

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
NOVEMBER 16, 2023
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The regular meeting of the Berks County Intermediate Unit Board (BCIU) of Directors was held on Thursday, November 16, 2023, at the BCIU Main Office, 1111 Commons Boulevard, Reading, Pennsylvania 19605.

President McEwen called the meeting to order at 8:32 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; Dr. Amy Kennedy; Linda R. Lash; Kevin L. Manmiller; Rev. Dr. Dennis Ritter; Bret A.B. Sabold; Terrie Taylor, LSW; James Ulrich; Miguel Vasquez; and Gary McEwen
Absent:	Mark Detterline and Russell Jirik
Intermediate Unit:	Dr. Jill M. Hackman; Rob Rosenberry; Lucille Gallis; Dr. Michelle Reichard-Huff; Scott Major; Dr. Dan Richards; Beth Kozloski; Nicole Abreu; and Jan Krotee
Solicitor:	James Mancuso, Esq.
Guest(s):	Amy Adam, BCIUEA Vice President; and Hope Kavka, BCIUEA Treasurer
Press:	None

Following the pledge of allegiance and roll call, President McEwen welcomed Board members and BCIUEA Officers Amy Adam, BCIUEA Vice President; and Hope Kavka, BCIUEA Treasurer.

**Announcements
—Item 01. B. 1.**

President McEwen announced that an executive session was held prior to the meeting for personnel matters and legal contracts.

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 Lash, to approve Items 02. through 13. N., as follows:

To approve the minutes of the meeting of October 19, 2023.

**Approval of Minutes
—Item 02.**

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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
October	2023 Ratifications-IU	1-16	\$5,288,120.34
October	2023 Ratifications-PSDLAF	1-01	\$14,685.05
October	2023 Ratifications IU Wires	1-01	\$3,000.00
November	2023 Ratifications-IU	1-07	\$2,049,417.08
November	2023 Approvals- IU	1-10	\$736,172.64
TOTAL			\$8,091,395.11

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

Amount Outstanding
November 9, 2023
\$0

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

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,027,891.77	\$161,127.00	\$6,974.28	\$5,500.00	\$1,820,975.39
Commonwealth of PA	\$184,645.44	\$28,316.02	\$0.00	\$0.00	\$566,951.06
Other Revenue Sources	\$174,849.20	\$35,847.86	\$4,280.96	\$425.00	\$29,874.39
TOTALS	\$1,387,386.41	\$225,290.88	\$11,255.24	\$5,925.00	\$2,417,800.84
GRAND TOTAL	\$4,047,658.37				

06. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE OCTOBER 1, 2023 **\$11,876,435.19**

RECEIPTS

REVENUE RECEIPTS	\$10,236,752.93	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,236,752.93</u>
		\$22,113,188.12

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$696,133.25	
PRE-BOARD RATIFICATIONS WIRE	\$0.00	
BOARD APPROVALS	\$1,618,531.70	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$14,685.05	
POST BOARD RATIFICATIONS IU	\$5,288,120.34	
POST BOARD RATIFICATIONS WIRES	\$3,000.00	
TOTAL CHECKS WRITTEN	\$7,620,470.34	
CHECKS VOIDED	(\$180,664.21)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,939,533.84</u>	<u>\$13,379,339.97</u>
ENDING BALANCE - OCTOBER 31, 2023		\$8,733,848.15

CASH AVAILABLE-OCTOBER 31, 2023 **\$8,733,848.15**

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07. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

OCTOBER 2023	
TOMPKINS	\$58,218.53
PSDLAF	\$18.36
CHASE	\$4.36

08. BUDGETS

BUDGETS

A. New and Proposed Budget

1. Digital Navigator Program – Program 23-290

Office of Information Technology

8/10/23 – 12/01/25

\$326,100

The BCIU Office of Information Technology through an agreement with the County of Berks, will provide a Digital Navigator to promote and support digital inclusion through partnerships with community organizations. Funding has been secured for two years to address digital needs in two pilot locations.

B. Initial Budgets

1. Title II Non-Public – Program 23-191

Office of Professional Learning

7/1/23 – 9/30/24

\$112,523

The Title II Non-Public program coordinates funding to provide private school personnel with high-quality, personalized professional development that is evidence-based and focused on improving teaching and student learning and achievement. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title II professional development services for non-public school teachers and administrators are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017).

2. Title IV Non-Public – Program 23-192

Office of Professional Learning

7/1/23 – 9/30/24

\$80,755

The Title IV Non-Public program coordinates funding to improve the academic achievement of private schools by increasing the capacity of non-public schools to:

1. Provide all students with access to a well-rounded education.
2. Improve school conditions for student learning.
3. Improve the use of technology to improve the academic achievement and digital literacy of all students.

The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title IV services for non-public school students are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017).

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3. The Pennsylvania Key Program – Program 225

Office of Professional Learning (The Pennsylvania Key)

7/1/23 – 6/30/24

\$17,974,067

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).

