

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.

Announcements

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.

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

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:

- a. Medical and Nursing Supplies on Tuesday, March 10, 2020, at 11:00 A.M.
- b. Art Supplies on Tuesday, March 17, 2020, at 11:00 A.M.
- c. Classroom and Office Supplies on Tuesday, March 24, 2020, at 11:00 A.M.
- d. Custodial Supplies on Tuesday, March 31, 2020, at 11:00 A.M.

Receipt of Bids for Physical Education Equipment and Supplies and Digital Media Equipment and Supplies, Classroom and Office Supplies, and Custodial Supplies—Item 01. C.

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To acknowledge receipt of bids for Food Service Paper Products 2020-2021 on Tuesday, May 5, 2020, at 11:00 A.M.

Receipt of Bids for Food Service Paper Products—Item 01. D.

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.

Appointment of Jill Dennin as Nominating Committee Chair—Item 01. E.

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

Approval of Minutes—Item 02.

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

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

SOURCE		PAGE	AMOUNT
April	2020 Ratifications - IU	1-10	\$1,523,047.44
April	2020 Ratifications - PSDLAF	1-01	\$15,285.17
May	2020 Ratification - IU	1-06	\$2,532,708.19
May	2020 Approvals - IU	1-04	\$1,118,698.86
TOTAL			\$5,189,739.66

04. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$6,000,000 *(Information Item):*

Amount Outstanding
May 15, 2020
\$0

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

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,455,037.35	\$1,821,609.29	\$1,131,182.7	\$352,376.48	\$208,843.98
Commonwealth of PA	\$5,917,080.71	\$120,312.00	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$401,814.17	\$181,827.39	\$65,904.62	\$4,053.51	\$297,078.02
TOTALS	\$7,773,932.23	\$2,123,748.68	\$1,197,087.3	\$356,429.99	\$505,922.00
GRAND TOTAL	\$11,957,120.23				

06. APPROVAL/RATIFICATION OF HEAD START:

- Head Start COVID-19 Supplemental Funds Application – May 2020
- Financial Statements (April 2020)
- Credit Card Purchases (April 2020)
- Non-Federal Share Report (April 2020)
- Policy Council Minutes/Resolutions (April 2020)
- Head Start Director’s Report (May 2020)

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07. COMBINED FINANCIAL REPORT

<u>CASH</u>		
BEGINNING BALANCE April 1, 2020		\$6,112,244.97
RECEIPTS		
REVENUE RECEIPTS	\$7,028,380.90	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$7,028,380.90</u>
		\$13,140,625.87
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$800,521.42	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$1,370,149.77	
POST BOARD RATIFICATIONS PSDLAF		
POST BOARD RATIFICATIONS IU	<u>\$1,523,047.44</u>	
TOTAL CHECKS WRITTEN	\$3,709,003.80	
CHECKS VOIDED	(\$5,976.60)	
PAYROLL DISTRIBUTIONS	<u>\$5,208,659.20</u>	<u>\$8,911,686.40</u>
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.

**COMMUNICATION
PSBA Voting Delegate
—Item 09.**

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)

**Old Business
Second Reading of Policies
—Item 10.**

11. REPORT OF NEGOTIATIONS COMMITTEE
No Items to Report

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

A. New and Proposed Budgets

BUDGETS

1. Head Start Federal COVID-19 Supplement – Program 20-166

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 (new).

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) (new).

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 (new).

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 (new).

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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

\$801,066

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

2. Early Head Start Child Care Partnership – Program 20-168

Office of Early Childhood and Student Services

8/1/20 – 7/31/21

\$490,109

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).

3. Nolde Aides – Program 623

Office of Early Childhood and Student Services

7/1/20 – 9/30/21

\$5,008

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).

4. Nonpublic School Advisory Committee – Program 19-206

Office of Professional Development and Curriculum

7/1/19 – 9/30/20

\$90,000

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).

5. Teachers in the Parks – Program 19-216

Office of Professional Development and Curriculum

7/1/19 – 9/30/20

\$100,000

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).

