

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
JUNE 15, 2023  
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The regular meeting of the Berks County Intermediate Unit Board (BCIU) of Directors was held on Thursday, June 15, 2023, at the BCIU Main Office, 1111 Commons Boulevard, Reading, Pennsylvania 19605.

President McEwen called the meeting to order at 8:00 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

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

Following the pledge of allegiance and roll call, President McEwen welcomed Board members and BCIUEA Officers Amy Adam and Dr. JoAnna Cogan-Ferchalk. He indicated that an executive session was held prior to the meeting for the presentation of the Annual Safety and Security Report by Russell Del Rosario, Program Administrator for School Safety and Security. In accordance with the School Code, the School Safety and Security Coordinator for each school entity is required to provide an annual report to the school board by June 30 of each year, in executive session, on the school entity's current safety and security practices, and identify strategies to improve school safety and security. Contracts, agreements, and personnel items were also discussed.

**Announcements  
—Item 01. B. 1.**

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 Ulrich, seconded by Heck, to approve the Items 01. C. through 09. as follows:

To approve the following slate of Berks County Intermediate Unit Board representatives as elected via electronic ballot, and to seat these duly elected representatives for terms as noted, effective July 1, 2023, as follows:

**Approve Slate of BCIU  
Board Representatives as  
Elected via Electronic Ballot  
—Item 01. C.**

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**THREE-YEAR TERM (EXPIRING JUNE 30, 2026)**

- Lisa Hogan, Boyertown Area School District
- Russell Jirik, Daniel Boone Area School District
- Dr. David Hemberger, Exeter Township School District
- Kevin Manmiller, Fleetwood Area School District
- Linda Lash, Schuylkill Valley School District
- Terrie Taylor, Wyomissing Area School District

**TWO-YEAR TERM (EXPIRING JUNE 30, 2025)**

- Miguel Vasquez, Muhlenberg School District

To appoint Dr. David Hemberger as the BCIU Voting Delegate for the PSBA Delegate Assembly.

**BCIU Voting Delegate for  
PSBA Delegate Assembly  
—Item 01. D.**

To acknowledge receipt of bids through the Berks County Joint Purchasing Board for Copy Paper on Tuesday, May 2, 2023, at 11:00 A.M.

**Receipt of Bids for Copy  
Paper—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
May	2023 Ratifications – IU	1-14	\$890,829.75
May	2023 Ratifications – PSDLAF	1-01	\$15,069.68
May	2023 Ratifications – IU Wires	1-01	\$3,000.00
June	2023 Ratifications – IU	1-07	\$603,683.33
June	2023 Ratifications – IU Wires	1-00	\$0.00
June	2023 Approvals - IU	1-09	\$1,415,231.68
<b>TOTAL</b>			<b>\$2,927,814.44</b>

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

Amount Outstanding
June 9, 2023
\$0

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF JUNE 9, 2023 (Information item):**

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$569,946.91	\$679,193.93	\$583.15	\$94,014.28	\$718,999.94
Commonwealth of PA	\$464,136.70	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$79,732.50	\$156,882.04	\$434.17	\$50,510.00	\$7,344.74
<b>TOTALS</b>	<b>\$1,113,816.11</b>	<b>\$836,075.97</b>	<b>\$1,017.32</b>	<b>\$144,524.28</b>	<b>\$726,344.68</b>
<b>GRAND TOTAL</b>	<b>\$2,821,778.36</b>				

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**06. COMBINED FINANCIAL REPORT**

**CASH**

**BEGINNING BALANCE MAY 1, 2023** **\$12,869,149.97**

**RECEIPTS**

REVENUE RECEIPTS	\$11,395,710.51	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$11,395,710.51</u>
		\$24,264,860.48

**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$2,826,711.48	
PRE-BOARD RATIFICATIONS WIRE	\$3,000.00	
BOARD APPROVALS	\$1,662,558.99	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$15,069.68	
POST BOARD RATIFICATIONS IU	\$890,829.75	
POST BOARD RATIFICATIONS WIRES	\$3,000.00	
TOTAL CHECKS WRITTEN	\$5,401,169.90	
CHECKS VOIDED	(\$10,236.52)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,796,024.10</u>	<u>\$11,186,957.48</u>
ENDING BALANCE - MAY 31, 2023		\$13,077,903.00

**CASH AVAILABLE-MAY 31, 2023** **\$13,077,903.00**

**07. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

MAY 2023	
TOMPKINS	\$55,069.02
PSDLAF	\$10.28
CHASE	\$3.84

**08. BUDGETS**

**BUDGETS**

**A. New and Proposed Budget**

*No Items to Consider*

**B. Initial Budgets**

**1. Professional Services - Reading School District– Program 602**

Office of Professional Learning

7/1/23 – 6/30/24

\$228,468

The BCIU Office of Professional Learning through an agreement with the Reading School District will provide professional services to recruit qualified staff for traditionally hard-to-fill positions and potentially short-term grant-funded positions. Currently, this includes the roles of ESL Supervisors and Grant and Program Coordinators. Through these services, BCIU will employ and supervise staff that reports daily to a dedicated Reading School District location.

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**2. Central Inventory Warehouse– Program 698**

Office of Business Services

7/1/23 – 6/30/24

\$30,000

This program is designed to provide warehouse supplies services to all programs channeled through the Intermediate Unit. Efficiencies come from BCIU purchasing in bulk instead of program purchasing separately (since 1980).

**C. Changes to Initial Budgets**

**1. The Pennsylvania Key– Program 225**

Office of Professional Learning

7/1/22 – 6/30/23

\$-511,707

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

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 4 reflects budget revisions processed to date by OCDEL.

**D. Budgetary Transfers**

*No Items to Consider*

**09. APPROVAL/RATIFICATION OF HEAD START:**

**APPROVAL / RATIFICATION OF  
HEAD START  
—Item 09.**

- a. Financial Statements (May 2023)
- b. Credit Card Purchases (May 2023)
- c. Non-Federal Share Report (May 2023)
- d. Policy Council Minutes/Resolutions (May 2023)
- e. Head Start Director's Report
- f. Head Start Five-Year Goals
- g. Self Assessment

Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Lash; Manmiller; Ritter; Sabold; Ulrich; Vasquez; McEwen
Nays:	None. Motion carried.

**Roll Call Vote**

**10. COMMUNICATIONS**

*No Items to Report*

**COMMUNICATIONS  
—Item 10.**

Mr. Carl Sabold left the meeting.