4. PA Department of Health COVID-19 Support Project – Program 23-139

Office of Business Services

8/1/23 – 7/31/24

\$446,388

The Pennsylvania Department of Health (DOH) has entered into an agreement with PAIU to collaborate in the administration of the PA DOH COVID-19 Prevention/Outreach/Testing Project. PAIU has subcontracted the support services to be provided with Intermediate Units across the Commonwealth. The BCIU will provide these services through the activities of its Pandemic Coordinator and Pandemic Team (since 2021). This is the third year of funding.

5. Vehicle Maintenance – Program 630

Office of Operations

7/1/23 – 6/30/24

\$1,670,706

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

6. Vehicle Maintenance Parts Inventory – Program 631

Office of Operations

7/1/23 – 6/30/24

\$1,327,103

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

7. Contracted Transportation – Program 632

Office of Operations

7/1/23 – 6/30/24

\$8,420,418

This proprietary fund accounts for all contracted transportation services including the transportation of regular education students for Reading School District, Muhlenberg School District, Antietam School District, and Extended School Year and field trips. In addition, this program provides transportation for the BCIU Head Start program in the city of Reading and to all rural Berks County classrooms (since 1990).

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C. Changes to Initial Budgets

1. Extended School Year Program – Program 303

Office of Early Childhood and Student Services
7/1/22 – 6/30/23

\$24,190

Total Proposed Revised Budget: \$104,770

Extended School Year services are determined by the IEP team. Districts have the option to provide ESY services themselves or contract with the Intermediate Unit on a fee-for-service basis. This program has been in existence since 1988. These changes are necessary to make year-end adjustments.

2. Special Education Core – Program 304

Office of Early Childhood and Student Services
7/1/22 – 6/30/23

\$62,255

Total Proposed Revised Budget: \$3,157,685

Funded by the Pennsylvania Department of Education, this budget covers costs for management, federal/state mandates for special education, direct services, child tracking (Penn Data) services, and administrative functions designed to support the Special Education programs throughout the Berks County Intermediate Unit and our school districts (since 1991). These changes are necessary due to additional revenue.

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

Office of Early Childhood and Student Services
7/1/22 – 6/30/23

\$1,351

Total Proposed Revised Budget: \$336,240

Funded by the participant's resident district, this program provides education services to adjudicated adolescents who are housed in the Berks County Jail System, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997). These changes are necessary due to additional revenue.

4. Caron Treatment Center Alternative Education Program – Program 629

Office of Early Childhood and Student Services
7/1/22 – 6/30/23

\$2,298

Total Proposed Revised Budget: \$35,532

This educational program has been established to provide basic instruction to students, ages 12 to 21, who have been placed in the Caron Treatment Center due to chemical dependency. The primary care short-term education program (average of twenty-eight to forty-five days) prepares students for re-entry into their regular school environment while they are engaged in treatment for recovery from addiction. Revenue is received from the resident school district of the students. Non-Pennsylvania students are funded by the out-of-state district of residence and Caron Treatment Center. BCIU will operate this program until Caron discontinues the adolescent educational services in late November. The changes are required to adjust funding to year-end allocations.

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5. Emergency Connectivity Fund – Program 219

Office of Information Technology

7/1/23 – 6/30/24

\$425,793

Total Proposed Revised Budget: \$532,784

BCIU through a grant with Universal Service Administrative Company (USAC), will purchase services required for implementing Wi-Fi/Internet access on 147 buses from three vendors. This project will provide filtered, mobile broadband access to students while riding Berks County Intermediate Unit buses to help bridge the digital divide. This change is necessary for supplementary funding for an additional 89 buses.

6. Information Technology Software Services – Program 671

Office of Information Technology

7/1/22 – 6/30/23

\$50,000

Total Proposed Revised Budget: \$1,838,887

Comprised of two sub-budgets, this proprietary fund accounts for expenditures and revenue related to supplemental services internal and external to the Berks County Intermediate Unit. These services include software as a service hosting, application development, software support and training, documentation, and technology consultation (since 1994). This change is necessary due to an increase in revenue.

D. Budgetary Transfers

1. Project ELECT/Fatherhood Initiative (Education Leading to Employment & Career Trainings) – Program 235

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 22,438

Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993). These transfers are necessary to make year-end adjustments.

2. Special Education Contracted Services – Program 302

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 491,756

This proprietary program provides local school districts with special education instructional programs and services including Deaf & Hard of Hearing classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991). These transfers are necessary to make year-end adjustments.

3. Nolde Aides – Program 623

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 17

This self-supporting enterprise program provides instructional services to teachers and students visiting the Nolde Environmental Center. Classes in group problem solving, content instruction in sciences such as ecology, seasons, wildlife, conservation, and sensory information from nature are offered (since 1975). These budget transfers were necessary to make year-end adjustments.

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4. Tower Behavioral Health – Program 624

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 70,534

The Tower Behavioral Health Program is a licensed in-patient hospitalization program for behavioral health treatment, serving students through crisis, emergency hospitalization, parent referrals, community agency referrals, and school district recommendation. Students receive counseling services provided by Tower Health staff. Educational services and social skills instruction are provided by BCIU staff. There is coordination with the students' hospitalization treatment team and resident school district to provide a continuum of academic support with efforts focused on maintaining students' progress in their home district's curriculum. The educational component is funded by the resident school districts of the students (since 2021). These transfers are necessary to adjust to year-end projections.

