICATION OF HEAD START:

- a. Financial Statements (April 2023)
- b. Credit Card Purchases (April 2023)
- c. Non-Federal Share Report (April 2023)
- d. Policy Council Minutes/Resolutions (April 2023)
- e. Head Start Director's Report

10. COMMUNICATIONS

No Items to Report

COMMUNICATIONS

—Item 10.

11. OLD BUSINESS

No Items to Consider

OLD BUSINESS

—Item 11.

12. REPORT OF NEGOTIATIONS COMMITTEE

No Items to Report

**REPORT OF NEGOTIATIONS
COMMITTEE—Item 12.**

13. PERSONNEL MATTERS

—MARY FRANCISCUS, DIRECTOR

PERSONNEL MATTERS

A. General

To approve the following position descriptions:

- a. Digital Navigator, Information Technology
- b. Itinerant Emotional Support Teacher, Early Childhood and Student Services
- c. Supervisor, Executive Office

Position Descriptions

— Item 13. A. 1.

To approve the following Compensation and Benefits Plans, effective July 1, 2023, to June 30, 2025:

- a. Leadership Team
- b. Middle Management
- c. Technology and Support Services

**Compensation and Benefits
Plans— Item 13. A. 2.**

To acknowledge receipt of the list containing wage rates for Substitute Head Start Teachers and Substitute Head Start Paraeducators.

**Wage Rates for Substitute HS
Teachers and Paraeducators
— Item 13. A. 3.**

To approve the Compensation and Benefits Plan amendments for Chief Financial Officer Lucille Gallis. This is not an employment agreement but rather a summary of compensated benefits and salary for the position.

**Compensation and Benefits
Plan / Chief Financial
Officer
— Item 13. A. 4.**

To approve the Compensation and Benefits Plan amendments for Chief Operating Officer Rob Rosenberry. This is not an employment agreement but rather a summary of compensated benefits and salary for the position.

**Compensation and Benefits
Plan / Chief Operating
Officer
— Item 13. A. 5.**

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B. Employment – Ratifications

**Ratifications – Employment
—Item 13. B.**

1. Early Childhood & Student Services Office
 - a. Brenda G. Fick – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$14.48
Effective Date – May 8, 2023
Replacement
 - b. Hector L. Pagan – Family Engagement Worker, Head Start
Recommended Hourly Rate – Level VII, Entry, \$24.25
Effective Date – May 15, 2023
Replacement
2. Operations Office
 - a. Laray D. Hoffman – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$14.85 and \$17.45
Effective Date – April 17, 2023
Replacement
 - b. Juan A. Ramirez-Albino – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – May 1, 2023
Replacement
 - c. Barry A. Ravel, Jr. – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – May 8, 2023
Replacement
 - d. Rosy Taveras Batista – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$16.90
Effective Date – May 8, 2023
Replacement

C. Change of Status – Ratifications

**Ratifications – Change of
Status —Item 13. C.**

1. Business Services/Operations Office
 - a. Ann Marie Lessig
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 – January 20, 2023
Voluntary Reassignment
 - b. Ronald Smith – Part-time Driver with Bus License, Transportation
Change Recommended Hourly Rate from \$22.50 to \$25.50
Effective Date – July 11, 2022
Rate Correction

