

## COMMITTEE-OF-THE-WHOLE MEETING

### I. BCIU HONORS

- ◆ EMPLOYEE OF THE MONTH FOR JUNE 2020
  - Dr. Brenda Robertson, Program Administrator, Office of Early Childhood and Student Services
- ◆ RETIREMENTS
  - Edward J. Dobry, Jr., Remedial Teacher, Act 89, Office of Professional Development and Curriculum
  - Teresa Schutt, Program Administrator, Office of Professional Development and Curriculum

### FEATURED PROGRAM

- ◆ **INSIDE BCIU: 2019-2020 SCHOOL YEAR SNAPSHOT**
  - Dr. Jill M. Hackman, Executive Director

### II. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
  - 1. BCIU Creative Team: 2019-2020 Year in Review
  - 2. Newslink
  - 3. Roadmap for Reentry
    - a. Countywide Collaboration
    - b. BCIU Planning
    - c. Reentry into the Workplace Employee Survey
  - 4. Legislative Update
  - 5. Other Items
- B. Agenda Review

### III. EXECUTIVE SESSION

- A. Annual Safety and Security Report
- B. Personnel Matters

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## REGULAR MEETING

### 01. CALL TO ORDER

- A. Pledge to the Flag and Roll Call
- B. Announcements
  - 1. Executive Session
  - 2. Agenda Update
  - 3. Persons Desiring to be Heard
- C. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for Copy Paper on Tuesday, May 12, 2020, at 11:00 A.M.

- D. 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, 2020, as follows:

Three-Year Term (Expiring June 30, 2023)

Boyertown Area – Jill A. Dennin  
 Daniel Boone Area – Steven Miller  
 Exeter Township – Dr. David Hemberger  
 Fleetwood Area – Kevin L. Manmiller  
 Schuylkill Valley – Linda R. Lash  
 Wyomissing Area – Terrie Taylor, LSW

One-Year Term (Expiring June 30, 2021)

Kutztown Area – Rev. Dr. Dennis Ritter

**02. APPROVAL OF MINUTES**

A. Meeting of May 21, 2020

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

SOURCE		PAGE	AMOUNT
May	2020 Ratifications - IU	1-08	\$3,126,257.04
May	2020 Ratifications - PSDLAF	1-01	\$21,929.41
June	2020 Ratification - IU	1-06	\$846,725.86
June	2020 Approvals - IU	1-04	\$1,720,777.06
<b>TOTAL</b>			<b>\$5,715,689.37</b>

**04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$6,000,000:**

Amount Outstanding
June 12, 2020
\$0

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF JUNE 12, 2020:**

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,140,720.97	\$937,865.43	\$1,097,182.04	\$1,122,901.56	\$355,509.97
Commonwealth of PA	\$4,134,145.60	\$1,463,351.35	\$120,312.00	\$0.00	\$0.00
Other Revenue Sources	\$311,789.56	\$169,948.67	\$64,138.42	\$18,681.73	\$294,045.82
<b>TOTALS</b>	<b>\$5,586,656.13</b>	<b>\$2,571,165.45</b>	<b>\$1,281,632.46</b>	<b>\$1,141,583.29</b>	<b>\$649,555.79</b>
<b>GRAND TOTAL</b>	<b>\$11,230,593.12</b>				

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

- Financial Statements (May 2020)
- Credit Card Purchases (May 2020)
- Non-Federal Share Report (May 2020)
- Policy Council Minutes/Resolutions (May 2020)
- Head Start Director’s Report (June 2020)