5. Alternative Education Program - Learning Academy at Thomas Ford – Program 626

Office of Early Childhood and Student Services

7/1/22 – 6/30/23

\$ 608,169

This proprietary program provides alternative education services at Learning Academy at Thomas Ford to students from grades six through twelve. A full range of academic courses are provided and there is close staff collaboration with juvenile probation, children and youth services, Service Access Management (SAM), community mental health providers, and drug and alcohol agencies (since 1995). These budget transfers are necessary to make year-end adjustments.

6. Network and Computer Services – Program 670

Office of Information Technology

7/1/22 – 6/30/23

\$ 25,000

Comprised of two sub-budgets including the Berks County Wide Area Network (WAN) project, this program combines networking, PAIUNET, and other technology-related services for external customers (since 1989). These transfers are necessary for year-end adjustments.

09. APPROVAL/RATIFICATION OF HEAD START:

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

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

10. COMMUNICATIONS

— James Ulrich, *Secretary*

No Items to Report

**COMMUNICATIONS
—Item 10.**

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11. OLD BUSINESS

**Old Business
PSBA Delegate Assembly
—Item 11. 1.**

1. PSBA Delegate Assembly, November 4, 2023
— Report by Dr. David Hemberger, BCIU Voting Delegate
Dr. David Hemberger, BCIU Voting Delegate to the PSBA Delegate Assembly, shared information regarding the 2023 Delegate Assembly he attended on behalf of the BCIU on November 4, 2023. This association-wide business meeting was held in a hybrid format. Dr. Hemberger provided a thorough overview of the legislative platform deliberations including the legislative priorities and core legislative principles (new proposals and proposed language), financial updates, and leadership election results. President McEwen thanked Dr. Hemberger for representing the BCIU and for bringing back this information to the Board. Dr. Hackman thanked Dr. Hemberger for his comprehensive and informative report.

2. To approve the following policies:
SUMMARY OF CHANGES
 - 006 Meetings (Revised)
 - 324 Personnel Files (Revised)
 - 325 Dress Standards (New)
 - 405 Employment of Substitute Professional Employees (Revised)
 - 424 Personnel Files (Revised)
 - 425 Dress Standards (Revised)
 - 524 Personnel Files (Revised)
 - 525 Dress Standards (Revised)
 - 706 Property Records (Revised)
 - 800 Records Management (Revised)
 - 810.1 Transportation Program Drivers and Assistants (Revised)
 - 829 Electronic Records/Signatures (Revised)

**Approval of Policies
—Item 11. 2.**

12. REPORT OF NEGOTIATIONS COMMITTEE

No Items to Report

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

13. PERSONNEL MATTERS

—MARY FRANCISCUS, DIRECTOR

A. General

To authorize the appropriate officers to execute a collective bargaining agreement with the Berks County Intermediate Unit Education Association (BCIUEA), for the period of July 1, 2024, to June 30, 2027, subject to review by the solicitor and administration.

PERSONNEL MATTERS

**BCIUEA Collective
Bargaining Unit Agreement
— Item 13. A. 1.**

To approve a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and the Service Employees International Union (SEIU), Local 668, which provides wages increases for SEIU employees and increases days for Pre-K Counts and Early Intervention paraeducators, effective January 1, 2024.

**MOU with SEIU
— Item 13. A. 2.**

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To acknowledge receipt of the list containing SEIU salary adjustments, effective January 1, 2024.

**SEIU Salary Adjustments
— Item 13. A. 3.**

To approve the following Compensation and Benefits Plans, effective January 1, 2024, to December 31, 2025:

- a. Head Start Senior Middle Management
- b. Head Start Middle Management
- c. Head Start Staff

**Approve Head Start
Compensation and Benefits
Plans
— Item 13. A. 4.**

To award a professional contract to Kimberly M. Keim, Specialized Preschool Teacher – Classroom, Early Intervention, who has completed three years of satisfactory service, effective November 16, 2023.

**Award Professional Contract
to Kimberly M. Keim
— Item 13. A. 5.**

To approve the 2024-2025 BCIU Holiday / Event Calendar.

**2024-2025 BCIU Holiday /
Event Calendar
— Item 13. A. 6.**

B. Employment – Ratifications

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

1. Early Childhood & Student Services Office
 - a. Zenaida Calero-Nieves – Family Engagement Worker, Head Start
Recommended Hourly Rate – Level V, Entry, \$23.04
Effective Date – November 6, 2023
Replacement
 - b. Niurkis M. Duran Taveras – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$14.48
Effective Date – October 23, 2023
Replacement
 - c. Lonelle T. Goodwin – Enrollment Specialist, Pre-K Counts
Recommended Hourly Rate – \$16.94
Effective Date – October 30, 2023
Replacement
 - d. Monica L. Humphrey – Occupational Therapist, Early Intervention
Recommended Annual Salary – Column 1, Step 16, \$77,190
(to be prorated)
Effective Date – October 30, 2023
Replacement
 - e. Stephanie Rodriguez – Family Engagement Worker, Head Start
Recommended Hourly Rate – Level V, Entry, \$23.04
Effective Date – November 6, 2023
Replacement
 - f. Heather A. Shirk – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$14.48
Effective Date – November 13, 2023
Replacement