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2. Early Childhood & Student Services Office
 - a. Christina Argentati – Occupational Therapist, Early Intervention
Recommended Hourly Rate – \$68.76
Effective Date – April 13, 2023
Additional Hours (not to exceed 7 hours)
 - b. Jamie Brendle – Specialized Preschool Teacher – Coordinator, Early Intervention
Recommended Hourly Rate – \$68.76
Effective Date – April 13, 2023
Additional Hours (not to exceed 7 hours)
 - c. Cory Clark – Board Certified Behavior Analyst, Special Education
Change Recommended Annual Salary from Column 5, Step 2, \$61,800 to
Column 6, Step 2, \$62,492 (to be prorated)
Effective Date – February 1, 2023
Salary Adjustment per BCIUEA Agreement
 - d. Alicia Cooper – Paraeducator, Head Start
Recommended Hourly Rate – \$16.66
Effective Date – May 15, 2023 – June 2, 2023
Additional Hours (not to exceed 105 hours)
 - e. Sharda Green – Paraeducator, Head Start
Recommended Hourly Rate – \$14.48
Effective Date – May 15, 2023 – June 2, 2023
Additional Hours (not to exceed 105 hours)
 - f. Maggie Herndon – Paraeducator, Head Start
Recommended Hourly Rate – \$15.66
Effective Date – May 15, 2023 – May 16, 2023
Additional Hours (not to exceed 12 hours)
 - g. Maryzel Herrera – Teacher, Head Start
Recommended Hourly Rate – \$22.49
Effective Date – May 15, 2023 – June 2, 2023
Additional Hours (not to exceed 105 hours)
 - h. Amy Kauffman – Teacher, Head Start
Recommended Hourly Rate – \$23.21
Effective Date – May 15, 2023 – June 2, 2023
Additional Hours (not to exceed 105 hours)
 - i. Laura Klitsch – Occupational Therapist, Early Intervention
Recommended Hourly Rate – \$46.93
Effective Date – April 3, 2023
Additional Hours (not to exceed 7 hours)

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- j. Depetra McMaster – Paraeducator, Head Start
Recommended Hourly Rate – \$16.66
Effective Date – May 15, 2023 – May 16, 2023
Additional Hours (not to exceed 12 hours)
- k. Nakia Robertson – Teacher, Head Start
Recommended Hourly Rate – \$22.49
Effective Date – May 15, 2023 – May 16, 2023
Additional Hours (not to exceed 12 hours)
- l. Jamie Sauselen – Paraeducator, Head Start
Recommended Hourly Rate – \$15.66
Effective Date – June 6, 2023
Additional Hours (not to exceed 7.5 hours)
- m. Connie Schallau – Head Start, Teacher
Recommended Hourly Rate – \$24.44
Effective Date – June 6, 2023
Additional Hours (not to exceed 7.5 hours)
- n. Eva Shupp – Specialized Preschool Teacher – Itinerant, Early Intervention
Change Recommended Annual Salary from Column 4, Step 11, \$77,285 to
Column 5, Step 11, \$77,977
Effective Date – July 1, 2022
Salary Adjustment per BCIUEA Agreement
- o. Cindy Silverman Chronister – Psychologist, Early Intervention
Recommended Hourly Rate – \$71.34
Effective Date – April 13, 2023
Additional Hours (not to exceed 7 hours)
- p. Amy Slovic – Speech Therapist, Early Intervention
Recommended Hourly Rate – \$56.50
Effective Date – April 13, 2023
Additional Hours (not to exceed 7 hours)
- 3. Operations Office
 - a. Casey Frasca
Change from Substitute Driver w & w/o Bus License,
Assistant, and Misc. Transportation to Bus/Van Specialist,
Transportation
Change Recommended Hourly Rates from \$23.95, \$18.15,
\$14.85, and \$17.45 to \$27.20
Effective Date – April 11, 2023
Replacement

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- b. Wilma Herrera – Part-time Driver with Bus License,
Transportation
Recommended Hourly Rate – \$23.95
Effective Date – April 24, 2023
CDL Recertification
- c. Wilma Herrera
Change from Part-time Driver w & w/o Bus License,
Assistant, and Misc. Transportation to Bus/Van Specialist,
Transportation
Change Recommended Hourly Rates from \$23.95, \$18.15,
\$14.85, and \$17.45 to \$27.20
Effective Date – April 25, 2023
Replacement
- d. Heather Speck
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 – April 17, 2023
Voluntary Reassignment

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

Tiffany Grim, Paraeducator – Effective May 15, 2023
Kristin Mateer, Paraeducator – Effective May 15, 2023