**07. COMBINED FINANCIAL REPORT**

**CASH**

<b>BEGINNING BALANCE MAY 1, 2020</b>		<b>\$4,228,939.47</b>
<b>RECEIPTS</b>		
REVENUE RECEIPTS	\$7,839,885.36	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$7,839,885.36</u>
		\$12,068,824.83
<b>DISBURSEMENTS</b>		
PRE-BOARD RATIFICATIONS	\$2,532,708.19	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$1,118,698.86	
<b>POST BOARD RATIFICATIONS PSDLAF</b>		
POST BOARD RATIFICATIONS IU	<u>\$3,126,257.04</u>	
TOTAL CHECKS WRITTEN	\$6,799,593.50	
CHECKS VOIDED	(\$302,806.26)	
PAYROLL DISTRIBUTIONS	<u>\$5,357,951.08</u>	<u>\$11,854,738.32</u>
<b>ENDING BALANCE - MAY 31, 2020</b>		<b>\$214,086.51</b>
 <b>CASH AVAILABLE-MAY 31, 2020</b>		 <b>\$214,086.51</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**May 2020**

Tompkins VIST	\$ 1,156.30
PNC	\$1.74

**09. COMMUNICATIONS**

Brian Specht, *Secretary*

**10. OLD BUSINESS**

A. To approve the second reading of the following policies:

**SUMMARY OF CHANGES**

103	Nondiscrimination in Educational Programs / Services (Revised)
103.1	Nondiscrimination – Qualified Students with Disabilities (Revised)
220	Student Expression / Distribution and Posting of Materials (Revised)
815-1	Social Media (New)
913	Nonschool Organizations / Groups / Individuals (Revised)

B. Appointment of Voting Delegate for PSBA Delegate Assembly Meeting.  
 Saturday, November 7, 2020 | Mountain View Middle School /  
 Cumberland Valley School District, or via Zoom

C. Report of Nominations Chair and Officer Elections  
 Jill Dennin, *Chair*

**11. REPORT OF NEGOTIATIONS COMMITTEE**

Elizabeth S. Huhn, *Chair*

**12. BUDGETS**

**A. New and Proposed Budgets**

*No Items to Consider*

**B. Initial Budgets**

**1. BCIU Pre-K Counts – Program 230**

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$1,321,731

Pre-K Counts is a state-funded initiative designed to provide high quality preschool services to children. This program, administered through the PA Department of Education, provides funding to serve 137 at-risk children who primarily reside in Reading School District plus other areas of Berks County as defined in the BCIU’s contract with the Berks Community Action Program. PDE has defined “at-risk” as children whose families earn less than 300% of the federal poverty level, those who are English Language Learners, or children who have special needs as defined by their I.E.P. (since 2007).

**2. BCIU Pre-K Counts Partnership – Program 231**

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$1,563,664

Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high quality preschool services to 160 at risk children, which as defined is living in households below 300 percent of the federal poverty rate, those who are English language learners or are at risk due to community factors, academic difficulties or economic disadvantage. BCIU Pre-K Counts is operated in partnership with participating Berks County School Districts and two local Child Care Centers (since 2016).

**3. Head Start State Supplemental Assistance Program (PA Key) – Program 170**

Office of Professional Development and Curriculum

7/1/20 – 6/30/21

\$642,223

Funded by the federal government through the Pennsylvania Department of Education and the Head Start State Collaboration Office, this program provides monitoring and technical assistance to Head Start State Supplemental grantees throughout the state (since 2005).

**4. Title I Non-Public Schools – Program 190**

Office of Professional Development and Curriculum

7/1/20 – 6/30/21

\$837,142

Funded by the federal government, the Title I program provides supplemental educational services so that all children have a fair, equal, and significant opportunity to obtain a high-quality education. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to provide these services to eligible students attending nonpublic schools within Berks County (since July 2007).

**5. Early Head Start Child Care Partnership (EHS-CCP) – Program 20-288**

Office of Professional Development and Curriculum

8/1/20 – 7/31/21

\$6,226,972

This program consists of funding for the administration and facilitation of OCDEL’s Early Head Start-Child Care Partnership (EHS-CCP) Program that serves 368 low-income, at-risk children and their families. The EHS-CCP programs provide funded enrollments and services at the local level, prioritizing partnerships between community-based organization and local child-care providers. The funding supports contracted professional Nutrition, Health & Mental Health coaches, and portions of the EHS Manager, EHS Specialist, and other staff positions to administer the grant, along with appropriate travel and supplies. PA Key staff partners with seven (7) agencies to provide monitoring, assistance, training & oversight to give full report to OCDEL’s Early Head Start Policy Council and Governing Body. These partner agencies receive pass-thru funding as part of this grant. Each year, we resubmit our plan for this grant, #03HP000326 on behalf of OCDEL (since 2019).

