The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, May 21, 2020. The meeting was held virtually due to the COVID-19 health emergency.

President Gary McEwen called the meeting to order at 7:51 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Bill Carl; Jill A. Dennin; Dr. David Hemberger; Elizabeth S. Huhn; Dr. Amy Kennedy; Linda R. Lash; Randall R. Madara; Oscar Manbeck; Kevin L. Manmiller; Steven Miller; Rev. Dr. Dennis Ritter; Ann Sellers; Terrie Taylor, LSW; James Ulrich; and Gary McEwen.

Absent: Ralph C. Richard and Brian Specht

Intermediate Unit: Dr. Jill M. Hackman; Donna DeLoretta; Scott Major; Michelle Reichard-Huff; Dan Richards; Rob Rosenberry; and Jan Krotee

Solicitor: James Mancuso, Esq.

Guest/s: Cherie Zimmerman and Beth Kozloski

Press: None

Following the pledge of allegiance and roll call, President McEwen thanked Board members for attending the meeting virtually due to the COVID-19 health emergency. He welcomed the public who attended via the livestream link provided. He stated that the virtual meeting had been advertised and the agenda had been posted on the BCIU website prior to the meeting. A phone line was provided for those who wished to leave public comments and any public comments received via the phone line would be read during Agenda Item 01. C. 3. Persons Desiring to be Heard.

President McEwen then announced that an executive session would be held after the meeting to discuss the evaluation of the Executive Director and personnel matters.

President McEwen announced that no one had left a public comment on the phone line provided to be shared at the meeting.

A motion was made by Carl, seconded by Ritter, to approve agenda items 01. C. through 14. E., as follows:

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

- Medical and Nursing Supplies on Tuesday, March 10, 2020, at 11:00 A.M.
- Art Supplies on Tuesday, March 17, 2020, at 11:00 A.M.
- Classroom and Office Supplies on Tuesday, March 24, 2020, at 11:00 A.M.
- Custodial Supplies on Tuesday, March 31, 2020, at 11:00 A.M.
To acknowledge receipt of bids for Food Service Paper Products 2020-2021 on Tuesday, May 5, 2020, at 11:00 A.M.

President McEwen appointed Jill Dennin as Chair of the Nominating Committee and shared that elections for BCIU Board officers would take place at the June Board meeting. He stated that Mrs. Dennin would be presenting a recommended slate of candidates for election for the term of July 1, 2020 through June 30, 2021.

To approve the minutes of the April 16, 2020 meeting.

**03. APPROVAL/RATIFICATION OF BCIU GENERAL FUND BILLS**

(Detailed list of bills is available.)

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<thead>
<tr>
<th>SOURCE</th>
<th>PAGE</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>April 2020 Ratifications - IU</td>
<td>1-10</td>
<td>$1,523,047.44</td>
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<tr>
<td>April 2020 Ratifications - PSDLAF</td>
<td>1-01</td>
<td>$15,285.17</td>
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<tr>
<td>May 2020 Ratification - IU</td>
<td>1-06</td>
<td>$2,532,708.19</td>
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<tr>
<td>May 2020 Approvals - IU</td>
<td>1-04</td>
<td>$1,118,698.86</td>
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<td>TOTAL</td>
<td></td>
<td><strong>$5,189,739.66</strong></td>
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**04. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – $6,000,000 (Information Item):**

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<th>Amount Outstanding</th>
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<tbody>
<tr>
<td>May 15, 2020</td>
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<tr>
<td>$0</td>
</tr>
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</table>

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF MAY 15, 2020** (Information item):

