

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
SEPTEMBER 17, 2020
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, September 17, 2020. The meeting was held virtually due to the COVID-19 health emergency.

President Gary McEwen called the meeting to order at 7:53 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board:	Robin Costenbader-Jacobson; Dr. David Hemberger; Elizabeth S. Huhn; Dr. Amy Kennedy; Linda R. Lash; Kevin L. Manmiller; Steven Miller; Ralph C. Richard; Rev. Dr. Dennis Ritter; Ann Sellers; Brian Specht; Terrie Taylor, LSW; James Ulrich; and Gary McEwen.
Absent:	Jill A. Dennin; James Dotzenroth; Randall R. Madara; and Oscar Manbeck
Intermediate Unit:	Dr. Jill M. Hackman; Donna DeLoretta; Scott Major; Michelle Reichard-Huff; Dan Richards; Rob Rosenberry; Beth Kozloski; and Jan Krotee
Solicitor:	John M. Stott, Esq. and James Mancuso, Esq.
Guest/s:	None
Press:	None

Following the pledge of allegiance and roll call, President McEwen welcomed participants to the virtual BCIU Board meeting. He announced that the meeting was being held virtually due to the COVID-19 pandemic. He thanked those community members 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 announced that an executive session was held prior to the official meeting to discuss 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 Manmiller, to seat the following BCIU Board representatives:

- James H. Dotzenroth, Conrad Weiser Area School District, to fill the unexpired term of William Carl, ending June 30, 2022.
- Robin Costenbader-Jacobson, Reading School District, to fill the unexpired term of Jean Kelleher, ending June 30, 2022.

Motion carried.

Voice Vote

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A motion was made by Lash, seconded by Ulrich, to approve agenda items 02. through 12., as follows:

To approve the minutes of the August 20, 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
August	2020 Ratification - IU	1-08	\$2,853,473.50
August	2020 Ratifications - PSDLAF	1-01	\$16,160.97
September	2020 Ratification - IU	1-05	\$338,698.55
September	2020 Approvals - IU	1-05	\$1,759,582.94
TOTAL			\$4,967,915.96

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

Amount Outstanding
September 11, 2020
\$0

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF AUGUST 14, 2020 *(Information item):*

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$602,692.31	\$49,824.73	\$1,918,177.1	\$5,382.88	\$71,999.23
Commonwealth of PA	\$1,509,766.88	\$0.00	\$2,528,981.4	\$0.00	\$0.00
Other Revenue Sources	\$97,912.30	\$67,676.45	\$151,487.69	\$992.00	\$41,096.43
TOTALS	\$2,210,371.49	\$117,501.18	\$4,598,646.3	\$6,374.88	\$113,095.66
GRAND TOTAL	\$7,045,989.53				

06. APPROVAL/RATIFICATION OF HEAD START:

- Head Start Annual Report
- BCIU Head Start Professional Development Training Plan for 2020-2021
- BCIU Head Start Continuation Grant Application for 2021
- Financial Statements (August 2020)
- Credit Card Purchases (August 2020)
- Non-Federal Share Report (August 2020)
- Policy Council Minutes/Resolutions (August 2020)
- Head Start Director’s Report (September 2020)

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07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE AUGUST 1, 2020		\$3,580,092.96
RECEIPTS		
REVENUE RECEIPTS	\$11,978,374.00	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$11,978,374.00</u>
		\$15,558,466.96
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$1,490,441.43	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$821,467.19	
POST BOARD RATIFICATIONS PSDLAF	\$16,160.97	
POST BOARD RATIFICATIONS IU	<u>\$2,853,473.50</u>	
TOTAL CHECKS WRITTEN	\$5,181,543.09	
CHECKS VOIDED	(\$433,073.68)	
PAYROLL DISTRIBUTIONS	<u>\$4,358,841.98</u>	<u>\$9,107,311.39</u>
ENDING BALANCE -AUGUST 31, 2020		\$6,451,155.57
CASH AVAILABLE-AUGUST 31, 2020		\$6,451,155.57

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

August 2020

Tompkins VIST	\$1,692.79
PNC	\$1.86

09. COMMUNICATIONS

Brian Specht, *Secretary*
No Items to Report.