**Ratifications – Additions
to 2022-2023 Approved
Substitute Lists
—Item 13. D.**

Information Technology

Melanie Shimko, Substitute Specialist/Intern – Effective May 30, 2023

**E. Additions to Approved 2022-2023 Out-of-Class Substitute Lists –
Ratifications**
No Items to Consider

**Ratifications – Out of Class
2022-2023 Approved Substitute
Lists —Item 13. E.**

F. Remove from 2022-2023 Approved Substitute Lists
Alternative Education

Gabriella Meridionale, Specialist – Effective April 10, 2023

**Remove from 2022-2023
Approved Substitute Lists
—Item 13. F.**

Early Intervention

Gabriella Meridionale, Paraeducator – Effective April 10, 2023

Head Start

Gabriella Meridionale, Paraeducator – Effective April 10, 2023

Pre-K Counts

Gabriella Meridionale, Paraeducator – Effective April 10, 2023

Special Education

Gabriella Meridionale, Specialist – Effective April 10, 2023

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Transportation

Joanne Erickson, Substitute Driver with Bus License, Transportation

Effective – January 1, 2023

Beth Wentzel, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation

Effective – April 21, 2023

G. Employment Approvals

No Items to Consider

**Approvals – Employment
— Item 13. G.**

H. Change of Status – Approvals

1. Operations Office

a. ~~Alicia Kachel~~

~~Change from Dispatcher, Transportation to Supervisor,~~

~~Transportation, Reading and Antietam~~

~~Change Recommended Hourly Rate from \$17.77 to~~

~~Annual Salary, \$55,000 (to be prorated)~~

~~Effective Date – TBD~~

~~Replacement~~

**Approvals – Change of
Status—Item 13. H.**

b. Audra Schappell

Change from Security Specialist, Alternative Education to
Security Supervisor, Operations

Change Recommended Annual Salary from \$37,000 to

\$53,217 (to be prorated)

Effective Date – June 12, 2023

New Position

I. Leave of Absence Requests

1. Business Services/Operations Office

Personal Leave (unpaid – without benefits – Not FMLA)

a. Russell George – Part-time Driver w & w/o Bus License,
Assistant, and Misc. Transportation

Effective Date – December 14, 2022

**Leave of Absence Requests
—Item 13. I.**

2. Early Childhood & Student Services Office

Personal Leave (unpaid – without benefits – Not FMLA)

a. Ana Popovici – Paraeducator, Early Intervention

Effective Date – April 26, 2023

3. Operations Office

Personal Leave (unpaid – with benefits – FMLA)

a. Archie Ulshafer – Operations Specialist, Transportation

Effective Date – March 21, 2023

Personal Leave (unpaid – without benefits – Not FMLA)

b. Kesleyann Rentas – Part-time Bus/Van Assistant and
Misc. Transportation

Effective Date – May 8, 2023

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J. Return from Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – Not FMLA)
 - a. Russell George – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 4, 2023
2. Early Childhood & Student Services Office
Personal Leave (unpaid – without benefits – Not FMLA)
 - a. Christine Jaskolka – Emotional Support Specialist, Alternative Education
Effective Date – May 1, 2023

**Return from Leave of
Absence Requests
—Item 13. J.**

K. Retirements

1. Executive Office
 - a. Lizabeth V. Kozloski – Executive Assistant, Executive Office
Effective Date – September 29, 2023
2. Professional Learning Office
 - a. Jolee Harclerode – Continuing Professional Education (CPE) Instructor, Professional Learning
Effective Date – June 1, 2023

**Retirements
—Item 13. K.**

L. Resignations

1. Business Services/Operations Office
 - a. Gina E. Felty – Part-time Driver w & w/o Bus License, Assistant, Misc., and Trainer, Transportation
Effective Date – January 31, 2023
2. Early Childhood & Student Services Office
 - a. Jason A. Kraft – Teacher, Alternative Education
Effective Date – June 7, 2023
 - b. Jennifer J. Wergeland – Teacher, Pre-K Counts
Effective Date – June 12, 2023
3. Operations Office
 - a. Dawson K. Garcia – Vehicle Maintenance Technician, Transportation
Effective Date – April 28, 2023
 - b. Jasselene Sosa – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 22, 2023