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2. Operations Office
 - a. Joshua Fernandez – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – November 6, 2023
Replacement
 - b. Geovanny A. Hernandez Acosta – Part-time Driver w/o Bus
License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – November 13, 2023
Replacement
 - c. Jose N. Mizhquiri – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – October 30, 2023
Replacement
 - d. Carlos Piruch – Part-time Driver w/o Bus License, Assistant,
and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – November 13, 2023
Replacement
 - e. Maria L. Rivera – Part-time Driver w/o Bus License, Assistant,
and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – November 6, 2023
Replacement
 - f. Heather M. Speck – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – November 13, 2023
Replacement
 - g. Daisy Valentin Gonzalez – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.55, \$15.20, and \$17.70
Effective Date – October 23, 2023
Replacement
 - h. Harley N. Watts – Level II Custodian, Custodial
Recommended Hourly Rate – \$14.26
Effective Date – November 13, 2023
Replacement

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3. Professional Learning Office
 - a. Sedudzinam O. Fugar – Early Head Start Coach, The Pennsylvania Key
Recommended Hourly Rate – \$31.47
Effective Date – November 13, 2023
Additional Position
 - b. Julie A. Shaible – Early Head Start Coach, The Pennsylvania Key
Recommended Hourly Rate – \$29.58
Effective Date – November 6, 2023
New Position
 - c. Cindy L. Sunderland – Early Head Start Coach, The Pennsylvania Key
Recommended Hourly Rate – \$29.58
Effective Date – November 13, 2023
Additional Position

C. Change of Status – Ratifications

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

1. Early Childhood & Student Services Office
 - a. Mariangelin Cruz-Berrios
Change from Paraeducator, Head Start to Paraeducator, Pre-K Counts
Change Recommended Hourly Rate from Level II, Entry, \$15.66 to \$15.39
Effective Date – October 16, 2023
Replacement
 - b. Dr. Stacy Shober – Psychologist, Special Education
Recommended Hourly Rate – \$58.51
Effective Date – October 23, 2023 – June 5, 2024
Additional Hours (not to exceed 350 hours)
 - c. Dr. Sandra Shurina – Special Education Teacher – Itinerant, Special Education
Change Recommended Annual Salary from Column 4, Step 16, \$88,205
to Column 5, Step 16, \$88,905 (to be prorated)
Effective Date – September 20, 2021
Salary Correction
 - d. Dr. Sandra Shurina – Special Education Teacher – Itinerant, Special Education
Change Recommended Annual Salary from Column 4, Step 16, \$88,830
to Column 5, Step 16, \$89,530
Effective Date – September 1, 2022
Salary Adjustment per BCIUEA Agreement – Salary Correction

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- e. Dr. Sandra Shurina – Special Education Teacher – Itinerant,
Special Education
Change Recommended Annual Salary from Column 4, Step
16, \$89,455
to Column 5, Step 16, \$90,155
Effective Date – September 1, 2023
*Salary Adjustment per BCIUEA Agreement – Salary
Correction*
- f. Marisa Solis – Speech Therapist, Early Intervention
Recommended Hourly Rate – \$58.51
Effective Date – July 1, 2023 – June 30, 2024
Additional Hours (not to exceed 100 hours)
- 2. Operations Office
 - a. Robert Cotten – Part-time Driver w/o Bus License,
Transportation
Effective Date – October 12, 2023
Removal of Assignment
 - b. Rodney Good – Safety and Training Supervisor, Operations
Rate – \$150 per course
Effective Date – May 31, 2023
Removal of Stipend
 - c. Michael Hoffert – Lead Building and Grounds Maintenance
Worker, Facilities
Recommended Hourly Rate – Current Hourly Rate of \$23.70
plus \$.50
Effective Date – July 1, 2022 – June 30, 2023
Additional Assignment
 - d. Michael Hoffert – Lead Building and Grounds Maintenance
Worker, Facilities
Recommended Hourly Rate – Current Hourly Rate of \$24.28
plus \$.50
Effective Date – July 1, 2023 – June 30, 2024
Additional Assignment
 - e. Kathleen Kemp
Change from Part-time Bus/Van Assistant and Misc.
Transportation to Substitute Bus/Van Assistant and Misc.
Transportation
No Change in Recommended Hourly Rates
Effective Date – October 16, 2023
Voluntary Reassignment

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- f. Baudys Ramirez
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 – June 6, 2023
Voluntary Reassignment
- g. Barry Ravel – Part-time Driver with Bus License, Transportation
Recommended Hourly Rate – \$22.45
Effective Date – September 6, 2023
Obtained CDL
- h. Lori Scheider
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – September 11, 2023
Voluntary Reassignment
- i. Lori Scheider – Transportation Trainer, Transportation
Effective Date – September 8, 2023
Removal of Assignment
- j. Lori Scheider
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – October 12, 2023
Replacement
- k. Stephanie Wolfe
Change from Dispatcher, Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$18.48 to \$22.45, \$18.90, \$15.50, and \$17.70
Effective Date – November 6, 2023
Voluntary Reassignment