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<thead>
<tr>
<th>Funding Source</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>120 Days</th>
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<tbody>
<tr>
<td>School Districts</td>
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<td>Commonwealth of PA</td>
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<td>Other Revenue Sources</td>
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<td>$181,827.39</td>
<td>$65,904.62</td>
<td>$4,053.51</td>
<td>$297,078.02</td>
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<tr>
<td>TOTALS</td>
<td>$7,773,932.23</td>
<td>$2,123,748.68</td>
<td>$1,197,087.3</td>
<td>$356,429.99</td>
<td>$505,922.00</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td><strong>$11,957,120.23</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**06. APPROVAL/RATIFICATION OF HEAD START:**
- Head Start COVID-19 Supplemental Funds Application – May 2020
- Financial Statements (April 2020)
- Credit Card Purchases (April 2020)
- Policy Council Minutes/Resolutions (April 2020)
- Head Start Director’s Report (May 2020)
07. **Combined Financial Report**

**Cash**

**Beginning Balance April 1, 2020** $6,112,244.97

**Receipts**
- Revenue Receipts $7,028,380.90
- Returned Checks $0.00
- Investment Redemptions $0.00

**Disbursements**
- Pre-Board Ratifications $800,521.42
- Pre-Board Ratifications-PSDLAF $0.00
- Board Approvals $1,370,149.77
- Post Board Ratifications PSDLAF $15,285.17
- Post Board Ratifications IU $1,523,047.44
- Total Checks Written $3,709,003.80
- Checks Voided ($5,976.60)
- Payroll Distributions $5,208,659.20

**Ending Balance - April 30, 2020** $4,228,939.47

**Cash Available - April 30, 2020** $4,228,939.47

08. **Investment of Funds**

Interest earned on investments is as follows:

**April 2020**
- Tompkins VIST $1,650.04
- PNC $1.80

09. **Communications**

Brian Specht, Secretary

In Chair Specht’s absence, Dr. Hackman reported that PSBA’s meeting of the Delegate Assembly is scheduled for Saturday, November 7, 2020, at Mountain View Middle School / Cumberland Valley School District. Delegates may also attend via Zoom. Although not required, a voting delegate to represent the BCIU may be appointed. PSBA must receive notification of the appointment no later than August 31, 2020. Chair Specht will be asking if any Board member is willing to serve in this capacity at the June meeting. The appointment will be placed on the August Board meeting.

10. **Old Business**

To approve the second reading of the following policies:

**Summary of Changes**
- 006.1 Attendance at Meetings Via Electronic Communications (New)
- 335 / 435 / 535 Family and Medical Leave (Revised)
- 626 Federal Fiscal Compliance (Revised)
11. **REPORT OF NEGOTIATIONS COMMITTEE**

   *No Items to Report*

   **BUDGETS**

   **Report of Negotiations Committee — Item 11.**

   **A. New and Proposed Budgets**


   Office of Early Childhood and Student Services
   1/1/20 – 12/31/20
   $176,900

   As a result of the CARES Act, Head Start has been awarded a supplemental grant for activities in response of COVID-19. This supplement contains funding for actions or activities to prevent, prepare for, and respond to COVID-19. Activities may include, but are not limited to, mental health supports for children and families, needed training for staff, cleaning and sanitizing costs directly related to COVID-19, and other related costs such as PPE, take-home materials for students, and/or technology needs.

   **2. BCIU School Safety & Security - Trauma Informed – Program 20-177**

   Office of Early Childhood and Student Services
   3/1/20 – 3/1/22
   $254,733

   The purpose of the School Safety and Security Committee Grant Program was established to make school entities within the Commonwealth safer places. The BCIU will utilize this grant towards maintaining a safe secure and nurturing learning environment for all students, staff, faculty, and school visitors by improving security measures across Berks County. These funds will be used for providing a comprehensive Trauma-Informed Train-the-Trainer professional development model to reach 5,000 educators and card access equipment. This is state funding provided by the PA Commission on Crime and Delinquency (PCCD).