**C. Changes to Initial Budgets**

**1. Head Start - Program 19-165**

Office of Early Childhood and Student Services

1/1/19 – 12/31/19

\$45,243

**Total Proposed Revised Budget: \$6,458,375**

Funded primarily by federal dollars through the Department of Health and Human Services, Administration for Children and Families, with additional monies from the Child and Adult Care Food Program, this program provides education services to approximately 610 children in 18 school districts (since 1965). This change is necessary for year-end adjustments.

**2. Early Head Start Child Care Partnership (EHS-CCP) - Program 19-288**

Office of Professional Development and Curriculum

8/1/19 – 7/31/20

\$17,000

**Total Proposed Revised Budget: \$5,992,360**

This program consists of funding for the administration and facilitation of OCDEL’s Early Head Start-Child Care Partnership (EHS-CCP) Program that serves 368 low-income, at-risk children and their families. The EHS-CCP programs provide funded enrollments and services at the local level, prioritizing partnerships between community-based organization and local child-care providers. The funding supports contracted professional Nutrition, Health & Mental Health coaches, and portions of the EHS Manager, EHS Specialist, and other staff positions to administer the grant, along with appropriate travel and supplies. PA Key staff partners with seven (7) agencies to provide monitoring, assistance, training & oversight to give full report to OCDEL’s Early Head Start Policy Council and Governing Body. These partner agencies receive pass-thru funding as part of this grant. Each year, we resubmit our plan for this grant, #03HP000326 on behalf of OCDEL (new). This change is necessary due to an increase in funding from OCDEL to cover partner agency LLIU subsidy replacement.

**D. Budgetary Transfers**

**1. BCIU Pre-K Counts – Program 230**

Office of Early Childhood and Student Services

7/1/19 – 6/30/20

\$44,078

Pre-K Counts is a state-funded initiative designed to provide high quality preschool services to children. This program, administered through the PA Department of Education, provides funding to serve 137 at-risk children who primarily reside in Reading School District plus other areas of Berks County as defined in the BCIU’s contract with the Berks Community Action Program. PDE has defined “at-risk” as children whose families earn less than 300% of the federal poverty level, those who are English Language Learners, or children who have special needs as defined by their I.E.P.’s (since 2007). These budget transfers are necessary for year-end projections.

**2. BCIU Pre-K Counts Partnership – Program 231**

Office of Early Childhood and Student Services

7/1/19 – 6/30/20

\$36,900

Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high quality preschool services to 160 at risk children, which as defined is living in households below 300 percent of the federal poverty rate, those who are English language learners or are at risk due to community factors, academic difficulties or economic disadvantage. BCIU Pre-K Counts is operated in partnership with participating Berks County School Districts and two local Child Care Centers (since 2016). These budget transfers are necessary for year-end projections.

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**A. General**

1. To approve the following Compensation and Benefits Plans, effective July 1, 2020, to June 30, 2021:
  - a. Leadership Team
  - b. Middle Management
  - c. Technology and Support Services
  - d. The Pennsylvania Key Middle Management
  - e. The Pennsylvania Key Technology and Support Services
  
2. To approve wage rates for the following positions, effective July 1, 2020:
  - a. Recording Secretary
  - b. BCIU Child Care Substitute Classification
  - c. Head Start Substitute Classification
  - d. Pre-K Counts Substitute Classification
  - e. Special Education Substitute Classifications
  - f. Student and Family Services Substitute Classifications
  - g. Driver Education Program Staff
  - h. Nolde Aides
  - i. Special Education Summer Program – Extended School Year Staff
  - j. PA’s Education for Children and Youth Experiencing Homelessness Summer Program
  - k. Title I Summer Program Staff
  - l. Business Services
  - m. Professional Development and Curriculum
  - n. Technology and Support Services