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

Richard Schott, Substitute Driver with Bus License – Effective June 14, 2022

Additions to 2023-2024 Approved Substitute Lists – Ratifications
Pre-K Counts

Ana Popovici, Paraeducator – Effective October 2, 2023

**Ratifications –
2022-2023 and 2023-2024
Approved Substitute Lists
—Item 13. D.**

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Transportation

Richard Schott, Substitute Driver with Bus License – Effective July 1, 2023

William Stoudt, Jr., Substitute Driver w/o Bus License, Assistant,
and Misc. – Effective November 6, 2023

Additions to 2023-2024 Approved Substitute Lists – Approvals

Alternative Education

Lashae Stitt, Teacher – Effective December 14, 2023

Head Start

Lashae Stitt, Teacher – Effective December 14, 2023

Pre-K Counts

Lashae Stitt, Teacher – Effective December 14, 2023

Special Education

Lashae Stitt, Teacher – Effective December 14, 2023

E. Additions to Approved 2023-2024 Out-of-Class Substitute Lists – Ratifications

No Items to Consider

**2023-2024 Out-of-Class
Substitute Lists – Additions /
Removal —Item 13. E.**

Removal from 2023-2024 Out-of-Class Substitute Lists – Ratifications

Head Start

Mariangelin Cruz-Berrios – Effective October 13, 2023

F. Remove from 2023-2024 Approved Substitute Lists

Transportation

Julio Jaquez, Jr., Substitute Driver w/o Bus License, Assistant, and Misc.

Transportation

Effective – October 12, 2023

Noel Reis, Substitute Driver w/o Bus License, Assistant, and Misc.

Transportation

Effective – August 3, 2023

Giselle Rojas, Substitute Driver w & w/o Bus License, Assistant, and Misc.

Transportation

Effective – November 1, 2023

**Remove from 2023-2024
Approved Substitute Lists
—Item 13. F.**

G. Employment Approvals

No Items to Consider

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

H. Change of Status – Approvals

1. Business Services Office

a. Lucas Ilgenfritz

Change from Accountant, Fiscal Services to Assistant
Program Administrator, Fiscal Services

Change Recommended Annual Salary from \$52,787 to
\$66,926 (to be prorated)

Effective Date – January 1, 2024

Replacement

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

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2. Early Childhood & Student Services Office
 - a. Lashae Stitt
Change from Specialized Preschool Teacher –
Classroom, Early Intervention to
Substitute Teacher, Early Intervention
Change Recommended Annual Salary from Column 4, St
8, \$69,804 to Hourly Rate, \$20.00
Effective Date – December 14, 2023
Voluntary Reassignment
3. Operations Office
 - a. Gina Bernal
Change from Dispatcher, Transportation to Level V
Program Secretary – Vehicle Maintenance,
Transportation
Change Recommended Hourly Rate from \$17.90 to
\$15.53
Effective Date – To be determined
Replacement
4. Professional Learning Office
 - a. Paula Alcock
Change from Fiscal Contract Supervisor, The
Pennsylvania Key to Professional Development
Organization Grants Supervisor, The Pennsylvania Key
No Change in Recommended Annual Salary
Effective Date – December 1, 2023
Replacement

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. Jasmine Rodriguez – Teacher, Head Start
Effective Date – October 31, 2023
 - b. Maria Witkowski – Speech Therapist, Early
Intervention
Effective Date – October 31, 2023
Personal Leave (unpaid – with benefits – Not FMLA)
 - c. Brenda Fick – Paraeducator, Head Start
Effective Date – October 26, 2023
 - d. Keishla Sanchez-Rodriguez – Paraeducator, Head Start
Effective Date – October 27, 2023
2. Operations Office
Personal Leave (unpaid – without benefits – Not FMLA)
 - a. Yolenny Hilario Ozimkoski – Part-time Driver w/o Bus I
Assistant, and Misc. Transportation
Effective Date – October 19, 2023

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J. Return from Leave of Absence Requests

1. Professional Learning Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Emily Kavanagh – Early Head Start Data Specialist,
The Pennsylvania Key
Effective Date – November 6, 2023

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

K. Retirements

1. Operations Office
 - a. Cathy M. Buller – Level III Custodian, Custodial
Effective Date – February 2, 2024
 - b. Russell L. George – Part-time Driver w & w/o Bus
License, Assistant, and Misc. Transportation
Effective Date – December 20, 2023

**Retirements
—Item 13. K.**

L. Resignations

1. Early Childhood & Student Services Office
 - a. Catherine A. Barczynski-Kulp – Paraeducator, Early
Intervention
Effective Date – October 31, 2023
 - b. Jeffrey Bertoni – Security Specialist, Alternative
Education
Effective Date – October 20, 2023
 - c. Brenda G. Fick – Paraeducator, Head Start
Effective Date – November 6, 2023
2. Operations Office
 - a. Robert C. Cotten – Part-time Bus/Van Assistant and Misc.
Transportation
Effective Date – November 3, 2023
 - b. Jeffrey P. Parzanese – Part-time Driver w & w/o Bus
License, Assistant, and Misc. Transportation
Effective Date – October 26, 2023
 - c. Amber M. Sandoval – Part-time Driver w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – November 6, 2023
 - d. Brenda J. Williams – Part-time Driver w & w/o Bus
License, Assistant, and Misc. Transportation
Effective Date – October 20, 2023