   **3. Continuity of Education Equity Grant – Program 219**

   Office of Early Childhood and Student Services
   4/17/20 – 6/30/20
   $11,300

   The BCIU, through a grant with the Pennsylvania Department of Education, will provide supplementary supports and services to students and families to leverage equity and access to education for the students the BCIU serves during the COVID-19 mandated school closures. Grant funds will be used to enhance educational opportunities through provision of supplementary educational material and resources, tools for virtual connectivity and instruction, and language interpreting services. Through this grant, the BCIU will provide critical resources and tools necessary to equitably support continuity of education so that all students, no matter what their circumstances, have an opportunity to maintain and learn new skills during this unprecedented time.

   **4. Child Care Provider Statewide Campaign – Program 20-197**

   Office of Administration
   3/16/20 – 9/30/20
   $650,000

   The BCIU Executive Office Creative Team, through a memorandum of understanding with the PA Key Office and the Office of Childhood Development and Early Learning (OCDEL), will provide contracted services for the Child Care Provider Statewide Campaign.
B. Initial Budgets

1. **Berks County Head Start State Supplemental – Program 105**
   Office of Early Childhood and Student Services
   7/1/20 – 6/30/21
   Funded by the state through the Department of Education and the Head Start State Collaboration Office, this program supports expanded services of a comprehensive child development program for low-income preschool children and their families (since 2005).

   $801,066

2. **Early Head Start Child Care Partnership – Program 20-168**
   Office of Early Childhood and Student Services
   8/1/20 – 7/31/21
   The Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL), has contracted with the BCIU to partner with two local Child Care Centers to provide Early Head Start services. The Early Head Start Child Care Partnership (EHS-CCP) will provide full day, full year services designed to promote the development of young children birth to three. Early Head Start promotes the school readiness of low-income children (since 2015).

   $490,109

3. **Nolde Aides – Program 623**
   Office of Early Childhood and Student Services
   7/1/20 – 9/30/21
   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).

   $5,008

4. **Nonpublic School Advisory Committee – Program 19-206**
   Office of Professional Development and Curriculum
   7/1/19 – 9/30/20
   Federal Title I funds are used to support activities of the Nonpublic School Advisory Committee, in consultation with PDE and nonpublic schools throughout Pennsylvania. Advisory Committee members meet with the representatives of nonpublic schools to provide staff development and in-service on Title I consultation, standards, assessment procedures, and accountability for students participating in Title I. The Advisory Committee will also maintain a communications network with nonpublic schools and LEAs to assist them in their mission of serving Title I eligible students (since 2006).

   $90,000

5. **Teachers in the Parks – Program 19-216**
   Office of Professional Development and Curriculum
   7/1/19 – 9/30/20
   Federal Title I funds will be used to support the activities of the Teachers in the Parks program (TIPS). TIPS is a Title I summer school program where children meet in local community parks, pools or other community-based locations over the summer to receive hands-on instruction in math and reading by certified teachers. The TIPS curriculum is designed to bridge the summer learning gap. This program has been in existence (since 2016/2017).

   $100,000
6. **PA KEY – EHS-HV – Program 20-287**  
Office of Professional Development and Curriculum  
1/1/20 – 12/31/20  
$231,227  
This program consists of funding for the administration and facilitation of OCDEL’s Early Head Start Home Visiting Program that serves 128 children and families in Lawrence, Lebanon, and Lancaster counties. Early Head Start programs provide family-centered services for low-income families tailored for the unique needs of infants and toddlers to promote their physical, cognitive, social, and emotional development. The funding supports contracted professional Education, Nutrition, Health and Mental Health coaches/consultants, and portions of the EHS Infant Toddler Program Manager, Specialist, and other staff positions to administer the grant, along with appropriate travel and supplies. PA Key staff partners with Lancaster-Lebanon IU#13 and Children’s Advocacy Center of Lawrence County and provides monitoring, assistance, training and oversight to give full report to OCDEL’s Early Head Start Policy Council and Governing Body. This is year one of a five-year grant which requires yearly re-application. We resubmit our plan for this grant, #03CH011343 on behalf of OCDEL. This is considered a non-competing application contingent on program compliance (since 2019).