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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

\$325,821

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

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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 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

PERSONNEL MATTERS

GENERAL

**MOU with BCIUEA RE:
Personal Days
—Item 13. A. 1.**

**MOU with AFSCME RE:
Personal Days
—Item 13. A. 2.**

**MOU with SEIU RE: Paid
Time Off through June 30,
2020—Item 13. A. 3.**

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

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

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- 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

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

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

No Items to Consider

**Ratifications - Additions
to Approved
Out-of-Class Substitute
Lists—Item 13. E.**

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F. Remove from 2019-2020 Approved Substitute Lists

No Items to Consider

**Remove from 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/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

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

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

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

2. Early Childhood & Student Services Office

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

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

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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

**Retirements
—Item 13. K.**

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

**Resignations
—Item 13. L.**

M. Terminations

No Items to Consider

**Terminations
—Item 13. M.**

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

**Other
—Item 13. N.**

14. OTHER MATTERS FOR CONSIDERATION

**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).

**Agreement with
Commonwealth of PA
Department of Human
Services / Support OCDEL
and Operate PA Early
Learning Keys to Quality
Program (PA Key)
—Item 14. B. 1.**

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).

**Agreement with Central
Susquehanna IU / SMART
Software (PA Key)
—Item 14. B. 2.**

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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).

**Agreement with Penn State /
Research Study / Impacts of
COVID-19 on PA Child Care
Providers (PA Key)
—Item 14. B. 3.**

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).

**Amendment #1 to Agreement
with Lehigh Carbon
Community College (PA Key)
—Item 14. B. 4.**

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).

**Amendment #1 to Agreement
with Lancaster-Lebanon IU
131 (PA Key)
—Item 14. B. 5.**

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).

**Amendment #1 to Current
Agreement with PACCA
(PA Key)—Item 14. B. 6.**

**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.

**Approve IT Products /
Services Rate Schedule for
2020-2021—Item 14. C. 1.**

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.

**Renewal of Netskope
Introspection Cloud
Services Software
—Item 14. C. 2.**

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.

**Agreement with Sweet,
Stevens, Katz, and Williams
/ Technology Pool Counsel
—Item 14. C. 3.**

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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.

Renewal of Agreement with ePlus Technologies / SmartNet and Firepower Software Maintenance and Warranty / Main Office Firewall—Item 14. C. 4.

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.

Approve Purchase of Cisco Firewalls / BCIU Education Centre from ePlus Technology —Item 14. C. 5.

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:

Agreements / Provision of eTaxTrax and BCIU's Support and Print Services —Item 14. C. 6.

- 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

Agreement with Neshaminy School District / eTaxTrax and BCIU's Support and Print Services —Item 14. C. 7.

**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

Award Contracts through Joint Purchasing / Medical and Nursing Supplies, Art Supplies, Classroom and Office Supplies, and Custodial Supplies —Item 14. D. 1.

To award a contract to Singer Equipment Company, Inc., for Food Service Paper Products 2020-2021.

Award Contract to Singer Equipment Company for Food Services Paper Products—Item 14. D. 2.

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.

Authorize Taxable RAN with Tompkins/VIST Bank —Item 14. D. 3.

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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

**Award Contracts for Lease /
Purchase of Vehicles
—Item 14. D. 3.**

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)

**First Reading of Policies 103,
103.1, 220, 815.1, and 913
—Item 14. E. 1.**

Yeas: Carl; Dennin; Hemberger; Huhn; Kennedy; Lash; Madara; Manbeck; Manmiller; Miller; Ritter; Sellers; Taylor; Ulrich; McEwen.	Roll Call Vote
Nays: None. Motion carried.	

No one desired to speak.

**Board Members Desiring to
be Heard**

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

Adjournment

Motion carried.	Voice Vote
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Approved by,

Brian R. Specht, Secretary

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**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.

**EMPLOYEE OF THE
MONTH – MARCH 2020
— Cristen Fiorani, Office of
Early Childhood and
Student Services**

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.

**EMPLOYEE OF THE
MONTH – MAY 2020
— Rodney Good, Office of
Business Services /
Operations**

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.

**FEATURED PROGRAM
—BCIU Roadmap for
Reentry (The Safe Six)**