**Resignations
—Item 13. L.**

M. Terminations

1. Operations Office
 - a. Miguel R. Saez, Jr. – Part-time Driver w & w/o Bus
License, Assistant, and Misc. Transportation
Effective Date – November 17, 2023
Violation of Policy

**Terminations
—Item 13. M.**

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N. Other

1. Early Childhood & Student Services Office
 - a. Michele C. Joffred – Special Education Teacher – Itinerant, Special Education
Recommended Annual Salary – Column 4, Step 13, \$82,363 (to be prorated)
Effective Date – November 13, 2023
Date Amended
2. Information Technology Office
 - a. William Mizhquiri – Network Administrator II, Infrastructure and Operations
Recommended Annual Salary – \$85,000 (to be prorated)
Effective Date – October 30, 2023
Date Amended
3. Operations Office
 - a. Adrienne J. Balthaser – Program Coordinator, Operations
Recommended Annual Salary – \$53,500 (to be prorated)
Effective Date – November 6, 2023
Date Amended

**Other
—Item 13. N.**

Yeas:	Gierula; Heck; Hemberger; Hogan; Huhn; Hummel; Jackson; Kennedy; Lash; Manmiller; Ritter; Sabold; Taylor; Ulrich; Vasquez; McEwen	Roll Call Vote
Nays:	None. Motion carried.	

A motion was made by Ulrich, seconded by Hummel to approve the following items under 14. Other Matters for Consideration:

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS FOR
CONSIDERATION**

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

To approve the 2024-2025 calendar for the BCIU Early Intervention Program.

**2024-2025 BCIU EI
Program Calendar
—Item 14. A. 1.**

To ratify an agreement between Berks County Intermediate Unit (BCIU) and the Reading School District, for the Reading School District Pregnant / Parenting Teen Coordinator to provide services to Reading School District students in the ELECT / Fatherhood Program at a cost of \$71,000 for the 2023 – 2024 school year.

**Agreement with Reading
School District / ELECT
Fatherhood Program
—Item 14. A.2.**

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To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District (the Pre-K Counts Partner Agency), for Brandywine Heights Area School District to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan for the grant amount of \$307,200 effective July 1, 2023, through June 30, 2024.

**Agreement with
Brandywine Hts. Area
School District / Pre-K
Counts Services / OCDEL
Grant
—Item 14. A. 3.**

To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and Touching the Future, LLC (the Pre-K Counts Partner Agency), for Touching the Future, LLC to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan for the grant amount of \$163,200 effective July 1, 2023, through June 30, 2024.

**Agreement with Touching the
Future / Pre-K Counts
Services / OCDEL Grant
—Item 14. A. 4.**

To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and The Journey Fellowship DBA The Children's Journey (the Pre-K Counts Partner Agency), for The Journey Fellowship DBA Children's Journey to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan for the grant amount of \$190,000 effective July 1, 2023, through June 30, 2024

**Agreement with The Journey
Fellowship DBA The
Children's Journey / Pre-K
Counts / OCDEL Grant
—Item 14. A. 5.**

To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and Reading School District (the Pre-K Counts Partner Agency), for Reading School District to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan for the grant amount of \$570,000 effective July 1, 2023, through June 30, 2024.

**Agreement with Reading
School District / Pre-K
Counts / OCDEL Grant
—Item 14. A. 6.**

B. PROFESSIONAL LEARNING

—DR. DANIEL RICHARDS, DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Riverview Intermediate Unit 6 (RIU6), for the BCIU to participate in and provide professional services related to STEMInPA projects including Student-Centered Learning Initiative, Environmental Literacy and Sustainability Support, 3D Teaching and Learning Catalyst Grant, and STEM Ecosystem Grant, for an amount of \$31,000 according to the agreement, from July 1, 2023, through June 30, 2024.

**Agreement with Riverview
IU6 / STEMInPA
—Item 14. B. 1.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Twin Valley School District, for the BCIU to provide professional learning services related to Discovery Education, STEM Lending Library, and Digital Citizenship for Students 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 Twin Valley
School District / Discovery
Education—Item 14. B. 2.**

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To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Penn State College of Medicine, for Penn State College of Medicine to expand mandated reporter education through micro-learning to ensure Spanish-speaking early childhood professionals throughout the Commonwealth have ready access to evidence-based mandated reporter training for a fee of \$449,915 effective December 1, 2023, through November 30, 2026 (The Pennsylvania Key).