C. **Changes to Initial Budgets**

1. **Head Start - Program 20-165**  
Office of Early Childhood and Student Services  
1/1/20 – 12/31/20  
**Total Proposed Revised Budget: $7,607,207**  
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 due to a cost of living adjustment and the addition of quality improvement funds.

D. **Budgetary Transfers**

1. **Early Intervention - IDEA Act 2004 (Part B) – Program 186**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20  
$600  
The federal funding source for this program is P.L. 108-446, Individuals with Disabilities Education Act 2004 – Part B. This budget is Component 1 which supports Early Intervention services such as speech, educational itinerant and assistant teacher staff in addition to supplemental staff expenditures (since 1982/83). These budget transfers are necessary for year-end projections.

2. **PA KEY – EHS-HV – Program 19-287**  
Office of Professional Development and Curriculum  
1/1/19 – 12/31/19  
$6,008  
This program consists of funding for the administration and facilitation of OCDEL’s Early Head Start Home Visiting Program that serves 168 children and families in Lawrence, Lebanon, and Lancaster counties. Early Head Start programs provide family-centered services for low-income families tailored for the unique needs of infants and toddlers to promote their physical, cognitive, social, and emotional development. The funding supports contracted professional Nutrition, Health and 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
Lancaster-Lebanon IU#13, and Children’s Advocacy Center of Lawrence County and provides monitoring, assistance, training and oversight to give full report to OCDEL’s Early Head Start Policy Council and Governing Body. Each year, we resubmit our plan for this grant, #03CH3474 on behalf of OCDEL. It is considered a non-competing application contingent on program compliance. These budget transfers were necessary to make year-end adjustments.

13. PERSONNEL MATTERS
   —ROB ROSENBERRY, DIRECTOR

   A. General

   To ratify a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and Berks County Intermediate Unit Education Association (BCIUEA) which amends Appendix “B” – Section 5 – Personal Days through June 30, 2020.

   To ratify a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and District Council 88, American Federation of State, County, and Municipal Employees, AFL-CIO, Local 1160 (AFSCME) which amends Article 12 – Personal Days through June 30, 2020.

   To ratify a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and Pennsylvania Social Services Union, Local 668, Service Employees International Union, AFL-CIO (SEIU) which amends Article 11 – Paid Time Off through June 30, 2020.

   B. Employment – Ratifications

   1. Business Services/Operations Office
   a. Diana E. Vaughn – Immigration and Customs Enforcement Specialist, ICE
      Recommended Annual Salary – $24,233 (to be prorated)
      Effective Date – April 27, 2020
      Replacement

   C. Change of Status – Ratifications

   1. Business Services/Operations Office
   a. Jeanette Carlo DelValle
      Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
      No Change in Recommended Hourly Rates
      Effective Date – April 20, 2020
      Voluntary Reassignment

   b. Cheri Garcia
      Change from Part-time School Bus Driver Trainee to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Change Recommended Hourly Rate from $11.90 to $16.70, $14.00, $11.85, and $10.83
      Effective Date – March 13, 2020
      Obtained CDL
2. Early Childhood & Student Services Office
   a. Josmarie Garcia Corona – Paraeducator, Head Start
      Change Recommended Hourly Rate from Level I, Probationary, $12.11 to Level I, Entry, $12.67
      Effective Date – April 20, 2020
      Completed Probationary Period

   b. Amanda Olaguibel – Paraeducator, Head Start
      Change Recommended Hourly Rate from Level I, Probationary, $12.11 to Level I, Entry, $12.67
      Effective Date – April 20, 2020
      Completed Probationary Period

   c. Grace Phillips – Paraeducator, Head Start
      Change Recommended Hourly Rate from Level I, Probationary, $12.11 to Level I, Entry, $12.67
      Effective Date – April 6, 2020
      Completed Probationary Period