**COMMUNICATION
—Item 09.**

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10. OLD BUSINESS

**Old Business
PSBA Officer Elections
—Item 10. 1.**

Secretary Specht reviewed the list of candidates seeking election for PSBA officers for 2021 during agenda review. Board members were provided with information on each candidate to help them in the decision making process during the September and October meetings. He told the Board that all candidates seeking election were running unopposed except for the Vice President position. All candidates were highly recommended by the PSBA Leadership Development Committee. After discussion, Mr. Specht read the proposed slate of candidates, as follows:

- President Elect: David Hein
- Vice President: Sabrina Backer
- Treasurer: Michael Gossert
- PSBA Insurance Trust Trustees (Two Candidates for a Two-Year Term):
 - Michael Faccinetto
 - Marianne Neel

The Board unanimously approved the slate of candidates as read. Mr. Specht stated that he would cast votes electronically for the chosen candidates on behalf of the BCIU Board.

11. REPORT OF NEGOTIATIONS COMMITTEE

No Items to Consider

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

12. BUDGETS

A. New and Proposed Budgets

BUDGETS

1. BCIU PRE-K COUNTS CARES Act for COVID-19 Relief – Program 130

Office of Early Childhood and Student Services

3/1/20 – 11/30/20

(E)
\$40,069

As a result of the CARES Act, BCIU Pre-K Counts 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. PA PKC & HSSAP CARES Act for COVID-19 Relief – Program 131

Office of Early Childhood and Student Services

3/1/20 – 11/30/20

(E)
\$72,829

As a result of the CARES Act, PA Pre-K Counts and Head Start have been awarded a combined 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).

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B. Initial Budgets

- 1. Project ELECT/Fatherhood Initiative – Program 235
(Education Leading to Employment and Career Training)**
Office of Early Childhood and Student Services
7/1/20 – 6/30/21 \$652,727
Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993).
- 2. Title I – Neglected – Program 20-261**
Office of Early Childhood and Student Services
7/1/20 – 9/30/21 \$34,307
Funded by the federal government through the Pennsylvania Department of Education, this program offers remedial reading and math instruction to students in the Immigration Family Shelter facility during the summer of 2020 (since 1996).
- 3. Extended School Year – Program 303**
Office of Early Childhood and Student Services
7/1/20 – 6/30/21 \$47,681
Funded by contracts with districts using Component 4 IDEA dollars, this six-week program serves students who demonstrate regression and limited ability to recoup academic information during planned school breaks (since 1988).
- 4. Prison Program – Program 307**
Office of Early Childhood and Student Services
7/1/20 – 6/30/21 \$323,238
Funded by the participant’s resident district, this program provides education services to adjudicated adolescents who are housed in the Adult Prison Program, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997).
- 5. Pennsylvania Inspired Leadership Initiative – Program 152**
Office of Professional Development and Curriculum
7/1/20 – 6/30/21 \$144,056
Funded by the federal government through Appalachia Intermediate Unit, this program supports the development and improvement of leadership skills through the Principals Induction Program (PIP) and the Continuing Professional Education component for all other school administrators. This consortium, which is led by the BCIU, includes Schuylkill, Colonial, and Carbon-Lehigh Intermediate Units (since 2005).
- 6. Early Childhood Mental Health Initiative – Program 223**
Office of Professional Development and Curriculum
7/1/20 – 6/30/21 \$912,423
Funded by the federal government through BCIU IDEA Section-619 and BCIU State Early Intervention funds, this program provides funding for Early Childhood Mental Health Consultant Specialists to provide targeted mental health support and monitoring to pre-school children in Pre-K Counts, Head Start State Supplemental and Accountability Block Grant programs throughout the state (since 2009).

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7. Career Readiness – Program 273

Office of Professional Development and Curriculum
7/1/20 – 6/30/21

\$197,488

BCIU will provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with Every Student Succeeds Act, the Future Ready PA Index, and proposed Pennsylvania graduation requirements (since 2018).

8. Berks Business Education Partnership Grant – Program 282

Office of Professional Development and Curriculum
7/1/20 – 6/30/21

\$29,455

BCIU through an agreement with the County of Berks will provide a Business-Education Liaison and contracted services to recruit businesses to be part of the Career Ready Berks platform, implement Career Pathways Advisory Groups, plan professional development on workforce trends and provide a community leadership forum to share current Career Ready Berks initiatives, updates and next steps as a means of building business-education collaboration and support for Berks County educators and nearly 70,000 students (since 2019).