**Agreement with Penn State College of Medicine / Mandated Reporter Training (The Pennsylvania Key)
—Item 14. B. 3.**

To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU) / The Pennsylvania Key, and the McCormick Center for Early Childhood Leadership, for the McCormick Center for Early Childhood Leadership to grant permission for the Pennsylvania Key reliable and certified Assessors to create an online asynchronous professional development module from the PAS-3rd Edition training and materials received as part of the PAS-3 certification received through the McCormick Center for Early Childhood Leadership, for a fee not to exceed \$10,050 effective October 24, 2023 (The Pennsylvania Key).

**MOU with McCormick Center for Early Childhood Leadership (The Pennsylvania Key)
—Item 14. B. 4.**

To ratify Amendment #1 to the memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit – Executive Office Creative Team, for the BCIU – Executive Office Creative Team to partner with JPL Integrated Communications, Inc. on the development of informational program video content. This amendment provides for a funding increase of \$22,000 for a revised total not to exceed \$113,980. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #1 to the MOU with the BCIU Executive Office Creative Team / Partnership with JPL Integrated Communications for Informational Video (The Pennsylvania Key)
—Item 14. B. 5.**

To ratify Amendment #2 to the memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit – Executive Office Creative Team, for the BCIU – Executive Office Creative Team to support the Office of Child Development and Early Learning (OCDEL) by partnering with JPL Integrated Communications, Inc. to conduct research focused on the early childhood education industry and workforce to develop and execute a Pennsylvania statewide workforce marketing campaign. This amendment provides for a funding increase of \$500,000 for a revised total not to exceed \$613,980 and extends the term of the memorandum of understanding to September 30, 2024. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment #2 to Agreement with the BCIU Executive Office Creative Team / Partnership with JPL Integrated Communications for Statewide Marketing Campaign (The Pennsylvania Key)
—Item 14. B. 6.**

To ratify Amendment #1 to the agreement between the Berks County Intermediate Unit (BCIU) and New World Now, LLC. (NWN), for NWN to modify its scope of services to enable and configure the New Azure Cognitive Translations Module; to enhance PA Agency Administrator functionality; to develop a PA Assigned Agency Administrators Report; and to enhance high school and higher education documentation. This amendment provides for a funding increase of \$326,470.75 for a revised total not to exceed \$745,760.85. All other terms and conditions remain in force (The Pennsylvania Key).

Amendment #1 to Agreement with New World Now / New Azure Cognitive Translations Module—Item 14. B. 7.

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C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CIO

To authorize the appropriate officers to execute a two-year license agreement for the renewal of the Wrike Project Management Business Plus subscription for 20 user licenses at a cost of \$5,654.40 for the term of December 8, 2023, through December 7, 2025.

**License Agreement /
Renewal of Wrike Project
Management Business Plus
Subscription—Item 14. C. 1.**

To authorize the appropriate officers to execute the renewal of an agreement between the Berks County Intermediate Unit (BCIU) and IntegraOne, for the VMware Production Support/Subscription. The term of the agreement is 12 months, from February 1, 2024, to January 31, 2025, at a cost not to exceed \$8,892.

**Renewal of Agreement with
Integra One / VMware
Production Support /
Subscription
—Item 14. C. 2.**

D. BUSINESS SERVICES

—LUCILLE GALLIS, CFO

To approve the proposed calendar for the 2024-2025 General Fund Budget approval dates.

**2024-2025 General Fund
Budget Approval Dates
Calendar—Item 14. D. 1.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Association of Intermediate Units (PAIU), for the BCIU to act as a subcontractor for PAIU in the administration of the PA Department of Health (DOH) COVID-19 Prevention/Outreach/Testing Project, effective August 1, 2023, through July 31, 2024.

**Agreement with PAIU / PA
Department of Health
COVID-19
Prevention/Outreach/Testing
Project—Item 14. D. 2.**

E. OPERATIONS

—ROB ROSENBERRY, CHIEF OPERATING OFFICER

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Schachter-Goldberg Enterprises, Inc., for Max Schachter to present a keynote address during the BCIU School Safety and Security Summit on Wednesday, April 24, 2024, for a fee of \$7,500.

**Agreement with Schachter-
Goldberg Enterprises /
Keynote for School Safety
and Security Summit
—Item 14. E. 1.**

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.

**Six-Month Review of BCIU
Health and Safety Plan
—Item 14. F. 1.**

To appoint the Chief Financial Officer as the Berks County Intermediate Unit (BCIU) representative to the Berks County Cooperative Purchasing Council, and the Assistant Program Administrator-Purchasing and Logistics as the alternate representative to the Berks County Cooperative Purchasing Council, effective November 17, 2023.