   d. Elba Rodriguez – Paraeducator, Head Start
      Change Recommended Hourly Rate from Level II, Probationary, $12.67 to Level II, Entry, $13.21
      Effective Date – April 6, 2020
      Completed Probationary Period

   e. Chelsea Salgado Ortega – Teacher, Head Start
      Change Recommended Hourly Rate from Level III, Probationary, $19.96 to Level III, Entry, $20.51
      Effective Date – April 27, 2020
      Completed Probationary Period

   f. Ashley Sierra – Paraeducator, Head Start
      Change Recommended Hourly Rate from Level I, Probationary, $12.11 to Level I, Entry, $12.67
      Effective Date – April 20, 2020
      Completed Probationary Period

   g. Kara Stezenko
      Change from Communications Facilitator, Special Education to Educational Interpreter, Special Education
      Change Recommended Hourly Rate from $21.96 to $23.00
      Effective Date – April 7, 2020
      Obtained EIPA Certification

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

No Items to Consider

G. Employment – Approvals

No Items to Consider

H. Change of Status – Approvals

1. Business Services/Operations Office
   a. Steven Rissmiller
      Change from Level II Clerk and Level II Custodian, Facilities to Substitute Delivery Driver, Purchasing and Logistics
      Change Recommended Hourly Rate from $17.31 to $11.75
      Effective Date – May 25, 2020
      Voluntary Reassignment

I. Leave of Absence Requests

1. Business Services/Operations Office
   Personal Leave (unpaid - without benefits – not FMLA)
   a. Arialis Caballero-Hernandez – Part-time Bus/Van Assistant and Misc. Transportation
      Effective Date – March 16, 2020

   Personal Leave (unpaid - with benefits – FMLA)
   a. Melissa Hassler, Teacher, Head Start
      Effective April 24, 2020

   Personal Leave (unpaid – with benefits – not FMLA)
   b. Jill Brossman – Teacher, Head Start
      Effective Date – May 6, 2020

   Personal Leave (unpaid – without benefits – not FMLA)
   c. Katelyn Cutts – Specialized Preschool Teacher – Itinerant, Early Intervention
      Effective Date – May 11, 2020
   d. Maria Witkowski – Speech Therapist, Early Intervention
      Effective Date – April 20, 2020

J. Return from Leave of Absence Requests

1. Early Childhood & Student Services Office
   Personal Leave (unpaid - with benefits – FMLA)
   a. Melissa Hassler – Teacher, Head Start
      Effective Date – April 27, 2020

Remove from Approved Substitute Lists—Item 13. F
Approvals – Employment —Item 13. G.
Change of Status – Approvals —Item 13. H.
Leave of Absence Requests — Item 13. I.
Return from Leave of Absence Requests —Item 13. J.
K. **Retirements**
   1. Business Services/Operations Office
      a. Corinne Bender – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
         Effective June 5, 2020
      b. Argelia M. Fuentes – Part-time Bus/Van Assistant and Misc. Transportation
         Effective May 19, 2020

L. **Resignations**
   1. Business Services/Operations Office
      a. Ana K. Lantigua – Level V Program Secretary, Pre-K Counts
         Effective May 19, 2020
      b. Maria E. Santangelo – Paraeducator, Head Start
         Effective May 19, 2020

M. **Terminations**
   No Items to Consider

N. **Other**
   1. Business Services/Operations Office
      a. Michelle M. Monk – Fiscal Specialist, Fiscal Services
         Recommended Annual Salary – $44,797 (to be prorated)
         Effective Date – May 1, 2020
         Date Amended

14. **OTHER MATTERS FOR CONSIDERATION**

A. **EARLY CHILDHOOD & STUDENT SERVICES**
   —MICHELLE REICHARD-HUFF, DIRECTOR
   No Items to Consider

B. **PROFESSIONAL DEVELOPMENT & CURRICULUM**
   —DAN RICHARDS, DIRECTOR
   To approve an agreement between the Berks County Intermediate Unit (BCIU) and the Commonwealth of Pennsylvania Department of Human Services, for the BCIU to provide professional services relative to supporting the Office of Child Development and Early Learning (OCDEL) to administer and operate the Pennsylvania Early Learning Keys to Quality Program for a maximum amount of $23,781,644 effective July 1, 2020, through June 30, 2021. The Department may extend this agreement for four (4) additional one-year periods (PA Key).