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## 11. OLD BUSINESS

Dr. David Hemberger, BCIU Nominating Chair, recommended the proposed slate of officers to serve from July 1, 2023, through June 30, 2024, as follows:

President: Gary McEwen  
Vice-President Elizabeth Huhn  
Treasurer: Linda Lash  
Secretary: James Ulrich

### Report of Nomination Chair and Officer Elections —Item 11. A.

Control of the meeting was then turned over to James Mancuso, Solicitor, who explained the process for officer elections. Attorney Mancuso opened nominations for President from the floor.

### Nominations for President

There being no further nominations, a motion was made by Heck, seconded by Ritter, to close nominations for President.

Motion carried	Voice Vote
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Attorney Mancuso opened nominations for Vice President from the floor.

### Nominations for Vice President

There being no further nominations, a motion was made by Manmiller, seconded by Hummel, to close nominations for Vice-President.

Motion carried	Voice Vote
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Attorney Mancuso opened nominations for Treasurer from the floor.

### Nominations for Treasurer

There being no further nominations, a motion was made by Vasquez, seconded by Heck, to close nominations for Treasurer.

Motion carried	Voice Vote
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Attorney Mancuso opened nominations for Secretary from the floor.

### Nominations for Secretary

There being no further nominations, a motion was made by Detterline, seconded by Heck, to close nominations for Secretary.

Motion carried.	Voice Vote
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Attorney Mancuso closed nominations and read the proposed slate of candidates for election as follows:

### Election of President, Vice President, Treasurer, and Secretary

President: Gary McEwen  
Vice-President Elizabeth Huhn  
Treasurer: Linda Lash  
Secretary: James Ulrich

A motion was made by Ritter, seconded by Heck, to cast a unanimous ballot for the positions of President, Vice President, Treasurer, and Secretary.

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Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Lash; Manmiller; Ritter; Ulrich; Vasquez; McEwen	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

Dr. Hackman thanked Dr. Hemberger for serving as Nominating Chair. She also expressed her appreciation to the officers for their dedication, guidance, and willingness to continue to serve as officers of the BCIU Board.

Control of the Board meeting was then returned to President McEwen.

A motion was made by Ulrich, seconded by Heck to approve the Items 11. B. through 14. F. as follows:

To approve 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)

**Second Reading /Approval of Policies**  
— Item 11. B.

**12. REPORT OF NEGOTIATIONS COMMITTEE**

*No Items to Report*

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

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, CHIEF OPERATING OFFICER, IN THE ABSENCE OF MARY FRANCISCUS, DIRECTOR

**PERSONNEL MATTERS**

**A. General**

To approve a Memorandum of Understanding (MOU) between the Board of Directors of the Berks County Intermediate Unit and the Berks County Intermediate Unit Education Association (BCIUEA) to extend the telework procedure effective July 1, 2023, through September 29, 2023

**MOU with BCIUEA / Telework**  
— Item 13. A. 1.

To approve the following Compensation and Benefits Plans, effective July 1, 2023, to June 30, 2024:

- a. The Pennsylvania Key Middle Management
- b. The Pennsylvania Key Technology and Support Services

**Compensation and Benefits Plans / Pennsylvania Key Middle Management and Technology and Support**  
— Item 13. A. 2.

To approve the 2023-2024 Holiday Calendar for The Pennsylvania Key.

**2023-2024 Holiday Calendar for The Pennsylvania Key**  
— Item 13. A. 3.

To approve the elimination of the School Bus Driver Trainee, Transportation position, effective June 30, 2023.

**Elimination of School Bus Driver Trainee Position**  
— Item 13. A. 4.

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To approve the amended Berks County Intermediate Unit Transportation Salary Schedule, effective July 1, 2023.

**Amended Transportation  
Salary Schedule  
— Item 13. A. 5.**

To approve the following position descriptions:

- a. Early Childhood Supervisor – Pre-K Counts, Early Childhood and Student Services
- b. Service Center Coordinator, Information Technology
- c. Training and Project Coordinator – PA's Education for Children and Youth Experiencing Homelessness (ECYEH) and Educational Stability for Foster Care Youth Programs, Early Childhood and Student Services

**Approve Position  
Descriptions  
— Item 13. A. 6.**

To approve wage rates for the following positions, effective July 1, 2023:

- a. Recording Secretary
- b. Business Services
- c. Operations
- d. Technology and Support Services
- e. Early Intervention Substitute Classification
- f. Head Start Substitute Classification
- g. Pre-K Counts Substitute Classification
- h. Alternative Education and Student Services Substitute Classifications
- i. Special Education Substitute Classification
- j. Student and Family Services: PA's Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs
- k. Nolde Aides
- l. Special Education Summer Program – Extended School Year Staff
- m. Alternative Education – Tower Behavioral Health Summer Program
- n. Professional Learning

**Approve Wage Rates  
— Item 13. A. 7.**

To employ the following staff, effective July 1, 2023:

- a. Recording Secretary
- b. Business Services
- c. Operations
- d. Substitutes
- e. Nolde Aides
- f. Continuing Professional Education (CPE) Instructors

**Employ Staff  
— Item 13. A. 8.**

To employ the following staff, effective during the summer of 2023:

- a. Alternative Education – Tower Behavioral Health Summer Program
- b. Special Education Summer Program – Extended School Year

**Employ 2023 Summer Staff  
— Item 13. A. 9.**

To acknowledge receipt of the lists containing 2023-2024 salaries for the following employee groups in accordance with the applicable collective bargaining agreement or compensation and benefits plan:

- a. American Federation of State, County and Municipal Employees (AFSCME)
- b. Berks County Intermediate Unit Education Association (BCIUEA) Employees
- c. Head Start Employees
- d. Leadership Team, Middle Management, Technology and Support Services Staff

**Receipt of Salary Lists  
— Item 13. A. 10.**

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- e. The Pennsylvania Key Middle Management and Technology Support Services Staff
- f. Service Employees International Union (SEIU) Employees
- g. Transportation Employees

To award a professional contract to Jamie Hlavinka, Specialized Preschool Teacher – Classroom, Early Intervention, who has completed three years of satisfactory service, effective July 6, 2023.

