

The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, June 18, 2020. The meeting was held virtually due to the COVID-19 health emergency.

President Gary McEwen called the meeting to order at 8:25 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: 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; Ralph C. Richard; Rev. Dr. Dennis Ritter; Ann Sellers; Brian Specht; James Ulrich; and Gary McEwen.

Absent: Terrie Taylor, LSW

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. B. 3. Persons Desiring to be Heard.

Announcements

President McEwen then made the following statement:
As a follow-up to the recent events impacting the BCIU, I want to reassure the students, families, staff, school districts, and community partners for whom we serve that we remain firm in our stand against racism, injustice, and inequality. The Board of Directors is committed to making every effort to ensure that any form of hatred or racism does not take place in the organization and commends the BCIU Leadership Team for their continued efforts in proactively addressing any such issues.

Dr. Hackman followed by stating the following:
The BCIU will continue to focus on strengthening our community and our support to address social injustice, regardless of race, religion, ethnicity, gender, sexual orientation, disability, age, or social background.

I thank the Board for their leadership and ongoing support, and, please know that the Leadership Team continues to be committed to fostering a culture of inclusion, compassion, kindness, and respect within the organization.

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President McEwen then announced that an executive session was held prior to the official meeting to discuss the Annual Safety and Security Report 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 Ulrich, seconded by Madara, to approve agenda items 01. C. through 10. A., as follows:

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.

**Receipt of Bids for Copy
Paper—Item 01. C.**

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:

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

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

To approve the minutes of the May 21, 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
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
TOTAL			\$5,715,689.37

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

Amount Outstanding
June 12, 2020
\$0

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05. ACCOUNTS RECEIVABLE AGING REPORT AS OF JUNE 12, 2020 (Information item):

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,140,720.97	\$937,865.43	\$1,097,182.0	\$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
TOTALS	\$5,586,656.13	\$2,571,165.45	\$1,281,632.4	\$1,141,583.29	\$649,555.79
GRAND TOTAL	\$11,230,593.12				

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

BEGINNING BALANCE MAY 1, 2020		\$4,228,939.47
RECEIPTS		
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
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$2,532,708.19	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$1,118,698.86	
POST BOARD RATIFICATIONS PSDLAF	\$21,929.41	
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>
ENDING BALANCE - MAY 31, 2020		\$214,086.51
CASH AVAILABLE-MAY 31, 2020		\$214,086.51

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
No Items to Report

**COMMUNICATION
—Item 09.**

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10. OLD BUSINESS

To approve the second reading of the following policies:

SUMMARY OF CHANGES

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

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

President McEwen announced that Terrie Taylor, LSW was willing to serve in the role of Voting Delegate for the PSBA Delegate Assembly representing the BCIU and would be appointed at the August 2020 BCIU Board Meeting. The meeting of the Delegate Assembly is scheduled for Saturday, November 7, 2020, and can be attended in person at Mountain View Middle School (Cumberland Valley School District) or may be attended virtually via Zoom.

**PSBA Delegate Assembly
Meeting / Appointment of
Voting Delegate
—Item 10. B.**

Mrs. Jill Dennin, Nominating Chair, recommended the proposed slate of officers, as follows:

- President: Gary McEwen
- Vice-President Ralph Richard
- Treasurer: Elizabeth S. Huhn
- Secretary: Brian Specht

**Report of Nomination
Chair / Officer Elections
—Item 10. C.**

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

Nominations for President

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

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

**Nominations for Vice
President**

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

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

Nominations for Treasurer

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

Motion carried	Voice Vote
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Attorney Mancuso opened nominations for Secretary from the floor.
There being no further nominations, a motion was made by Manbeck, seconded
by Ulrich, to close nominations for Treasurer.

Nominations for Secretary

Motion carried.

Voice Vote

Attorney Mancuso closed nominations and read the proposed slate of
candidates for election as follows:

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

President: Gary McEwen
Vice-President Ralph Richard
Treasurer: Elizabeth S. Huhn
Secretary: Brian Specht

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

Yeas: Dennin; Hemberger; Huhn; Kennedy; Lash; Madara; Manbeck; Manmiller; Miller;
Richard; Ritter; Sellers; Specht; Ulrich; McEwen.
Nays: None. Motion carried.

Roll Call Vote

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

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

11. REPORT OF NEGOTIATIONS COMMITTEE
No Items to Consider

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

A motion was made by Huhn, seconded by Manmiller, to approve items 12. B.
through 14. E., as follows:

A. New and Proposed Budgets
No Items to Report

BUDGETS

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).

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- 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 Homeless
 - 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

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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.

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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

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

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

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

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- 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

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- 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

**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.**

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

**Remove from Approved
Substitute Lists—Item 13. F**

Pre-K Counts

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

G. Employment – Approvals
No Items to Consider

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

H. Change of Status – Approvals

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

- 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

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- 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

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- 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

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- 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

Leave of Absence Requests
— Item 13. I.