**Appoint Representative and
Alternate Representative to
the Berks County
Cooperative Purchasing
Council—Item 14. F. 2.**

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To approve the first reading of the following policies:

SUMMARY OF CHANGES

- 236.1 Threat Assessment (Revised)
- 251 Students Experiencing Homelessness and Other Educational Instability (Revised)
- 301 Creating a Position (New)
- 303 Employment of Administrators (Revised)
- 311 Reduction of Staff (Revised)
- 318 Attendance and Tardiness (Revised)
- 319 Outside Activities (Revised)
- 320 Freedom of Speech in Nonschool Settings (Revised)
- 404 Employment of Professional Employees (Revised)
- 411 Reduction of Staff (Revised)
- 418 Attendance and Tardiness (Revised)
- 419 Outside Activities (Revised)
- 420 Freedom of Speech in Nonschool Settings (Revised)
- 504 Employment of Classified, Technical, and Support Employees (Revised)
- 505 Employment of Substitute Employees (Revised)
- 511 Reduction of Staff (Revised)
- 518 Attendance and Tardiness (Revised)
- 519 Outside Activities (Revised)
- 520 Freedom of Speech in Nonschool Settings (New)
- 611 Purchases Budgeted (Revised)
- 619 Intermediate Unit Audit (Revised)
- 815.1 Social Media (Revised)

**First Reading of Policies
—Item 14. F. 2.**

To set the 2024 Berks County Intermediate Unit Board of Directors' regular meeting dates for the third Thursday of the month, with the Committee -of-the-Whole to begin at 6:15 P.M. and the regular meeting to begin no earlier than 7:00 P.M. immediately following the Committee-of-the-Whole, and to authorize the administration to advertise these meeting dates in accordance with Act 84 (Sunshine Law).

**Set and Advertise BCIU
Board 2024 Meeting
Dates—Item 14. F. 3.**

To cancel the December 21, 2023, meeting of the Berks County Intermediate Unit Board of Directors and to authorize the officers and administration to take the necessary steps to pay bills and salaries until the next regular meeting of the BCIU Board on January 18, 2024.

**Cancel December 21, 2023,
Board Meeting/Authorize
Payment of Bills and
Salaries
—Item 14. F. 4.**

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

**Authorize Executive
Director to Offer
Employment Between
November and January
Board Meetings
—Item 14. F. 5.**

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

Roll Call Vote

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Mr. McEwen again congratulated and thanked Beth Kozloski, Executive Assistant in the Executive Office, for her assistance and service upon her retirement. He also thanked the six BCIU Board members who were attending their last meeting, saying it was a privilege to serve alongside them during their service on the BCIU Board.

**Board Members Desiring to
be Heard**

A motion was made by Hummel, seconded by Taylor, to adjourn the meeting at 8:49 p.m.

Adjournment

Motion carried.	Voice Vote
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Approved by,

James Ulrich, Secretary

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

Rich Loveless, Program Administrator of Software Services, introduced Ismael (Ish) Conde, Systems Analyst Developer in the Office of Information Technology, as Employee-of-the-Month for November. Mr. Loveless shared that Ish has served at the BCIU since October 2016. He looks for opportunities to improve processes or procedures, contributing to overall team success. Always willing to take on new challenges and responsibilities, he recently chose to use the latest programming platform available instead of an older but more familiar platform to create a replacement for the BCIU's warehouse consumables software. When communicating with clients, he is professional and willing to go the extra mile to ensure customer satisfaction.

**EMPLOYEE OF THE MONTH –
NOVEMBER 2023
— Ismael Conde, Office of
Information Technology**

Ismael thanked the Board and said that he is truly blessed to serve at the BCIU. His wife joined him as he received this recognition.

Dr. Jill Hackman recognized Beth Kozloski, Executive Assistant in the Executive Office, upon her retirement. Beth did not need an introduction to Board members as she has provided valuable support and preparations for BCIU Board since her start in the Executive Office. Serving in the Office of Professional Learning prior to her role as Executive Assistant in the Executive Office, Beth brought strong skills and organizational knowledge to the position. She was hardworking, conscientious, and always went above and beyond to help others and serve as a positive ambassador of the BCIU. She was truly a valued member of the Executive Office Team and the entire organization.

**RETIREE
Beth Kozloski, Office of the
Executive Director**

As a testament to her valued partnership, the Executive Office and Creative Team attended the meeting to show their respect and support. Beth thanked the Board, Dr. Hackman, and her colleagues, saying she enjoyed her role and the friendships she had made.

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Six BCIU Board members attended their final meeting as members of the BCIU Board. President McEwen, Vice President Huhn, and Executive Director Dr. Jill Hackman provided individual comments to each departing Board member, thanking them for their service and collaboration.

**RECOGNITION OF OUTGOING
BOARD MEMBERS**

The following Board members were honored:

- Michael Gierula, Antietam School District
- Lisa Hogan, Boyertown Area School District
- Dr. David Hemberger, Exeter Township School District;
- Rev. Dr. Dennis Ritter, Kutztown Area School District
- Nancy Jackson, Oley Valley School District
- Terrie Taylor, LSW, Wyomissing Area School District

Mr. McEwen stated that it was a privilege to serve with these dedicated members of the Board. Dr. Jill Hackman expressed her gratitude for their advocacy on behalf of our students and schools.

Dr. Dan Richards, Director of the Office of Professional Learning, introduced a video highlighting Act 89 and Title I services. Candace Hall, Program Administrator, provided the commentary in the video detailing the services offered to our nonpublic partners.

**FEATURED PROGRAM |
CONNECTING WITH
NONPUBLIC SCHOOLS /
EMPOWERING STUDENTS
RECEIVING ACT 89 AND
TITLE I SERVICES**