**Award Professional Contract  
to Jamie Hlavinka  
— Item 13. A. 11.**

**B. Employment – Ratifications**

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

1. Operations Office
  - a. Betty I. Castillo – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45  
Effective Date – May 30, 2023  
*Replacement*
  - b. Kayla T. Forney – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$14.85 and \$17.45  
Effective Date – May 30, 2023  
*Replacement*
  - c. Xiomara Rivera-Maldonado – Part-time School Bus Driver Trainee, Transportation  
Recommended Hourly Rate – \$16.90  
Effective Date – June 12, 2023  
*Replacement*
2. Professional Learning Office
  - a. Leslie L. Marley – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key  
Recommended Annual Salary – \$59,264 (to be prorated)  
Effective Date – May 22, 2023  
*Replacement*
  - b. Lisa A.M. Unrath – Preschool Development Grant Birth to Five Project Manager, The Pennsylvania Key  
Recommended Annual Salary – \$74,960 (to be prorated)  
Effective Date – June 12, 2023  
*New Position*

**C. Change of Status – Ratifications**

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

1. Early Childhood & Student Services Office
  - a. Heidi Berger – Teacher, Head Start  
Recommended Hourly Rate – \$23.21  
Effective Date – May 30, 2023  
*Additional Hours (not to exceed 6 hours)*



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- b. Kathleen Burggraf – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry,  
\$14.48 to Level II, Entry, \$15.55  
Effective Date – May 18, 2023  
*Obtained CDA*
- c. Kristiane Eben  
Change from Paraeducator, Early Intervention to Level V  
Program Secretary, Early Intervention  
Change Recommended Hourly Rate from \$15.22 to \$15.53  
Effective Date – May 25, 2023  
*Replacement*
- d. Amy Fenstermaker – Paraeducator, Pre-K Counts  
Recommended Hourly Rate – \$17.78  
Effective Date – June 6, 2023  
*Additional Hours (not to exceed 7 hours)*
- e. Maggie Herndon – Paraeducator, Head Start  
Recommended Hourly Rate – \$15.66  
Effective Date – May 25, 2023 – June 2, 2023  
*Additional Hours (not to exceed 45 hours)*
- f. Jari-Lin Jones  
Change from Teacher, Head Start to Enrollment Specialist,  
Pre-K Counts  
Change Recommended Hourly Rate from Level I, Entry,  
\$21.38 to \$16.42  
Effective Date – May 22, 2023  
*Replacement*
- g. Kelly Kinsella – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$47.52  
Effective Date – May 26, 2023 – June 12, 2023  
*Additional Hours (not to exceed 70 hours)*
- h. Kimberly Luyet  
Change from Paraeducator, Early Intervention to  
Substitute Paraeducator, Early Intervention  
Change Recommended Hourly Rate from \$22.28 to \$13.37  
Effective Date – April 27, 2023  
*Voluntary Reassignment*
- i. Depetra McMaster – Paraeducator, Head Start  
Recommended Hourly Rate – \$16.66  
Effective Date – May 22, 2023 – June 2, 2023  
*Additional Hours (not to exceed 67.5 hours)*

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- j. Katherine Palm-Seiler – Teacher, Head Start  
Recommended Hourly Rate – \$21.83  
Effective Date – June 13, 2023 – June 14, 2023  
*Additional Hours (not to exceed 12 hours)*
- k. Jamie Sauselen – Paraeducator, Head Start  
Recommended Hourly Rate – \$15.66  
Effective Date – June 7, 2023  
*Additional Hours (not to exceed 7.5 hours) – Correction to Effective Date*
- l. Connie Schallau – Head Start, Teacher  
Recommended Hourly Rate – \$24.44  
Effective Date – June 7, 2023  
*Additional Hours (not to exceed 7.5 hours) – Correction to Effective Date*
- m. Tiffany Smith – Itinerant Teacher, Special Education  
Recommended Hourly Rate – \$62.17  
Effective Date – June 5, 2023 – August 14, 2023  
*Additional Hours (not to exceed 35 hours)*
- n. Renee Vragazis – Teacher, Head Start  
Recommended Hourly Rate – \$21.75  
Effective Date – May 18, 2023 – May 19, 2023  
*Additional Hours (not to exceed 12 hours)*
- o. Olesia Wright – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$14.48 to Level II, Entry, \$15.55  
Effective Date – May 12, 2023  
*Obtained CDA*
- 2. Operations Office
  - a. Adelnery Bonano Rosso – Part-time Driver w/o Bus License  
Recommended Hourly Rate – \$18.15  
Effective Date – May 26, 2023  
*Additional Assignment*
  - b. Mellonie Brooks  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Supervisor, Transportation, Special Needs  
Change Recommended Hourly Rates from \$22.00, \$18.15, \$14.85, and \$17.45 to  
Annual Salary, \$54,000 (to be prorated)  
Effective Date – June 5, 2023  
*Replacement*

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- c. 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 – June 5, 2023  
*Replacement*
- d. Nancy Ruth – Level III Custodian, Custodial  
Effective Date – June 2, 2023  
*Removal of Assignment*
- e. Lori Scheider – School Bus Fueller, Transportation  
Effective Date – April 28, 2023  
*Removal of Assignment*
- f. Maritza Vargas – Part-time Driver w/o Bus License,  
Transportation  
Recommended Hourly Rate – \$18.15  
Effective Date – May 1, 2023  
*Additional Assignment*
- 3. Professional Learning Office
  - a. Stacey Breiner – Educational Consultant, Training and  
Consultation  
Recommended Hourly Rate – \$68.23  
Effective Date – June 7, 2023 – June 20, 2023  
*Additional Hours (not to exceed 15 hours)*
  - b. Michael Herb – Educational Consultant, Training and  
Consultation  
Recommended Hourly Rate – \$68.76  
Effective Date – June 7, 2023 – June 20, 2023  
*Additional Hours (not to exceed 26 hours)*
  - c. Megan Wright Esterly – Educational Consultant, Training  
and Consultation  
Recommended Hourly Rate – \$65.42  
Effective Date – February 13, 2023 – June 30, 2023  
*Additional Hours Correction (not to exceed 140 hours)*

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

Alicia Cooper, Paraeducator – Effective May 15, 2023  
Maggie Herndon, Paraeducator – Effective May 15, 2023  
Bree Hines, Paraeducator – Effective June 5, 2023  
Allison Lawson, Paraeducator – Effective June 5, 2023  
Depetra McMaster, Paraeducator – Effective May 15, 2023  
Chelsea Salgado, Paraeducator – Effective May 15, 2023  
Melissa Singleton, Paraeducator – Effective May 15, 2023  
Lizbeth Torres-Davila, Paraeducator – Effective May 15, 2023