3. To employ the following staff, effective July 1, 2020:
  - a. Recording Secretary
  - b. Substitutes
  - c. Driver Education Instructors/Trainers
  - d. Nolde Aides
  - e. Business Services
  - f. CPE Instructors
  - g. PQAS Reviewers
4. To employ the following staff, effective during the summer of 2020:
  - a. Title I Summer Program
  - b. Special Education Summer Program – Extended School Year
5. To acknowledge receipt of the lists containing 2020-2021 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 Employees (BCIUEA)
  - c. Head Start Employees
  - d. Leadership Team, Middle Management, Technology and Support Services Staff
  - e. Pennsylvania Key (PA Key) Middle Management and Technology Support Services Staff
  - f. Service Employees International Union (SEIU) Employees
  - g. Transportation Employees
6. To approve a Compensation and Benefits Plan for Director of Human Resources, Rob Rosenberry. This is not an employment contract but rather a summary of compensated benefits for Rob Rosenberry as the Director of Human Resources for the Berks County Intermediate Unit through June 30, 2024. This Plan shall be effective July 1, 2020.
7. RESOLVED, that the appropriate officers are authorized to execute an amendment to modify the Chief Financial Officer/Chief Operating Officer's employment agreement, thereby permitting her entitled annual salary increase to be reduced at her request from 2.5 percent to 2 percent, effective July 1, 2020.
8. RESOLVED, that the appropriate officers are authorized to execute an amendment to modify the Director of Human Resources' employment agreement, thereby permitting his entitled annual salary increase to be reduced at his request from 2.5 percent to 2 percent, effective July 1, 2020.
9. RESOLVED, that the appropriate officers are authorized to execute an amendment to modify the Executive Director's employment agreement, thereby permitting her entitled annual salary increase to be reduced at her request from 4 percent to 2 percent, effective July 1, 2020.

**B. Employment – Ratifications**

1. Early Childhood & Student Services Office
  - a. Gwen E. Chand – Specialized Preschool Teacher – Classroom, Early Intervention  
Recommended Annual Salary – Column 5, Step 16, \$86,780 (to be prorated)  
Effective Date – May 26, 2020  
*Replacement*
  - b. Laura L. Klitsch – Occupational Therapist, Early Intervention  
Recommended Hourly Rate – Column 4, Step 3, \$45.01  
Effective Date – May 26, 2020  
*Additional Position*
2. Professional Development & Curriculum Office
  - a. Shanta A. Austin – Infant Early Childhood Mental Health Consultant, PA Key  
Recommended Annual Salary – \$55,080 (to be prorated)  
Effective Date – May 26, 2020  
*Replacement*
  - b. Erika L. Burns – Infant Early Childhood Mental Health Consultant, PA Key  
Recommended Annual Salary – \$51,765 (to be prorated)  
Effective Date – May 26, 2020  
*Replacement*
  - c. Lourdes K. Johnson – Infant Early Childhood Mental Health Consultant, PA Key  
Recommended Annual Salary – \$55,080 (to be prorated)  
Effective Date – June 1, 2020  
*Replacement*
  - d. Dana Moser – Infant Toddler Specialist, PA Key  
Recommended Annual Salary – \$51,000 (to be prorated)  
Effective Date – June 1, 2020  
*Additional Position*

**C. Change of Status – Ratifications**

1. Business Services/Operations Office
  - a. Kelly Carter – Part-time School Bus Fueler  
Effective Date – June 20, 2019  
*Removal of Assignment*
  - b. Paul DeLapp – Part-time Driver w/o Bus License  
Effective Date – November 18, 2019  
*Removal of Assignment*
  - c. Karen Fantozzi – Part-time School Bus Fueler  
Effective Date – June 20, 2019  
*Removal of Assignment*
  - d. Dorinda Kauffman – Part-time School Bus Fueler  
Effective Date – June 20, 2019  
*Removal of Assignment*