9. Comprehensive Support and Improvement – Program 284

Office of Professional Development and Curriculum
7/1/20 – 6/30/21

\$402,168

The BCIU, through agreements with the Allegheny Intermediate Unit (AIU3) and Chester County Intermediate Unit (CCIU24), will provide services associated with the overall system for school improvement and specifically services associated with the Comprehensive Support and Improvement (CSI) that AIU3 has contracted with the Pennsylvania Department of Education to provide statewide. BCIU's services will include the recruitment, hiring, logistics, and supervision of the Statewide School Improvement Dashboard Manager. BCIU will also serve as a lead partner and advisory member for CSI statewide services (2018).

10. Professional Development Programs – Program 600

Office of Professional Development and Curriculum
7/1/20 – 6/30/21

\$86,588

This budget is a proprietary program which provides Continuing Professional Education Courses and charges an appropriate fee to cover the costs of instructors, materials, lab costs, clerical support, and advertising (since 1982)

C. Changes to Initial Budgets

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

Office of Early Childhood and Student Services
1/1/20 – 12/31/20

\$359,173

Total Proposed Revised Budget: \$536,073

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). This change is necessary due to increase in CARES funding.

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- 2. Early Head Start Child Care Partnership - Program 20-168**
Office of Early Childhood and Student Services
8/1/20 – 7/31/21 \$28,122
Total Proposed Revised Budget: \$518,231
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). This change is necessary due to COVID-19 funding through the CARES Act.
- 3. BCIU Pre-K Counts Partnership - Program 231**
Office of Early Childhood and Student Services
7/1/19 – 6/30/20 \$6,125
Total Proposed Revised Budget: \$1,546,269
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 changes are necessary due to year-end projections.
- 4. Comprehensive Support and Improvement - Program 284**
Office of Professional Development and Curriculum
7/1/19 – 6/30/20 \$3,191
Total Proposed Revised Budget: \$397,623
The BCIU, through agreements with the Allegheny Intermediate Unit (AIU3) and Chester County Intermediate Unit (CCIU24), will provide services associated with the overall system for school improvement and specifically services associated with the Comprehensive Support and Improvement (CSI) that AIU3 has contracted with the Pennsylvania Department of Education to provide statewide. BCIU's services will include the recruitment, hiring, logistics, and supervision of the Statewide School Improvement Dashboard Manager. BCIU will also serve as a lead partner and advisory member for CSI statewide services (2018). This change is necessary due to an increase in allocation.

D. Budgetary Transfers

- 1. Early Head Start Child Care Partnership – Program 19-168**
Office of Early Childhood and Student Services
8/1/19 – 7/31/20 \$4,127
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). These transfers are necessary due to year end projections.

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2. PA PRE-K COUNTS - OCDEL – Program 228

Office of Professional Development and Curriculum

7/1/19 – 6/30/20

\$346,600

Funded by the Pennsylvania Department of Education through a contract with the BCIU, this program provides monitoring, technical assistance, consultation, and training and materials for all Pennsylvania Pre-K Counts approved providers. In addition, the BCIU will administer a sub-grant program for two faith-based Pennsylvania Pre-K Counts approved providers (since 2007). These budget transfers were necessary to make year-end adjustments.

3. Special Education Transportation – Program 344

Office of Business Services

7/1/19 – 6/30/20

\$266,150

Funded by the state, this budget provides for transportation of approximately 1800 special needs children between their homes and schools and to activities prescribed by the individual education program (since 1969). These budget transfers are necessary to adjust expenditures to year-end projections.

Yeas: Costenbader-Jacobson; Hemberger; Huhn; Kennedy; Lash; Manmiller; Miller; Richard; Ritter; Sellers; Specht; Taylor; Ulrich; McEwen	Roll Call Vote
Nays: None. Motion carried.	

A motion was made by Taylor, seconded by Costenbader-Jacobson to approve the following Personnel Matters:

13. PERSONNEL MATTERS

PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

A. General

1. To approve the Bus/Van Deep Cleaner, Transportation wage rate of \$17.50 per hour
2. To acknowledge receipt of the list containing Transportation staff changing from part-time status to substitute status due to COVID-19, effective September 1, 2020.
3. To award a professional contract to Tiffany A. Ziegler, Specialized Preschool Teacher - Classroom, Early Intervention, who has completed three years of satisfactory service, effective September 5, 2020