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

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Head Start

Bree Hines, Paraeducator – Effective June 5, 2023

Allison Lawson, Paraeducator – Effective June 5, 2023

Pre-K Counts

Alicia Cooper, Paraeducator – Effective May 15, 2023

Tiffany DeJesus, Paraeducator – Effective May 22, 2023

Bree Hines, Paraeducator – Effective June 5, 2023

Allison Lawson, Paraeducator – Effective June 5, 2023

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

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

Head Start

Kathleen Burggraf – Effective May 18, 2023

Olesia Wright – Effective May 12, 2023

**Additions to Approved 2023-2024 Out-of-Class Substitute Lists – Approvals**

Special Education

Ann Leinbach – Effective July 1, 2023

**Removal from 2022-2023 Out-of-Class Substitute Lists – Ratifications**

Alternative Education

Audra Schappell – Effective June 9, 2023

**Removal from 2022-2023 Out-of-Class Substitute Lists – Approvals**

Alternative Education

Ann Leinbach – Effective June 30, 2023

**F. Remove from 2022-2023 Approved Substitute Lists**

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

Alternative Education

Ashley Sierra, Teacher – Effective July 1, 2022

Early Intervention

Jari-Lin Jones, Paraeducator – Effective May 19, 2023

Executive Office

Samantha Weitzel, Substitute Specialist/Intern – Effective June 30, 2023

Transportation

Heather Speck, Substitute Driver w/o Bus License, Assistant, and

Misc. Transportation

Effective – May 16, 2023

**G. Employment Approvals**

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

1. Early Childhood & Student Services

a. Julia L. Snyder – Teacher, Special Education

Recommended Annual Salary – Column 4, Step 8,

\$69,804 (to be prorated)

Effective Date – To be determined pending pre-

employment process

*Replacement*

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2. Professional Learning Office
  - a. Katie B. LeVan – Preschool Program Specialist, The Pennsylvania Key  
Recommended Annual Salary – \$54,122 (to be prorated)  
Effective Date – June 19, 2023  
*Additional Position*
  - b. Kendy L. Schiffert – Program Administrator, Professional Learning  
Recommended Annual Salary – \$88,549 (to be prorated)  
Effective Date – July 31, 2023  
*Replacement*

**H. Change of Status – Approvals**

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

1. Business Services Offices
  - a. Lucas Ilgenfritz  
Change from Fiscal Specialist, Fiscal Services to Accountant, Fiscal Services  
Change Recommended Annual Salary from \$45,424 to \$52,787  
Effective Date – July 1, 2023  
*Reorganization*
  - b. Tillie Panneton  
Change from Purchasing and Logistics Supervisor, Purchasing and Logistics to Assistant Program Administrator, Purchasing and Logistics  
Change Recommended Annual Salary from \$64,609.06 to \$71,193.42  
Effective Date – July 1, 2023  
*Reorganization*
2. Early Childhood & Student Services Office
  - a. Christina Argentati – Lead Occupational Therapist, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Assignment*
  - b. Jamie Brendle – Lead Specialized Preschool Teacher, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Assignment*

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- c. Melissa DeMotta – Supervisor, PA’s Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs, ECYEH  
Recommended Annual Stipend – \$2,500  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Responsibilities*
- d. Debra Green  
Change from Specialist III, Alternative Education to Specialist IV, Alternative Education  
Change Recommended Annual Salary from \$43,620 to \$49,064.80  
Effective Date – July 1, 2023  
*Reorganization*
- e. Lauren Hammond  
Change from PA’s Education for Children and Youth Experiencing Homelessness and Foster Care Education Specialist, ECYEH to Training and Project Coordinator, PA’s Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs, ECYEH  
Change Recommended Annual Salary from \$45,424 to \$52,787  
Effective Date – July 1, 2023  
*New Position*
- f. Cheri Heebner – Lead Specialized Preschool Teacher, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Assignment*
- g. Jamie Hivner  
Change from Teacher, Head Start to Disabilities / Transition Specialist, Head Start  
Change Recommended Hourly Rate from Level III, Entry, \$23.21 to Level I, Entry, \$25.99  
Effective Date – August 15, 2023  
*Replacement*
- h. Kristen Hoffa – Program Administrator, PA’s Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs, ECYEH  
Recommended Annual Stipend – \$2,500  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Responsibilities*

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- i. Tabitha Kramer – Supervisor, PA’s Education for Children and Youth Experiencing Homelessness and Educational Stability for Foster Care Youth Programs, ECYEH  
Recommended Annual Stipend – \$2,500  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Responsibilities*
- j. Kayla Scarpill  
Change from Emotional Support Specialist, Alternative Education to Intake Coordination Specialist, Alternative Education  
Change Recommended Annual Salary from \$26,127 to \$32,948  
Effective Date – July 1, 2023  
*Reorganization*
- k. Cindy Silverman Chronister – Lead Psychologist, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Assignment*
- l. Amy Slovic – Lead Speech Therapist, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Assignment*
- 3. Executive Office
  - a. Marielle Bozzini – Marketing Communications Specialist, Executive Office  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Responsibilities*
  - b. Julie Bunnick – Creative Team Coordinator/Designer, Executive Office  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Responsibilities*
  - c. Amelia Krotee  
Change from Marketing Communications Specialist, Executive Office to Supervisor, Executive Office  
Change Recommended Annual Salary from \$55,189.74 to \$63,000  
Effective Date – July 1, 2023  
*New Position*

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- d. Amelia Krotee – Supervisor, Executive Office  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Responsibilities*
    - e. Kimberly Ressler – Digital Marketing Specialist,  
Executive Office  
Recommended Annual Stipend – \$1,200  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Responsibilities*
  - 4. Human Resources Office
    - a. Tina Blatt  
Change from Supervisor, Human Resources to Program  
Administrator, Human Resources  
Change Recommended Annual Salary from \$73,591.92 to  
\$78,535.60  
Effective Date – July 1, 2023  
*Reorganization*
  - 5. Information Technology Office
    - a. Steven Dressel  
Change from Service Desk Specialist, Infrastructure and  
Operations to Service Center Coordinator, Infrastructure  
and Operations  
Change Recommended Annual Salary from \$66,901.74 to  
\$71,577.81  
Effective Date – July 1, 2023  
*New Position*
    - b. Linda Sneddon  
Change from Specialist VII, Reprographic Services to  
Specialist VIII, Reprographic Services  
Change Recommended Annual Salary from \$44,498 to  
\$47,277.92  
Effective Date – July 1, 2023  
*Reorganization*
  - 6. Operations Office
    - a. John Coakley  
Change from Program Administrator II, Transportation to  
Program Administrator III, Transportation  
Change Recommended Annual Salary from \$91,680 to  
\$110,000  
Effective Date – July 1, 2023  
*Reorganization*