J. Return from Leave of Absence Requests

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

- 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

Retirements
—Item 13. K.

- 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

K. Resignations

Resignations
—Item 13. L

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

M. Terminations

Terminations
—Item 13. M.

No Items to Consider

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N. Other

No Items to Consider

Other

—Item 13. N.

14. OTHER MATTERS FOR CONSIDERATION

**OTHER MATTERS
FOR CONSIDERATION**

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, DIRECTOR

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

**Approve 2020-2021 Pre-K
Counts Calendars**

—Item 14. A. 1.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DAN RICHARDS, DIRECTOR

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.

**Agreement with Greater
Reading Chamber Alliance
(GRCA / Business Education
Partnership Grant**

—Item 14. B. 1.

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).

**Agreement with The
Devereux Foundation for
Resilient Children (DCRC)
(PA Key)**

—Item 14. B. 2.

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).

**Amendment #1 to Agreement
with Keystone Research
Corporation (KSRC) /
Distribution of COVID-19
Items (PA Key)**

—Item 14. B. 3.

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).

**Agreement with Kathryn
Holod / Health and Safety
Regulation Re-Write
Assistance (PA Key)**

—Item 14. B. 4.

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).

**Agreement with KeyStone
Research Corporation
(KSRC) / Distribution of PA
Early Learning Materials
(PA Key)**

—Item 14. B. 5.

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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).

**Agreement with PA Chapter of the American Academy of Pediatrics (PAAAP) / Early Childhood Education Linkage System / Health Child Care PA Initiative (PA Key)
—Item 14. B. 6.**

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).

**Agreement with the Pennsylvania State University (PSU) / Professional Development and Technical Assistance to Early Learning Practitioners (PA Key)
—Item 14. B. 7.**

**C. INFORMATION TECHNOLOGY
—SCOTT MAJOR, DIRECTOR**

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.

**Agreement with Rose Tree Media School District / Renewal of eTaxTrax
—Item 14. C. 1.**

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.

**Agreement with Springford School District / eTaxTrax
—Item 14. C. 2.**

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.

**Agreement with PowerSchool Group, LLC / eFinancePLUS Upgrade
—Item 14. C. 3.**

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.

**Renewal Agreement with Instructure, Inc. / Licensing of Canvas Learning Management System
—Item 14. C. 4.**

To approve the license fees for the second year of the five-year Microsoft Campus and School Agreement, through Lancaster-Lebanon Intermediate Unit 13, at a cost of \$67,018.50 for the term of July 1, 2020, through June 30, 2021.

**Approve License Fees / Second Year Microsoft Campus and School Agreement / Lancaster-Lebanon IU 13
—Item 14. C. 5.**

**OFFICIAL PROCEEDINGS OF THE
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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.

**Renewal of Barracuda
Message Archiver
Subscription / IntegraONE
—Item 14. C. 6.**

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.

**Renewal of Agreement with
Seneca Highlands IU /
KnowBe4 Security
Awareness Training
Subscription—Item 14. C. 7.**

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.

**Renewal of Agreement with
Rapid Recovery Backup
and Replication Software
Maintenance
—Item 14. C. 8.**

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.

**Purchase of Tenable Nessus
Profession On-Premise
Subscription / CDW-G
—Item 14. C.9.**

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

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

**Award Contracts for Copy
Paper—Item 14. D. 1.**

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.

**One-Year Lease Agreement
with Right From the Start
Daycare and Preschool
Center
—Item 14. D. 2.**

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:

**Lease / Purchase Agreements
with Municipal Capital for
Vehicles
—Item 14. D. 3.**

- 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

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.

**Engagement Letter with
RBC Capital Markets, LLC
—Item 14. D. 4.**

**OFFICIAL PROCEEDINGS OF THE
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RESOLVED, that the Board of Directors of the Berks County Intermediate Unit 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.

**Resolution / Authorization
Issuance of Revenue Note /
RBC Capital Markets, LLC
—Item 14. D.5.**

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:

**Three-Year Agreement with
Berks County School
Districts Health Trust
—Item 14. D. 6.**

- 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 M. HACKMAN, EXECUTIVE DIRECTOR

To approve the first reading of the following policies:

- 113.2 Behavior Support (Revised)
- 138 Language Instruction Educational Program for English Learners (Revised)
- 249 Bullying / Cyberbullying (Revised)

**First Reading of Policies
113.2, 138, and 249
—Item 14. E. 1.**

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.

**Appoint Dr. Brenda
Robertson as BCIU
Pandemic Coordinator
—Item 14. E. 2.**

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.

**Cancellation of July 18
Board Meeting / Authorize
Payment of Bills and Salaries
—Item 14. E. 3.**

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.