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for CSIU to provide professional services related to the maintenance of the SMART software database, for a fee of $160,404 effective July 1, 2020, through June 30, 2021 (PA Key).
To ratify an agreement between the Berks County Intermediate Unit (BCIU) and The Pennsylvania State University (Penn State), for Penn State to conduct a short-duration, high-effort, mixed-methods research study titled “The Impacts of COVID-19 on Pennsylvania Child Care Providers” for a fee of $203,480 effective April 1, 2020, through July 31, 2020 (PA Key).

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Lehigh Carbon Community College (LCCC). This amendment provides for a funding increase of $1,121.96 for CDA cohort resources for a revised total of $44,141.96 and a term extension through December 30, 2020. All other terms and conditions remain in force (PA Key).

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Lancaster-Lebanon Intermediate Unit 13, PA Early Head Start Child Care Partnership Program (LLIU), for BCIU to amend its purchase of identified services from LLIU to a revised maximum amount of $1,280,650 to provide for an additional $17,000 subsidy replacement. All other terms and conditions remain in force (PA Key).

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Child Care Association (PACCA), for PACCA to modify the scope of services to ensure recipients can continue taking courses and remain on their educational pathway as well as ensuring that employers can continue to sponsor staff in response to the impact of COVID-19. This amendment provides for a funding increase of $190,985 for a revised total of $4,334,735. All other terms and conditions remain in force (PA Key).

C. INFORMATION TECHNOLOGY
   —SCOTT MAJOR, DIRECTOR

To approve the Office of Information Technology Products / Services Rate Schedule, effective July 1, 2020, through June 30, 2021.

To approve the one-year renewal of Netskope Introspection cloud services software at a cost of $45,119.30. Service dates are from July 1, 2020, to June 30, 2021.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Sweet, Stevens, Katz, and Williams, LLP, for Sweet, Stevens, Katz, and Williams, LLP to provide legal services for participating school districts and career and technology centers as Technology Pool Counsel. Scheduled trainings and consultations will be provided for technology-related Board policies, phone conversations, and email advice, effective July 1, 2020, through June 30, 2021, in the amount of $11,000. The cost of this service is invoiced and shared among all participating member school districts.
To approve a renewal agreement with ePlus Technologies for SmartNet and Firepower software maintenance and warranty required for the BCIU Main Office firewall. The term of the agreement is three years, effective July 1, 2020, through June 30, 2023, at a total cost of $17,444.

To approve the purchase of two Cisco ASA 5525-X Firewalls with Firepower IPS and AMP, for placement at the BCIU Education Centre, from ePlus Technology. The total purchase cost of $27,778 includes a three-year SmartNet and Firepower warranty and maintenance agreement effective July 1, 2020, through June 30, 2023.

To ratify agreements for the Berks County Intermediate Unit (BCIU) to provide eTaxTrax and BCIU's Support and Print services, for a two-year term ending November 30, 2021, at a cost assessed in accordance with the BCIU Board approved IT Services Rate Schedule. This includes the following townships and municipalities:

a. Borough of Coopersburg
b. Upper Milford Township
c. North Whitehall Township
d. Upper Macungie Township
e. Summit Hill Borough
f. West Nantmeal Township
g. Borough of Coplay

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Neshaminy School District for the use of BCIU's eTaxTrax software and support services. The term of the agreement is two years beginning May 1, 2020, through June 30, 2022, at a cost assessed in accordance with the BCIU Board approved IT Services Rate Schedule