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- b. Marie Leonardo  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- c. Philip Mayo  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- d. Barry Ravel, Jr.  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- e. Edward Riedel, Jr.  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- f. Xiomara Rivera-Maldonado  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- g. Allan Roberts, Sr.  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*

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- h. Rosa Rodriguez Camacho  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- i. DeChantel Smith  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- j. Rosy Taveras Batista  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- k. Freddy Torres, III.  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- l. Gerard White  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*
- m. Renrick Woollery  
Change from Part-time School Bus Driver Trainee,  
Transportation to Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$16.90 to  
\$18.55, \$15.20, and \$17.70  
Effective Date – July 1, 2023  
*Reassignment*

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7. Professional Learning Office
  - a. Jillian Darlington  
Change from Career Readiness and STEM Specialist,  
Professional Learning to Assistant Program  
Administrator, Professional Learning  
Change Recommended Annual Salary from  
\$53,842.78 to \$61,779  
Effective Date – July 1, 2023  
*Reorganization*
  - b. Abigail Houck  
Change from Assistant Director of School  
Improvement Performance Management, Professional  
Learning to Program Administrator, Professional  
Learning  
Change Recommended Annual Salary from \$89,000  
to \$94,060  
Effective Date – July 1, 2023  
*Replacement*
  - c. Katie Kehm  
Change from Assistant Program Administrator,  
Professional Learning to Program Administrator,  
Professional Learning  
Change Recommended Annual Salary from  
\$82,042.72 to \$88,549  
Effective Date – July 1, 2023  
*Reorganization*
  - d. Rebecca Lamar – Manager of Higher Education  
Initiatives, The Pennsylvania Key  
Recommended Annual Stipend – \$5,000  
Effective Date – July 1, 2023 – June 30, 2024  
*Additional Responsibilities*

**I. Leave of Absence Requests**

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

1. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Jennifer Madeira – Physical Therapist, Early Intervention  
Effective Date – May 4, 2023
  - b. Cynthia Smith – Teacher, Head Start  
Effective Date – May 31, 2023
2. Operations Office  
Personal Leave (unpaid – without benefits – Not FMLA)
  - a. Ruth Shears – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Effective Date – May 23, 2023

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**J. Return from Leave of Absence Requests**

1. Early Childhood & Student Services Office  
Personal Leave (unpaid – without benefits – Not FMLA)
  - a. Kimberly Luyet – Paraeducator, Early Intervention  
Effective Date – April 27, 2023
  - b. Ana Popovici – Paraeducator, Early Intervention  
Effective Date – May 24, 2023

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

**K. Retirements**

1. Early Childhood & Student Services Office
  - a. Dan R. Gordon – Teacher, Special Education  
Effective Date – June 2, 2023
  - b. Tracey G. Miller – Teacher, Special Education  
Effective Date – August 3, 2023

**Retirements  
—Item 13. K.**

**L. Resignations**

1. Early Childhood & Student Services Office
  - a. Merline Aristilde – Paraeducator, Pre-K Counts  
Effective Date – June 2, 2023
  - b. Alison M. Calcinore – Speech Therapist, Early Intervention  
Effective Date – July 27, 2023
  - c. Tracy P. Hannon – Paraeducator, Pre-K Counts  
Effective Date – June 12, 2023
  - d. Trena Murphy – Paraeducator, Head Start  
Effective Date – May 30, 2023
  - e. Colleen M. Slaton – Occupational Therapist, Early Intervention  
Effective Date – July 27, 2023
  - f. Erika L. Tarnoski – Specialized Preschool Teacher – Itinerant, Early Intervention  
Effective Date – July 27, 2023
2. Operations Office
  - a. Laray D. Hoffman – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – May 17, 2023
  - b. Jeanette Holderman – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – June 6, 2023
  - c. Erika Montoya – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – May 29, 2023
  - d. Eliezer Velazquez – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – June 8, 2023

**Resignations  
—Item 13. L.**

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3. Professional Learning Office
  - a. Erica A. Shortridge – Early Head Start Program  
Supervisor, The Pennsylvania Key  
Effective Date – June 16, 2023

**M. Terminations**

*No Items to Consider*

**Terminations  
—Item 13. M.**

**N. Other**

*No Items to Consider*

**Other—Item 13. N.**

**14. OTHER MATTERS FOR CONSIDERATION**

**OTHER MATTERS FOR  
CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

To approve the submission of the 2023-2024 Preschool Early Intervention Special Education Plan and associated assurance for the operation of preschool early intervention no later than June 30, 2023.

**Submission of 2023-2024  
Preschool EI Special  
Education Plan and  
Assurance—Item 14. A. 1.**

To authorize the submission of the Act 80 request to the Pennsylvania Department of Education for Act 80 day exceptions to the School Age Special Education Deaf and Hard of Hearing Program for the 2023-2024 school year.

**Submission of Act 80  
Request to PDE / School  
Age Special Education Deaf  
and Hard of Hearing  
Program—Item 14. A. 2.**

To approve the BCIU School Age Special Education and Alternative Education calendars for the 2023-2024 school year.

**2023-2024 School Age  
Special Education and  
Alternative Education  
Calendars—Item 14. A. 3.**

To approve the 2023-2024 calendars for Pre-K Counts.

**2023-2024 Calendars for  
Pre-K Counts—Item 14. A. 4.**

To ratify a Memorandum of Understanding (MOU) between the Berks County Intermediate Unit (BCIU) and InMind Services, LLC., for InMind Services, LLC to provide professional learning services including a keynote presentation and breakout sessions on August 15, 2023, as per the MOU, effective May 31, 2023, through August 16, 2023, for a fee not to exceed \$8,500.

**MOU with InMind  
Services, Inc.  
—Item 14. A. 5.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Maxim Healthcare Staffing Services, Inc., for Occupational Therapy, Physical Therapy, Speech-Language, Regular Education, Special Education, Psychological, Paraeducator, and PCA Services per the Compensation / Reimbursement for Services attachment, effective July 1, 2023, through June 30, 2024. The agreement shall automatically renew for additional one-year periods unless terminated by either party as per the agreement.

**Agreement with Maxim  
Healthcare Staffing  
Services, Inc.  
—Item 14. A. 6.**

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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and LivingWorks Education USA Inc. (LivingWorks), for LivingWorks to provide Training for Trainers (T4T) in the Applied Suicide Intervention Skills Training (ASIST) for 10 participants from July 17, 2023, through July 21, 2023, for a fee of \$38,000; and the approval signature from the BCIU Chief Financial Officer, for services provided according to the agreement.