**Authorize Executive Director
to Offer Employment with
Approval of BCIU Board
Officers
—Item 14. E. 4.**

**OFFICIAL PROCEEDINGS OF THE
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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.

**Authorize Approval of
Health and Safety Plans by
BCIU Board Officers
—Item 14. E. 5.**

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

President McEwen offered his congratulations to Rob Rosenberry on the approval of his compensation and benefits plan and said it is good to know the BCIU will have his leadership for another four years.

**Board Members Desiring to
be Heard**

Mr. McEwen also thanked the Board representatives who were elected and reelected for new terms and extended his appreciation to his fellow Board officers for their willingness to continue to serve with him in their roles as Board officers.

Dr. Hackman added that the BCIU is fortunate to have the leadership of Rob Rosenberry, who is a humble and servant leader.

She shared that the BCIU is blessed with the collaboration and partnership of the 18 superintendents. She also thanked the BCIU Board for their support and dedication as we move forward.

A motion was made by Richard, seconded by Ulrich, to adjourn the meeting at 8:40 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:**

Mrs. Michelle Reichard-Huff, Director of the Office of Early Childhood and Student Services, introduced Dr. Brenda Robertson to the Board as the Employee of the Month for June. Mrs. Reichard-Huff told Board members that Dr. Robertson joined the BCIU in January 1995, 25 years ago, as an itinerant teacher in the Early Intervention Program. Since that time, she has served in multiple leadership positions – Project Administrator, Assistant Program Administrator, and Program Administrator within the Early Intervention Program. Dr. Robertson currently serves as the Program Administrator for Logistics within the Office of Early Childhood and Student Services. In her role, she directly supervises ECSS secretarial staff and program specialists.

Dr. Robertson has established positive working relationships with community partners, families, school district personnel, and program advisors and liaison. She is also the “go-to” administrator in the ECSS office. She is often tasked, and without reservation, takes on special projects with short timelines and always produces quality work. Her education, experience, positive attitude, teamwork, and background make her a valuable asset to the program and the BCIU.

Dr. Hackman added that Board members will be asked to approve Dr. Robertson’s appointment as the BCIU Pandemic Coordinator, as listed on the June Board agenda.

Dr. Robertson thanked the Board and shared that she has enjoyed supporting and working with all the programs in the ECSS office. Her work is very rewarding and she enjoys working with a wonderful community of team-oriented and mission driven individuals within the BCIU.

Teresa Schutt, Program Administrator in the Office of Professional Development and Curriculum, joined the Zoom meeting to introduce Edward Dobry, who retired from his position of Act 89 Itinerant Teacher in early June. Mr. Dobry began at the BCIU in August 2003 and most recently served as a Reading Specialist at Berks Catholic High School. At Berks Catholic he taught Reading and Study Skills as well as SAT prep for students in their junior year. He is a former track coach at Pope John Paul II High School (Pottstown), formerly St. Pius High School (his alma mater). Mr. Dobry attended University of Delaware and Youngstown State University.

Mr. Dobry thanked the Board, Mrs. Schutt, Dr. Foehl, and Mr. Richards. He shared that he enjoyed his position, and working with the many students he assisted.

**EMPLOYEE OF THE
MONTH – JUNE 2020
— Dr. Brenda Robertson,
Office of Early Childhood
and Student Services**

**RETIREES
— Edward Dobry, Office of
Professional Development
and Curriculum**

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Dr. Christina Foehl, Assistant Director of the Office of Professional Development and Curriculum, joined the meeting to honor Teresa Schutt upon her retirement from the BCIU in June. Mrs. Schutt has served in various administrative positions within the OPDC Office since her hire in August 2005, most recently as Program Administrator since 2014. As Program Administrator, her responsibilities included the Literary Supervisors' Network, Multi-Tiered System of Support, Federal Programs, Professional Learning Communities, the Act 89 Program, Grading, and the Elementary Principals' Network. Dr. Foehl shared that Mrs. Schutt's leadership and collaborative nature were a great asset to the OPDC team.

**— Teresa Schutt, Office of
Professional Development
and Curriculum**

Dan Richards thanked Mrs. Schutt for her leadership, guidance, and friendship throughout the time they served together.

Mrs. Schutt told Board members that working at the BCIU was a joy. She shared that she has great respect for Dr. Hackman and the Leadership Team and the work being done by the BCIU. In her retirement, she will be keeping very busy spending time with her children and seven grandchildren.

The Board viewed a video with “snapshots” of the school year in review, including pictures of classrooms, students, teachers, and other staff as they worked onsite in the classrooms, and then more recently as they continued networking and teaching virtually to maintain connections and provide continuity of education for students.

**FEATURED PROGRAM
—2019-2020 School Year
Snapshot**