- e. Stephanie Mullarkey – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – June 8, 2020  
*Removal of Assignments*
  - f. Kristy Stoudt – Part-time School Bus Fueler  
Effective Date – June 20, 2019  
*Removal of Assignment*
  - g. Jose Valdez – Part-time School Bus Fueler  
Effective Date – June 20, 2019  
*Removal of Assignment*
2. Early Childhood & Student Services Office
- a. Jesse Bishop – Alternative Education Teacher, Alternative Education  
Change Recommended Annual Salary from Col. 5, Step 7, \$63,498 to Col. 6, Step 7, \$64,191 (to be prorated)  
Effective Date – February 1, 2020  
*Salary Adjustment per BCIUEA Agreement*
  - b. Christina DeJesus – Family Life Education Specialist, Education Leading to Employment and Career Training  
Recommended Hourly Rate – \$66.11  
Effective Date – June 10, 2020 – August 19, 2020  
*Additional Days (not to exceed 15 days)*
  - c. Katharine DeMotta – Intern, Education for Children & Youth Experiencing Homelessness  
Recommended Hourly Rate – \$15.00  
Effective Date – May 18, 2020  
*Replacement*
  - d. Kali Dzon  
Change from Substitute Child Care Paraeducator, Child Care to Out of Class Teacher, Child Care  
No Change in Recommended Hourly Rate  
Effective Date – January 29, 2018  
*Correct Assignment*
  - e. Kali Dzon – Out of Class Teacher, Child Care  
Change Recommended Hourly Rate from \$12.40 to \$12.50  
Effective Date – July 1, 2018  
*Rate Correction*
  - f. Kali Dzon – Out of Class Teacher, Child Care  
Change Recommended Hourly Rate from \$12.77 to \$12.87  
Effective Date – July 1, 2019  
*Rate Correction*

- g. Eileen LaScala – Lead Speech Therapist, Early Intervention  
Recommended Annual Stipend – \$750 (to be prorated)  
Effective Date – December 17, 2019 – June 30, 2020  
*Additional Assignment*
- h. Lisa Pisano – Family Life Education Specialist, Education Leading to Employment and Career Training  
Recommended Hourly Rate – \$66.11  
Effective Date – June 10, 2020 – August 19, 2020  
*Additional Days (not to exceed 15 days)*

**D. Additions to 2019-2020 Approved Substitute Lists – Ratifications**

*No Items to Consider*

**E. Additions to Approved 2019-2020 Out-Of-Class Substitute Lists – Ratifications**

*No Items to Consider*

**F. Remove from 2019-2020 Approved Substitute Lists**

Business Services/Operations Office

Tina Gring, Substitute Custodian – Effective May 22, 2020

Miles Niemczyk, Substitute Custodian – Effective May 22, 2020

Pre-K Counts

Julianne Schaeffer, Substitute Pre-K Counts Enrollment Specialist – Effective June 3, 2020