**Agreement with  
LivingWorks / Training for  
Trainers / Applied Suicide  
Intervention Skills Training  
(ASIST)—Item 14. A. 7.**

**B. PROFESSIONAL LEARNING**

—DR. DANIEL RICHARDS, DIRECTOR

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Margaret Foster, for Margaret Foster to provide professional learning services related to Gifted Education for a fee of \$2,000 plus travel according to the agreement, for services to be provided on October 9, 2023, or alternate date if needed.

**Agreement Margaret Foster /  
Professional Learning  
Services / Gifted  
Education—Item 14. B. 1.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Angelo (A.J.) Juliani, for Mr. Juliani to provide services for the 2023-2024 BCIU Leadership series for a fee of \$15,000 according to the agreement, for services to be provided on November 2, 2023, December 14, 2023, and January 18, 2024, or alternate dates if needed.

**Agreement with Angelo  
Juliani / BCIU Leadership  
Series—Item 14. B. 2.**

To authorize the appropriate officers to execute a memorandum of understanding (MOU) between the Berks County Intermediate Unit (BCIU) and the PA STEM Lending Library Consortium, for the BCIU to become a member of the consortium and gain access of the lending platform and professional learning resources at an initial fee of \$1,800 according to the agreement for access through December 31, 2024.

**MOU with PA STEM Lending  
Library Consortium  
—Item 14. B. 3.**

To authorize the appropriate officers to execute Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the following vendor, for the BCIU to purchase products / services on behalf of Berks County nonpublic schools in line with applications submitted under the Emergency Assistance to Non-Public Schools (EANS) program according to specifics of the agreement:

- Inspired Wellness, LLC, for Saint Margaret School

**Amendment #1 to Agreement  
with Inspired Wellness, LLC.,  
for Saint Margaret School /  
EANS Program  
—Item 14. B. 4.**

To authorize the appropriate officers to execute Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Jason Mundok, LLC, for Jason Mundok, LLC to modify the scope of services for consulting services to support the statewide Comprehensive Support and Improvement dashboard development initiative. This amendment provides a funding increase of \$20,000 for a revised total not exceeding \$61,500 and extends the term of the agreement to December 31, 2023, effective July 1, 2023. All other terms and conditions remain in force.

**Amendment #1 to Agreement  
with Jason Mundok /  
Comprehensive Support and  
Improvement Dashboard  
Development Initiative  
—Item 14. B. 5.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Instructure, Inc., for licensing of the Canvas Learning Management System utilized by the BCIU for professional learning opportunities, and the approval signature by the BCIU Executive Director. The cost for 200 licenses is \$1,008 for the term of July 1, 2023, through June 30, 2024.

**Agreement with Canvas  
Learning Management  
System—Item 14. B. 6.**

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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Montgomery County Intermediate Unit (MCIU), for the BCIU to provide services related to CODE training facilitation according to the agreement not to exceed \$10,000 for the term July 1, 2022, through June 30, 2023.

**Agreement with Montgomery County IU / CODE Training Facilitation—Item 14. B. 7.**

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the American Institutes for Research (AIR), for AIR to modify the scope of services relative to providing technical assistance to support the Financial Literacy Standards revision process on behalf of the Pennsylvania Department of Education. This amendment provides a funding increase of \$250,160 for a revised total not exceeding \$344,444 and extends the term of the agreement to March 31, 2024, effective May 15, 2023. All other terms and conditions remain in force.

**Amendment #1 to Agreement with American Institutes for Research (AIR) / Financial Literacy Standards Revision—Item 14. B. 8.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Training and Technical Assistance Network (PaTTAN), for the BCIU to complete the deliverables according to the Success for PA Early Learners (SPEL) Grant for a four-year total of \$28,000 for the term of July 1, 2023, through June 30, 2027; and the approval signatures from the BCIU Director of the Office of Early Childhood and Student Services and the BCIU Executive Director, for services provided according to the agreement.

**Agreement with PaTTAN / Complete Deliverables According to Success for PA Early Learners (SPEL) Grant—Item 14. B. 9.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU), for PSU to provide professional development opportunities and technical assistance activities to early childhood practitioners, for a fee of \$1,045,731 for the period, July 1, 2023, through June 30, 2024 (The Pennsylvania Key).

**Agreement with PSU / Professional Development and Technical Assistance for Early Childhood Practitioners (The Pennsylvania Key)—Item 14. B. 10.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Child Development Centers, Inc., for the Early Head Start Child Care Partnership program for Child Development Centers, Inc. to expand high-quality early learning opportunities to infants and toddlers, for a fee of \$158,025 to serve 32 children, effective May 1, 2023, through July 31, 2023 (The Pennsylvania Key).

**Agreement with Child Development Centers / Early Head Start Child Care Partnership Program (The Pennsylvania Key)—Item 14. B. 11.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Dr. Ronald W. Whitaker, II, for Dr. Ronald W. Whitaker, II to present a keynote address and serve as a professional development facilitator during the Professional Development Organization Meeting, for a fee of \$3,000 for the period of May 9, 2023, through June 22, 2023 (The Pennsylvania Key).

**Agreement with Dr. Ronald Whitaker, II / Facilitator for Professional Development Organization Meeting (The Pennsylvania Key)—Item 14. B. 12.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and ZenCEO, LLC., for ZenCEO, LLC to provide fifty (50) seats for individuals to receive training in an eight (8) week Mindfulness-Based Stress Reduction course, for a fee of \$28,350 for the period of May 10, 2023, through December 31, 2023 (The Pennsylvania Key).

**Agreement with ZenCEO, LLC. / Mindfulness-Based Stress Reduction Course (The Pennsylvania Key)—Item 14. B. 13.**

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To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Berks County Intermediate Unit Head Start, for Berks County Intermediate Unit Head Start to modify its budget. This amendment provides a funding increase of \$44,450 for a revised total not exceeding \$600,014. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #2 to Agreement  
with BCIU Head Start /  
Funding Increase  
(The Pennsylvania Key)  
—Item 14. B. 14.**

To ratify Amendment #3 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 budget. This amendment provides a funding increase of \$228,175 for a revised total not exceeding \$2,879,559. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #3 to Agreement  
with Chester County IU d/b/a  
Chester County Head Start /  
Funding Increase  
(The Pennsylvania Key)  
—Item 14. B. 15.**

To ratify Amendment #2 of the current agreement between the Berks County Intermediate Unit (BCIU) and Huntingdon County Child and Adult Development Corp., for Huntingdon County Child and Adult Development Corp. to modify its budget. This amendment provides a funding increase of \$5,700 for a revised total not exceeding \$155,388. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #2 to Agreement  
with Huntingdon County  
Child and Adult Development  
Corp. / Funding Increase  
(The Pennsylvania Key)  
—Item 14. B. 16.**

To ratify Amendment #1 of the current 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 modify its budget. This amendment provides for a funding increase of \$8,473 for a revised total not exceeding \$84,733. All other terms and conditions remain in force. (The Pennsylvania Key).