**Resignations
—Item 13. L.**

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4. Professional Learning Office
 - a. Dr. Kevin M. Andreyo – Program Administrator,
Professional Learning
Effective Date – December 6, 2023
 - b. Joanett Soto – Administrative Assistant, The
Pennsylvania Key
Effective Date – June 30, 2023

M. Terminations

**Terminations
—Item 13. M.**

1. Operations Office
 - a. Joseph A. Dzurkovich – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – May 19, 2023
Violation of Policy
 - b. David P. Gouck – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – May 19, 2023
Violation of Policy
 - c. Carla M. Kuilan Rijos – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – May 19, 2023
Violation of Policy
 - d. Xiomara Rivera-Maldonado – Part-time School Bus
Driver Trainee, Transportation
Effective Date – May 19, 2023
Violation of Policy

N. Other

Other—Item 13. N.

No Items to Consider

| | |
|-------|---|
| Yeas: | Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Kennedy; Lash; Ritter; Taylor; McEwen |
| Nays: | None. Motion carried. |

Roll Call Vote

A motion was made by Huhn, seconded by Heck, to approve the following items under 14. A. through F. Other Matters for Consideration:

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS FOR
CONSIDERATION**

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and 21st Century Cyber Charter School, for the BCIU to provide educational services to Charter School students, effective July 1, 2023, through June 30, 2024. Rates will be per the BCIU Board approved Special Education rates for the 2023-2024 school year.

**Agreement with 21st
Century Charter School for
Educational Services
—Item 14. A. 1.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
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To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Chester County Intermediate Unit #24 (CCIU), for CCIU to provide outreach and referral services to students and families in Chester County and to assign a staff person to serve in the role of Outreach Specialist on a full time basis in conjunction with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2, for a sum not to exceed \$90,000 during the period of July 1, 2023, through June 30, 2024.

**Agreement with Chester County IU / Outreach Specialist and Services for ECYEH Program
—Item 14. A. 2.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Schuylkill Intermediate Unit #29 (IU 29), for IU 29 to provide outreach and referral services to students and families in Schuylkill County and to assign a staff person to serve in the role of Outreach Specialist on a full time basis in conjunction with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2, for a sum not to exceed \$75,888.36 during the period of July 1, 2023, to June 30, 2024.

**Agreement with Schuylkill IU / Outreach Specialist and Services for ECYEH Program
—Item 14. A. 3.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Abington Speech Pathology Services, Inc., for Abington Speech Pathology Services, Inc., to provide speech language services as per the Compensation / Reimbursement Services attachment, effective July 1, 2023, through June 30, 2024. This agreement will automatically renew for additional one-year periods unless terminated by either party as per the agreement.

**Agreement with Abington Speech Pathology / Speech Language Services
—Item 14. A. 4.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and PTS LLC/Pediatric Therapeutic Services, for PTS LLC/Pediatric Therapeutic Services to provide Occupational Therapy, Physical Therapy, Speech-Language, and Psychological Services as per the agreement, effective May 1, 2023, through June 30, 2024.

**Agreement with PTS LLC/Pediatric Therapeutic Services
—Item 14. A. 5.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Lebanon School District, for the BCIU to provide consultation and planning services for Alternative Pathways Programming, as per the agreement, effective May 15, 2023.

**Agreement with Lebanon School District / Alternative Pathways Programming
—Item 14. A. 6.**

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM
—DR. DANIEL RICHARDS, DIRECTOR**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Jigsaw Learning, LLC dba TeachTown, as an opt-in addition to the Pennsylvania Association of Intermediate Units (PAIU) consortium pricing agreement.

**Agreement with Jigsaw Learning dba Teachtown / PAIU Consortium Pricing Agreement
—Item 14. B. 1.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Diocese of Allentown, for the BCIU to provide professional learning services for the Diocese Summer Title II Conference for a fee of \$19,950 according to the agreement, for services to be provided on June 19, 2023.