**G. Employment – Approvals**

*No Items to Consider*

**H. Change of Status – Approvals**

1. Business Services/Operations Office

a. Mary Tobias

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

Change Recommended Annual Salary from \$67,500 to \$75,710

Effective Date – July 1, 2020

*Reorganization*

2. Early Childhood & Student Services Office

a. Elizabeth Angstadt – Program Administrator, Early Intervention

Effective Date – June 30, 2020

*Removal of Temporary Additional Responsibilities*

b. Christina Argentati – Lead Occupational Therapist, Early Intervention

Recommended Annual Stipend – \$750

Effective Date – July 1, 2020 – June 30, 2021

*Additional Assignment*

- c. Jesse Bishop – Alternative Education Teacher, Alternative Education  
Change Recommended Annual Salary from Col. 6, Step 8, \$66,052 to Col. 7, Step 8, \$67,438  
Effective Date – September 1, 2020  
*Salary Adjustment per BCIUEA Agreement*
- d. Jamie Brendle – Lead Specialized Preschool Teacher, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2020 – June 30, 2021  
*Additional Assignment*
- e. Melissa DeMotta  
Change from Specialist III – PA Education for Children and Youth Experiencing Homelessness Program to Specialist IV, PA Education for Children and Youth Experiencing Homelessness Program  
Change Recommended Annual Salary from \$43,169 to \$46,848  
Effective Date – July 1, 2020  
*Reorganization*
- f. Heather Grim – Assistant Program Administrator, Early Intervention  
Effective Date – June 30, 2020  
*Removal of Temporary Additional Responsibilities*
- g. Kristen Hoffa  
Change from Supervisor III, Region 2 – PA Education for Children and Youth Experiencing Homelessness Program to Program Administrator I, PA Education for Children and Youth Experiencing Homelessness Program  
Change Recommended Annual Salary from \$56,053.08 to \$65,614  
Effective Date – July 1, 2020  
*Reorganization*
- h. Tabitha Kramer  
Change from Specialist III – PA Education for Children and Youth Experiencing Homelessness Program to Specialist IV, PA Education for Children and Youth Experiencing Homelessness Program  
Change Recommended Annual Salary from \$41,973 to \$45,652  
Effective Date – July 1, 2020  
*Reorganization*
- i. Eileen LaScala – Lead Speech Therapist, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2020 – June 30, 2021  
*Additional Assignment*
- j. Cindy Silverman Chronister – Lead Psychologist, Early Intervention  
Recommended Annual Stipend – \$750  
Effective Date – July 1, 2020 – June 30, 2021  
*Additional Assignment*

3. Professional Development & Curriculum Office
  - a. Matthew Daughenbaugh  
Change from Director of Operations, PA Key to Director of Finance and Operations, PA Key  
Change Recommended Annual Salary from \$77,265 to \$88,435  
Effective Date – July 1, 2020  
*Reorganization*
  - b. Stephanie Camoni – Peer Reviewer, PA Key  
Recommended Annual Stipend – \$1,000  
Effective Date – July 1, 2020 – June 30, 2021  
*Additional Responsibilities*
  - c. Candace Hall  
Change from Assistant Program Administrator III, OPDC to Program Administrator III, OPDC  
Change Recommended Annual Salary from \$74,664 to \$86,813  
Effective Date – July 1, 2020  
*Reorganization*
  - d. Kelli Harris – Peer Reviewer, PA Key  
Recommended Annual Stipend – \$1,000  
Effective Date – July 1, 2020 – June 30, 2021  
*Additional Responsibilities*
  - e. Danielle Hettinger  
Change from Assistant Program Administrator III, OPDC to Program Administrator III, OPDC  
Change Recommended Annual Salary from \$74,664 to \$86,813  
Effective Date – July 1, 2020  
*Reorganization*
  - f. Amy Hoffman – Peer Reviewer, PA Key  
Recommended Annual Stipend – \$1,000  
Effective Date – July 1, 2020 – June 30, 2021  
*Additional Responsibilities*
  - g. Rebecca Lamar – Manager of Higher Education Initiatives, PA Key  
Recommended Annual Stipend – \$5,000  
Effective Date – July 1, 2020 – June 30, 2021  
*Additional Responsibilities*
  - h. Lisa Mulliken – Peer Reviewer, PA Key  
Recommended Annual Stipend – \$1,000  
Effective Date – July 1, 2020 – June 30, 2021  
*Additional Responsibilities*
  - i. Beth Simon – Peer Reviewer, PA Key  
Recommended Annual Stipend – \$1,000  
Effective Date – July 1, 2020 – June 30, 2021  
*Additional Responsibilities*

**I. Leave of Absence Requests**

*No Items to Consider*

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

1. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Lindsay Nester – Speech Therapist, Early Intervention  
Effective Date – June 8, 2020

**K. Retirements**

1. Business Services/Operations Office
  - a. Gary A. Kiebach, Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – June 11, 2020
  - b. Serena A. Kiebach, Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – May 19, 2020
  - c. Sandra L. Parsons, Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – May 19, 2020
2. Early Childhood & Student Services Office
  - a. Wendy L. Deswert – Specialized Preschool Teacher – Itinerant, Early Intervention  
Effective Date – August 31, 2020
  - b. Terry G. Taylor – Educational Interpreter, Special Education  
Effective Date – June 12, 2020

**L. Resignations**

1. Early Childhood & Student Services Office
  - a. Laura E. Lynch – Special Education Teacher, Special Education  
Effective Date – July 30, 2020

**M. Terminations**

*No Items to Consider*

**N. Other**

*No Items to Consider*

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, DIRECTOR

1. To approve the 2020-2021 calendars for Pre-K Counts.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Greater Reading Chamber Alliance (GRCA), for the GRCA to provide services related to the Business-Education Partnership Grant per the agreement, for an amount not to exceed \$17,243.75 effective July 1, 2020, through June 30, 2021.