**Amendment #1 to Agreement  
with Institute for Early  
Education Leadership and  
Innovation at Univ. of  
Massachusetts Boston  
(IEELI) / Funding Increase  
(The Pennsylvania Key)  
—Item 14. B. 17.**

To ratify Amendment #1 of the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Chapter of the American Academy of Pediatrics (PAAAP), for PAAAP to modify its scope of services to support the update of the Child Care Health Advocate course curriculum. This amendment provides a funding increase of \$10,000 for a revised total not exceeding \$220,000 and extends the term of the agreement to August 18, 2023. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #1 to Agreement  
with PA Chapter of the  
American Academy of  
Pediatrics (PAAAP) / Funding  
Increase  
(The Pennsylvania Key)  
—Item 14. B. 18.**

### **C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, DIRECTOR

To approve the purchase of (1) Meraki MX95 security appliance (firewall) from ePLUS Technology, Inc. to replace legacy equipment at the BCIU Education Centre, at a total cost not to exceed \$5,539.

**Purchase of Meraki MX95  
Security Appliance (Firewall)  
from ePLUS Technology,  
Inc.—Item 14. C. 1.**

To approve the renewal agreement with ePlus Technology, Inc. for Cisco SmartNet and Firepower software maintenance and warranty, for the term of July 1, 2023, through June 30, 2024, at a total cost of \$8,529.12.

**Renewal Agreement with  
ePLUS Technology, Inc. /  
CISCO SmartNet and  
Firepower Software  
Maintenance and Warranty  
—Item 14. C. 2.**



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To approve the renewal for support and licensing of Meraki equipment from ePLUS Technology, Inc., at a cost not to exceed \$113,534.

**Renewal / Support and  
Licensing of Meraki  
Equipment from ePLUS  
Technology, Inc.  
—Item 14. C. 3.**

To approve the renewal of the CyMetric Risk Assessment subscription and services through Caetra.io, for the term of July 1, 2023, through June 30, 2024, for a cost not to exceed \$3,000.

**Renewal of CyMetric Risk  
Assessment Subscription  
Through Caetra.io  
—Item 14. C. 4.**

To approve the renewal of WhatsUp Gold Premium 300 Service Agreement from Progress Software Corporation, effective June 30, 2023, through June 30, 2024, at a cost of \$2,060.

**Renewal of WhatsUp Gold  
Premium from Progress  
Software Corporation  
—Item 14. C. 5.**

To approve the renewal of KnowBe4 Security Awareness Training, effective August 11, 2023, through August 10, 2024, and KnowBe4 PhishER subscription, effective July 29, 2023, through July 28, 2024, at a cost of \$16,168.

**Renewal of  
KnowBe4Security  
Awareness Training and  
PhishER—Item 14. C. 6.**

To approve the renewal of the Tenable.io Subscription from CDW-G, effective July 6, 2023, through July 5, 2024, at a cost of \$17,890.33.

**Renewal of Tenable.io  
Subscription from CDW-G  
—Item 14. C. 7.**

To approve the renewal of 10 licenses to Pluralsight Online Technical training for a one-year subscription from July 2, 2023, through July 1, 2024, at a cost of \$5,790.

**Renewal of Licenses to  
Pluralsight Online  
Technical Training  
—Item 14. C. 8.**

To approve the renewal of Autonomous System Numbers (IPv4 and IPv6 Number Resources) with American Registry for Internet Numbers (ARIN), effective July 31, 2023, through July 30, 2024, at a cost of \$150.

**Renewal of Autonomous  
System Numbers with  
American Registry for  
Internet Numbers (ARIN)  
—Item 14. C. 9.**

To approve the renewal of the Microsoft Enrollment for Education Solutions (EES) agreement with Lancaster-Lebanon IU 13, effective August 2, 2023, through August 1, 2024, at a cost of \$84,774.20.

**Renewal of Microsoft  
Enrollment for Education  
Solutions with IU 13  
—Item 14. C. 10.**

To approve the renewal of Solarwinds Serv-U Secure File Transfer Protocol licensing for a 16-month term, effective July 31, 2023, through November 16, 2024, at a cost of \$942.11. The term is extended to allow for alignment with other Solarwinds license purchases.

**Renewal of Solarwinds  
Serv-U Secure File Transfer  
Protocol Licensing  
—Item 14. C. 11.**

**D. BUSINESS SERVICES**

— LUCILLE GALLIS, CFO

To authorize the appropriate officers to execute a taxable Revenue Anticipation Note (RAN) in the amount of \$10 million with Tompkins Community Bank, effective July 1, 2023, and maturing June 30, 2024, at a variable rate equal to the Secured Overnight Financing Rate plus 2.00%, with an interest rate floor of 2.00%, as per the attached Letter of Commitment.

**Revenue Anticipation Note  
(RAN) with Tompkins  
Community Bank  
—Item 14. D. 1.**

**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 Conrad Siegel Actuaries, for Conrad Siegel Actuaries to provide professional services for the completion of Affordable Care Act (ACA) reporting for the 2023 calendar year at a fee of \$7,500 (no increase)

**Agreement with Berks  
Conrad Siegel Actuaries /  
Completion of Affordable  
Care Act (ACA) Reporting  
—Item 14. D. 2.**

To approve the Amendment to the original lease agreement between the Berks County Intermediate Unit (BCIU) and the Daniel Boone Area School District, for the BCIU to rent a single-family residence at 511 Chestnut Street, Birdsboro, PA for the purpose of operating a Life Skills Special Education program, effective July 1, 2023, at a rate of \$1,000/per month, plus the additional cost of utilities: electric, gas, water, and sewage. Effective July 1, 2023, the BCIU will also be responsible for the actual cost of snow removal and cutting of grass.