**Agreement with Diocese of Allentown / Professional Learning Services for Title II Conference
—Item 14. B. 2.**

**OFFICIAL PROCEEDINGS OF THE
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To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Educ8Every1 LLC, for Educ8Every1 LLC to provide professional learning services related to English Language Development Curriculum for a fee of \$900 according to the agreement, for services to be provided on October 17, 2023, or alternate date if needed.

**Agreement with Educ8Every1 /
English Language
Development Curriculum
—Item 14. B. 3.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Muhlenberg School District, for the BCIU to provide professional learning services related to English Language Development for a fee of \$900 according to the agreement, for services to be provided on November 7, 2023, or alternate date if needed.

**Agreement with Muhlenberg
School District / English
Language Development
—Item 14. B. 4.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pottstown School District, for the BCIU to provide Title I services to students who reside within Title I eligible schools and attend nonpublic schools, as per the agreement, effective April 6, 2023, through June 30, 2023.

**Agreement with Pottstown
School District / Title I Services
—Item 14. B. 5.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and GoggleWorks Center for the Arts, for the BCIU to install and display exhibitor's work in the Cohen East and Cohen West Gallery for the 2024 Berks County Student Artwork Showcase according to the agreement, effective May 5, 2023.

**Agreement with
GoggleWorks / Install and
Display Student Artwork
Showcase
—Item 14. B. 6.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lancaster-Lebanon Intermediate Unit (IU13) for the BCIU to provide professional services related to sessions on STEELS standards for PA State Parks, for a fee of \$750 according to the agreement, for services to be provided on April 12, 2023, through May 18, 2023.

**Agreement with Lancaster-
Lebanon IU / STEELS
Standards for PA State Parks
—Item 14. B. 7.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Institute for Early Education Leadership and Innovation at the University of Massachusetts Boston (IEELI), for IEELI to plan and deliver a facilitator certification program (FCP) for Leading for Change in Early Care and Education during the fiscal year 2024 (July 1, 2023, through June 30, 2024), for a fee not to exceed \$76,260 effective, April 14, 2023 (The Pennsylvania Key).

**Agreement Institute for Early
Education Leadership and
Innovation at University of
Massachusetts Boston
(The Pennsylvania Key)—
Item 14. B. 8.**

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 Professional Development Organization Meeting, for a fee of \$2,640 for the period of April 28, 2023, through June 30, 2023 (The Pennsylvania Key).

**Agreement with Illustrating
Progress / Graphic
Facilitation
(The Pennsylvania Key)—
Item 14. B. 9.**

To ratify Amendment #4 between the Berks County Intermediate Unit (BCIU) and Public Health Management Corporation, (PHMC), for PHMC to modify its scope of services by providing the Alternative Pathway Program to PK-4 certification to additional PA PKC teachers. This amendment provides for a funding increase of \$350,000 for a revised total not to exceed \$911,890 and extends the term of the agreement to June 30, 2024. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #4 to Agreement
with Public Health
Management Corporation /
Alternative Pathway Program
(The Pennsylvania Key)
—Item 14. B. 10.**

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
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To ratify Amendment #1 between the Berks County Intermediate Unit (BCIU) and Shippensburg University, for Shippensburg University to modify its scope of services to serve the Office of Child Development and Early Learning (OCDEL) in support of credential and/or degree completion for Pre-K Counts and Head Start Supplemental Assistance Programs staff across the four regions within Pennsylvania. This amendment provides for a funding increase of \$350,000 for a revised total not to exceed \$700,000 and extends the term of the agreement to June 30, 2024. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #1 to Agreement
with Shippensburg University
(The Pennsylvania Key)
—Item 14. B. 11.**

To ratify Amendment #1 between the Berks County Intermediate Unit (BCIU) and South Central Community Action Programs, Inc. (SCCAP), for SCCAP to modify its budget allocations for staff travel and increased benefit expenses. This amendment provides for a funding increase of \$1,615 for a revised total not to exceed \$63,300. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #1 to Agreement
with South Central
Community Action Programs
(The Pennsylvania Key)
—Item 14. B. 12.**

**C. INFORMATION TECHNOLOGY
—SCOTT MAJOR, DIRECTOR**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Sweet, Stevens, Katz, and Williams, LLP, for legal consulting services as Technology Pool Counsel for participating member districts and career and technology centers. Scheduled trainings, consultations, and email advice is provided for technology-related Board policies and other concerns with legal implication. The term of the agreement is July 1, 2023, through June 30, 2024, at a cost of \$11,000 to be shared by participating members.