2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and The Devereux Center for Resilient Children (DCRC), for the DCRC to provide statewide professional development to promote the social and emotional development and resilience of young children and the adults who care for them, including staff and families, for a fee of \$119,600 for the period of June 1, 2020, through June 30, 2021 (PA Key).
3. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and KeyStone Research Corporation (KSRC), for KSRC to modify its scope of services to provide for additional funding required for the distribution of COVID-19 items. This amendment provides for a funding increase of \$56,320 for a revised total of \$306,320. All other terms and conditions remain in force (PA Key).
4. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Kathryn Holod, for Ms. Holod to provide professional services inclusive of technical assistance and direction related to the Health and Safety regulation re-write for a fee of \$40 per hour not to exceed \$24,000 for the period of July 1, 2020, through June 30, 2021 (PA Key).
5. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the KeyStone Research Corporation (KSRC), for KSRC to provide assembly, warehousing, and distribution of Pennsylvania Early Learning materials to early childhood education practitioners throughout the Commonwealth, for a fee of \$250,000 for the period of July 1, 2020, through June 30, 2021 (PA Key).
6. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Chapter of the American Academy of Pediatrics (PAAAP), for the PAAAP to provide professional services related to the Early Childhood Education Linkage System/Health Child Care PA (ECELS) initiative for a fee of \$154,000 for the period of July 1, 2020, through June 30, 2021 (PA Key).
7. 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 \$368,497 for the period of July 1, 2020, through June 30, 2021 (PA Key).

**C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, CIO / DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Rose Tree Media School District for renewal of the BCIU's eTaxTrax software, support, and tax bill print services. The term of the agreement is two years, beginning June 1, 2020, through June 30, 2022, at a cost assessed in accordance with the BCIU Board-approved IT Services Rate Schedule.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Springford School District for BCIU's eTaxTrax software, support, and printing services. The term of the agreement is two years, beginning June 1, 2020, through June 30, 2022, at a cost assessed in accordance with the BCIU Board-approved IT Services Rate Schedule.
3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and PowerSchool Group, LLC for professional services required to upgrade to eFinancePLUS version 19.4. The total cost of \$12,234 includes project management, technical services, and training.

4. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Instructure, Inc., for the renewal of an agreement for licensing of the Canvas Learning Management System utilized by the BCIU for professional development opportunities. The cost for 200 licenses is \$1,100 for the term July 1, 2020, through June 30, 2021.
5. To approve the license fees for the second year of the five-year Microsoft Campus and School Agreement, through Lebanon Lancaster Intermediate Unit 13, at a cost of \$67,018.50 for the term of July 1, 2020, through June 30, 2021.
6. To approve the renewal of the Barracuda Message Archiver subscription through IntegraONE, at a rate of \$5,125.32 for a period of one year, beginning on August 13, 2020.
7. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Seneca Highlands Intermediate Unit for the renewal of KnowBe4 Security Awareness Training Subscription at a rate of \$9,808 for a period of one year, beginning on July 31, 2020.
8. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and DLT Solutions, LLC for the renewal of Rapid Recovery Backup and Replication Software maintenance at a cost of \$6,349 for a period of one year, beginning on July 15, 2020.
9. To approve the purchase of Tenable Nessus Profession On-Premise Subscription from CDW-G at a cost of \$2,512.99. The term of the subscription will be one year, beginning on July 1, 2020.