**Amendment to Lease  
Agreement with Daniel  
Boone Area School District  
for Life Skills Special  
Education Program  
—Item 14. D. 3.**

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

**Award Contracts for Copy  
Paper—Item 14. D. 4.**

To request permission for the Berks County Intermediate Unit to participate in the following cooperative purchasing programs for the 2023-2024 school year:

- a. BuyBoard National Purchasing Cooperative
- b. The Cooperative Purchasing Network (TCPN)
- c. COSTARS
- d. H-GAC Cooperative Purchasing Program
- e. Keystone Purchasing Network (KPN)
- f. NASPO ValuePoint
- g. National Cooperative Purchasing Alliance (NCPA)
- h. OMNIA Partners
- i. PEPPM Cooperative Purchasing
- j. Sourcewell

**Permission to Participate in  
Cooperative Purchasing  
Programs  
—Item 14. D.5.**

To authorize the Executive Director or Chief Financial Officer to award, between the June 15 and August 17, 2023 board meetings, the bid for the printing of early childhood educational materials for the Pennsylvania Key to the lowest responsive and responsible bidder, with award ratification at the August 17, 2023 board meeting.

**Authorization of Executive  
Director or Chief Financial  
Officer to Award Bid for  
Printing of Pennsylvania Key  
Early Childhood Educational  
Materials—Item 14. D. 6.**

**E. OPERATIONS**

—ROB ROSENBERRY, CHIEF OPERATING OFFICER

To approve a Letter of Agreement between Good Shepherd Lutheran Church and the Berks County Intermediate Unit (BCIU), for the BCIU to serve as an emergency evacuation site for up to 55 childcare children and 6 staff from the children's programs operating at Good Shepherd Lutheran Church.

**Letter of Agreement with  
Good Shepherd Lutheran  
Church for BCIU as  
Emergency Evacuation Site  
—Item 14. E. 1.**

To authorize the administration to execute an agreement between the Berks County Intermediate Unit (BCIU) and S.J. Thomas Company, Inc., for S.J. Thomas Company, Inc. to prepare structural design documents with details and sections as required describing structurally the size and complexity of the building project consisting of the replacement of two deteriorated steel lintels at the BCIU's main office at a cost estimate of \$8,257

**Agreement with S.J. Thomas  
Company for Preparation of  
Structural Design  
Documents—Item 14. E. 2.**

**OFFICIAL PROCEEDINGS OF THE  
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**F. ADMINISTRATION**

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

To acknowledge the six-month review of the Berks County Intermediate Unit Health and Safety Plan, as required by the American Rescue Plan (ARP) Act, and approve the revised Berks County Intermediate Unit (BCIU) Health Plan, effective June 16, 2023.

**Six Month Review of BCIU  
Health and Safety Plan /  
Approve Revised Plan  
— Item 14. E. 1.**

To approve the renaming / renumbering of Board Policy 831 – Data Storage to Board Policy 830.1 – Data Governance – Storage / Security

**Rename / Renumber Board  
Policy to 830.1 – Data  
Governance – Storage /  
Security — Item 14. E. 2.**

To approve the first reading of the following policy:

**SUMMARY OF CHANGES**

830 Security of Computerized Personal Information / Breach Notification  
(New)

**First Reading of Policy 830  
— Item 14. E. 3.**

To approve the renewal of the Pennsylvania School Boards Association (PSBA) annual membership and the BCIU's participation in the PSBA Policy and Administrative Regulations Maintenance programs, effective July 1, 2023, through June 30, 2024, for a total cost of \$6,090.

**Renewal of PSBA  
Membership and  
Participation in Policy and  
Administrative Regulations  
Maintenance Programs  
— Item 14. E. 4.**

To cancel the July 20 Berks County Intermediate Unit (BCIU) Board meeting and to authorize the officers and administration of the BCIU to take the necessary steps to pay bills and salaries during the time between the June and August meetings.

**Cancellation of July BCIU  
Board Meeting /  
Authorization to Pay Bills  
and Salaries  
— Item 14. E. 5.**

To authorize the Executive Director to offer employment to prospective employees between the June and August Board meetings subject to receiving approval from Berks County Intermediate Unit Board officers through polling of each officer. Employment shall be ratified at the August Board meeting.

**Authorization of Executive  
Director to Offer  
Employment  
— Item 14. E. 6.**

Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Jirik; Lash; Manmiller; Ritter; Ulrich; Vasquez; McEwen	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

President McEwen reminded Board members that there will be no Board meeting in July. The next meeting will be held on August 17. He thanked Board members and guests for their attendance.

**Board Members Desiring to  
be Heard**

Mr. McEwen then asked if anyone desired to comment before the conclusion of the meeting. No one requested to speak.

Dr. Hackman expressed appreciation to reelected Board members for their willingness to continue to serve on the BCIU Board representing their home school districts. She also thanked the re-elected Board officers for their leadership and guidance. The stability in leadership has contributed greatly to the success of the organization.

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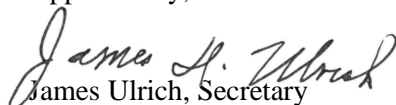
A motion was made by Vasquez, seconded by Heck, to adjourn the meeting at 8:11 p.m.

**Adjournment**

Motion carried.

**Voice Vote**

Approved by,

  
James Ulrich, Secretary

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

Mrs. Connie Fehr, Supervisor in the Office of Early Childhood and Student Services, introduced **Mrs. Vicki Ravert** as the Employee-of-the-Month for June. Vicki moved into the Data Oversight Manager position in July 2022 after serving as the Early Childhood Data Specialist since 2019. She also worked in the CCIS Department from 2006-2018. Mrs. Fehr reported that Vicki is able to navigate numerous databases to solve problems and assist the ECSS programs she supports. She is always taking the initiative to find ways to improve and streamline processes and ensure data is accurate. She is respectful and helpful to her co-workers and willing to take on additional tasks. Mrs. Fehr thanked Vicki for helping her to succeed in her transition to Supervisor.

**EMPLOYEE OF THE MONTH –  
JUNE 2023  
— Vicki Ravert, Office of  
Early Childhood and  
Student Services**

Mrs. Ravert thanked the Board and stated that the BCIU is her second home. She met her husband, Joe, at the BCIU. Joe attended the Board meeting to witness the honors.

Dr. Hackman reviewed the Annual Report for 2022-2023, which provides a summary of organizational information and highlights the accomplishments and activities of BCIU and the Pennsylvania Key employees throughout 2022-2023. She noted that the Annual Report would be accessible to view at the following link: [https://www.berksiu.org/wp-content/uploads/2023/06/BCIUAnnualReport\\_2022-23.pdf](https://www.berksiu.org/wp-content/uploads/2023/06/BCIUAnnualReport_2022-23.pdf).

**FEATURED PROGRAM |  
2022-2023 BCIU ANNUAL  
REPORT**