**Agreement with Sweet,
Stevens, Katz, and Williams
/ Technology Pool Counsel
—Item 14. C. 1.**

To approve the renewal of an annual subscription with Zoho Corporation for ManageEngine Firewall Professional Edition, for the term of June 10, 2023, through June 9, 2024, for a cost of \$1,145.

**Renewal of Subscription
with Zoho Corporation /
ManageEngine Firewall
—Item 14. C. 2.**

To ratify a renewal agreement between the Berks County Intermediate Unit (BCIU) and Finalsite + BlackboardK-12, for Finalsite + Blackboard K12 to provide Connect Services at a cost of \$1,991 per year for 1,200 licenses, for the term of April 1, 2023, through March 31, 2024.

**Renewal of Agreement with
Finalsite + BlackboardK-12
/ Connect Services
—Item 14. C. 3.**

To ratify a service agreement between the Berks County Intermediate Unit (BCIU) and the REMI Group, for the REMI Group to provide service and maintenance of InfoSeal pressure seal equipment, at a cost of \$2,817.47 for a one-year term, effective May 1, 2023.

**Service Agreement with
REMI Group / InfoSeal
Pressure Seal Equipment
—Item 14. C. 4.**

**D. BUSINESS SERVICES/OPERATIONS
—LUCILLE GALLIS, CFO**

To ratify the renewal billboard lease agreement with The Lamar Companies at an annual rental income of \$11,000/year for ten years, beginning May 1, 2023, and ending May 1, 2033. As part of the agreement, The Lamar Companies will also provide advertising space to the Berks County Intermediate Unit (BCIU) for four posters in the first quarter of each year.

**Billboard Lease Agreement
with The Lamar Companies
—Item 14. D. 1.**

**OFFICIAL PROCEEDINGS OF THE
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To authorize the appropriate officers to execute a three-year agreement between the Berks County Intermediate Unit (BCIU) and the Berks County School Districts Health Trust (Health Trust), for the BCIU to provide accounting and administrative services for the Health Trust effective July 1, 2023, through June 30, 2026, based on the following fee schedule:

- July 1, 2023 - June 30, 2024 - \$85,598
- July 1, 2024 - June 30, 2025 - \$89,610
- July 1, 2025 - June 30, 2026 - \$92,740

To award contracts for the following through the Berks County Joint Purchasing Board:

- Medical & Nursing Supplies Catalog Bid
- Art Supplies Bid
- Classroom & Office Supplies Bid
- Custodial Supplies Bid

To award a contract to Singer Equipment Company, Inc., for Food Service Paper Products 2023-2024.

E. OPERATIONS

—ROB ROSENBERRY, CHIEF OPERATING OFFICER

To request permission to bid or purchase ten (10) 9-passenger vans for the Transportation Department using the bid process or the COSTARS State Cooperative Purchasing Program.

F. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

To the first reading of the following policies:

SUMMARY OF CHANGES

- 251 Students Experiencing Homelessness and Other Educational Instability (Revised)
- 805 Emergency Preparedness (Revised)
- 810.1 Transportation Program Drivers and Assistants (Revised)
- 810.3 Non-Transportation School Vehicle Drivers and Drivers Utilizing a Personal Vehicle to Transport Students (New)
- 820 Tobacco and Vaping Products (Revised).