**D. BUSINESS SERVICES/OPERATIONS**  
—DONNA DELORETTA, CFO / COO

1. To award contracts through the Berks County Joint Purchasing Board for Copy Paper.
2. To authorize the appropriate officers to execute a one-year lease agreement between the Berks County Intermediate Unit (BCIU), and Right From the Start Daycare and Preschool Center, for the BCIU to lease to the Center 5,946 square feet of classroom space in the Hamburg Center, with common use of the lobby area, parking area, hallways, and playground area, effective June 1, 2020, through May 31, 2021, with an annual rental rate \$49,356.
3. To authorize the appropriate officers to execute the lease/purchase agreements between the Berks County Intermediate (BCIU) and Municipal Capital for the lease/purchase of the following:
  - Loan amount of \$493,575 with a monthly payment of \$8,549.62 for 60 months (1.58%) for the (1) 2020 Box Truck with Liftgate, (5) 2020 9-Passenger Vans, and (5) 2016 72-Passenger Diesel School Buses
  - Loan amount of \$762,891 with a monthly payment of \$8,555.46 for 96 months (1.89%) for (1) 2019 29-Passenger Van, (4) 2021 29-Passenger Vans, (1) 2021 48-Passenger School Bus, (3) 2021 48-Passenger with Lift School Buses, and (2) 2021 72-Passenger with Lift School Buses
4. To authorize the appropriate officers to execute an Engagement Letter between the Berks County Intermediate Unit (BCIU), and RBC Capital Markets, LLC. (RBC CM), for RBC CM to serve as underwriter or bank loan agent for the refinancing and restructuring of the Berks County Intermediate Unit's Revenue Note, Series of 2010.

5. RESOLVED, that the Board of Directors of the Berks County Intermediate Unit No. 14 hereby approves the adoption of the Resolution, as presented, authorizing (a) the issuance of a Revenue Note in the maximum aggregate principal amount of not to exceed \$7,500,000 to finance the refunding of certain outstanding indebtedness of the Intermediate Unit; and (b) the execution and delivery of (i) a Note Purchase Proposal from RBC Capital Markets, LLC for the purchase of the Note on the terms and conditions established in the Resolution, (ii) an Addendum to such Note Purchase Proposal which will be delivered by the winning provider upon completion of the request for proposal process and (iii) such other agreements, certificates, instruments and documents necessary in connection with the issuance of the Note subject to the review and approval of such agreements, certificates, instruments and documents by bond counsel to the Intermediate Unit.
6. To authorize the appropriate officers to execute a three-year agreement with the Berks County Intermediate Unit (BCIU), and the Berks County School Districts Health Trust, for BCIU to provide accounting and administrative services effective, July 1, 2020, through June 30, 2023, based on the following fee schedule:
  - July 1, 2020 - June 30, 2021 - \$82,729
  - July 1, 2021 - June 30, 2022 - \$85,019
  - July 1, 2022 - June 30, 2023 - \$86,863

**E. ADMINISTRATION**

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To approve the first reading of the following policies:  
SUMMARY OF CHANGES  
113.2 Behavior Support (Revised)  
138 Language Instruction Educational Program for English Learners (Revised)  
249 Bullying / Cyberbullying (Revised)
2. To appoint Dr. Brenda Robertson, Program Administrator, Office of Early Childhood and Student Services, as the Berks County Intermediate Unit Pandemic Coordinator, with defined roles and responsibilities for health and safety preparedness and response planning as required by the Pennsylvania Department of Education.
3. To cancel the July 18 BCIU Board meeting and to authorize the officers and administration of the Berks County Intermediate Unit to take the necessary steps to pay bills and salaries during the time between the June and August meetings.
4. To authorize the Executive Director to offer employment to prospective employees between the June and August board meetings subject to receiving approval from BCIU Board officers through polling of each officer. Employment shall be ratified at the August Board meeting.
5. To authorize the approval of the Berks County Intermediate Unit (BCIU) Health and Safety Plans by the BCIU Board officers as required by the Pennsylvania Department of Education (PDE) prior to providing services to students. The plans will be ratified at the August Board meeting.

**15. BOARD MEMBERS DESIRING TO BE HEARD**

**16. ADJOURNMENT**