**D. BUSINESS SERVICES/OPERATIONS**

— DONNA DELORETTA, CFO / COO

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

a. Medical and Nursing Supplies
b. Art Supplies
c. Classroom and Office Supplies
d. Custodial Supplies


To authorize the appropriate officers to execute a Taxable Revenue Anticipation Note (RAN) in the amount of $10 million with Tompkins/VIST Bank for a period of 12 months at a floating rate based upon one month LIBOR plus 185 basis points with an interest rate floor of 2.50%, effective July 1, 2020, as per the attached Letter of Commitment.
To award contracts per the attached Tally Sheet for the lease purchase of the following:

- (1) 2020 Box Truck with Liftgate
- (5) 2020 9-Passenger Vans
- (1) 2019 29-Passenger Van
- (3) 2021 29-Passenger Vans
- (1) 2021 29-Passenger Van
- (1) 2021 48-Passenger School Bus
- (3) 2021 48-Passenger with Lift School Buses
- (5) 2016 72-Passenger Diesel School Buses
- (2) 2021 72-Passenger with Lift School Buses

**E. ADMINISTRATION**

—Dr. Jill M. Hackman, Executive Director

To approve the first reading of the following policies:

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)

**Roll Call Vote**

<table>
<thead>
<tr>
<th>Yeas:</th>
<th>Carl; Dennin; Hemberger; Huhn; Kennedy; Lash; Madara; Manbeck; Manmiller; Miller; Ritter; Sellers; Taylor; Ulrich; McEwen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nays:</td>
<td>None. Motion carried.</td>
</tr>
</tbody>
</table>

No one desired to speak.

**Adjournment**

A motion was made by Lash, seconded by Carl, to adjourn the meeting at 7:58 p.m.

Motion carried.

Approved by,

Brian R. Specht, Secretary
THE FOLLOWING TOOK PLACE PRIOR TO THE REGULAR BOARD MEETING, DURING COMMITTEE-OF-THE-WHOLE:

Brian Hocking, Special Education Program Administrator in the Office of Early Childhood and Student Services, introduced Cristen Fiorani to the Board as the Employee of the Month for March. Cristen attended the meeting virtually along with her husband. Cristen has served the BCIU as a School-Age Speech Therapist for 15 years. Mr. Hocking told the Board that she demonstrates a high level of initiative and has a can-do attitude. Her co-workers and supervisor rely heavily on her.

Cristen thanked the Board and shared that her job is very rewarding. The best part of her job is to teach students to have a voice to share their wants, needs, feelings, and aspirations.

Eric Clemmer, Assistant Director of Business Services / Operations, joined the Zoom meeting to introduce Rodney Good, who was named as Employee of the Month for May. Rodney has served the BCIU as the Safety and Training Supervisor and for over 18 years. He also supervises custodial staff. Mr. Clemmer shared that Mr. Good works as an EMT in his community and his knowledge of safety precautions and networking has always been a great asset to the BCIU. However, during the recent health crisis, his service has been extremely valuable. Examples of his contributions during this time: 1) he has worked all shifts; 2) has helped to find new solutions for cleaning and disinfecting; and 3) was able to help in locating Personal Protective Equipment (PPE) for BCIU essential workers.

Mr. Good thanked the Board. He shared that he enjoys meeting BCIU employees through CPR / First Aid and Safety trainings, and is thankful for so many helpful and talented employees who are always willing to lend a hand.

Dr. Hackman gave an update of the BCIU’s planning efforts in preparation for the eventual reentry into the workplace. She shared the “BCIU Safe Six: Workplace Readiness Essentials” document, which is a checklist of procedures and protocols which will provide guidance as it is determined that restrictions across the Commonwealth will be lessened during the transition through the red, yellow, and green phases in accordance with Governor Wolf’s decision-making plan.