**Three-Year Agreement with Berks County School Districts Health Trust / Accounting and Administrative Services
—Item 14. D. 2.**

**Award Contracts through Joint Purchasing for Medical and Nursing Supplies, Art Supplies, Classroom and Office Supplies, and Custodial Supplies
—Item 14. D. 3.**

**Award Contract for Food Service Paper Products
—Item 14. D. 4.**

**Permission to Bid or Purchase Passenger Vans
—Item 14. E. 1.**

**First Reading of Policies
— Item 14. E. 1.**

| | |
|-------|--|
| Yeas: | Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Kennedy; Lash; Ritter; Taylor; McEwen |
| Nays: | None. Motion carried. |

Roll Call Vote

President McEwen thanked Board members and guests for their attendance and asked if anyone desired to comment before the conclusion of the meeting. No one desire to speak.

Board Members Desiring to be Heard

A motion was made by Gierula, seconded by Heck, to adjourn the meeting at 8:06 p.m.

Adjournment

| |
|-----------------|
| Motion carried. |
|-----------------|

Voice Vote

Approved by,

James Ulrich, Secretary

**OFFICIAL PROCEEDINGS OF THE
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**THE FOLLOWING TOOK PLACE PRIOR TO THE REGULAR BOARD MEETING,
DURING COMMITTEE-OF-THE-WHOLE:**

Mr. John Coakley, Transportation Program Administrator, introduced **Mr. Brian Becker** as the Employee-of-the-Month for May. Brian began his employment at the BCIU in March 2004 as a Bus Assistant and now serves as a dispatcher out of the Route 61 Transportation Center. Mr. Coakley reported that Brian greets everyone each morning with a smiling face and his positive attitude carries over to those who encounter him. Brian “has the toughest job in the office,” making sure every bus and van run are assigned each day.

Mr. Becker thanked the Board and stated that Transportation deserves the recognition as a team. His wife accompanied him as he was honored on what was their 36-year anniversary!

Dr. Michelle Reichard Huff, Director of ECSS, and Mr. Kristin Hoffa, Program Administrator of the Education for Children and Youth Experiencing Homelessness Program, introduced **Sam Heebner** to the Board. As his Eagle Scout project, Sam partnered with the BCIU ECYEH Program to assist homeless students by collecting hygiene supplies to distribute to local schools to support students experiencing homelessness. Over 2,300 items were collected as part of this donation drive. He also had the opportunity to present to local homelessness program liaisons as part of his project

Sam was presented with a certificate of appreciation and a small token of thanks. Mr. Kevin Manmiller, Fleetwood ASD representative to the BCIU Board, prepared a message which was read at the meeting, as follows: “I have known and worked with several Eagle Scouts over the years, who have always demonstrated superior leadership, organizational skills and work ethic. I have no doubt that Samuel will excel in life and chosen career path, based on the skills required to complete the Service Project.

Please send my congratulations to Samuel and his family on this momentous accomplishment. I also wish him the best as he continues to progress towards the fulfillment of his Eagle Scout Requirements.

From one proud Tiger to another...way to go!

Sam thanked the BCIU for partnering with him on his project. He was honored for the opportunity to give back to the BCIU. Sam’s mother, Cheri Heebner, accompanied him to the Board meeting. Mrs. Heebner serves as a lead specialized preschool teacher in the BCIU early intervention program.

Dr. Hackman and Dr. Reichard-Huff introduced a video highlighting the programs and activities available to support employees at the BCIU. It also showcased resources that promote positive health and well-being, including QUEST, Employee Assistance Program; Mindful Moments Community of Practice hosted by the Pennsylvania Key; Online learning opportunities through Vector Solutions; and the Berks County Mental Health Resources Webpage berksiu.org/bcmentalhealth.

**EMPLOYEE OF THE MONTH –
MAY 2023
— Brian Becker, Office of
Operations**

**EAGLE SCOUT SERVICE
PROJECT: ECYEH
DONATION DRIVE
— Samuel Heebner, Boy
Scouts of America, Hawk
Mountain Council, Troop
183 Blandon, and
Fleetwood Area School
District Student**

**FEATURED PROGRAM |
MENTAL HEALTH AND
WELL-BEING AT THE BCIU**