**Bus / Van Deep Cleaner,
Transportation Wage Rate
— Item 13. A. 1.**

**Receipt of List /
Transportation Staff
Changing from Part-Time to
Substitute Status
— Item 13. A. 2.**

**Award Professional Contract
to Tiffany Ziegler
— Item 13. A. 3.**

B. Employment – Ratifications

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

1. Early Childhood & Student Services Office
 - a. Mariangelin Cruz-Berrios – Paraeducator, Head Start
Recommended Hourly Rate – Level II, Probationary, \$12.67
Effective Date – September 8, 2020
Additional Position

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- b. Kendall A. Graff – Teacher of the Visually Impaired –
Itinerant, Special Education
Recommended Annual Salary – Column 1, Step 1, \$46,784 (to
be prorated)
Effective Date – August 24, 2020
Replacement
- c. Riley Owen – Teacher, Head Start
Recommended Hourly Rate – Level III, Probationary, \$19.96
Effective Date – September 8, 2020
Replacement
- d. Ilein N. Parra – Level V Bilingual Secretary, Pre-K Counts
Recommended Hourly Rate – \$14.43
Effective Date – August 31, 2020
Replacement
- e. Virginia A. Popoli – Teacher of the Hearing Impaired –
Classroom, Special Education
Recommended Annual Salary – Column 2, Step 16, \$75,165
(to be prorated)
Effective Date – August 24, 2020
Additional Position
- f. Andrea Zabrecchi – Mental Health Specialist, Head Start
Recommended Hourly Rate – Level I, Probationary, \$23.22
Effective Date – September 8, 2020
Additional Position

C. Change of Status – Ratifications

- 1. Business Services/Operations Office
 - a. Rosann Becker – Part-time Bus/Van Deep Cleaner, Transportation
Recommended Hourly Rate – \$17.50
Effective Date – August 31, 2020
Additional Assignment
 - b. Jose Cintron-Silva
Change from Part-time Bus/Van Assistant and Misc. Transportation to
Substitute Bus/Van Assistant and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – September 2, 2020
Voluntary Reassignment
 - c. Darleny Diaz
Change from Part-time Driver w & w/o Bus License, Assistant, Misc.,
and Trainer, Transportation to Substitute Driver w & w/o Bus License,
Assistant, Misc., and Trainer, Transportation
No Change in Recommended Hourly Rates
Effective Date – August 19, 2020
Voluntary Reassignment

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

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- d. Sherry Fidler – Part-time Bus/Van Deep Cleaner, Transportation
Recommended Hourly Rate – \$17.50
Effective Date – August 31, 2020
Additional Assignment
- e. Kristen Grassley – Part-time Bus/Van Deep Cleaner, Transportation
Recommended Hourly Rate – \$17.50
Effective Date – August 31, 2020
Additional Assignment
- f. Ivelisse Guerra
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 – August 17, 2020
Voluntary Reassignment
- g. Lakia Harris – Part-time Bus/Van Deep Cleaner, Transportation
Recommended Hourly Rate – \$17.50
Effective Date – August 31, 2020
Additional Assignment
- h. Kathleen Rabun
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to
Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – August 17, 2020
Voluntary Reassignment
- i. Amy Reidmiller
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 – August 17, 2020
Voluntary Reassignment
- j. Luz Ruiz – Part-time Bus/Van Deep Cleaner, Transportation
Recommended Hourly Rate – \$17.50
Effective Date – August 31, 2020
Additional Assignment
- k. Thomas Semmel – Part-time Bus/Van Deep Cleaner, Transportation
Recommended Hourly Rate – \$17.50
Effective Date – August 31, 2020
Additional Assignment
- l. Rileydi Tapia
Change from Part-time School Bus Driver Trainee, Transportation to
Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Change in Recommended Hourly Rate from \$12.20 to \$14.35, \$12.15, and \$11.08
Effective Date – September 1, 2020
Replacement

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- m. Jeremy Tinnin
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – August 31, 2020
Voluntary Reassignment
- n. Jose Valdez – Part-time Bus/Van Deep Cleaner, Transportation
Recommended Hourly Rate – \$17.50
Effective Date – August 31, 2020
Additional Assignment
- o. Mark Veres
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change in Recommended Hourly Rate from \$12.20 to \$17.10, \$14.35, \$12.15, and \$11.08
Effective Date – August 17, 2020
Obtained CDL
- p. Jacqueline Yoder – Part-time Bus/Van Deep Cleaner, Transportation
Recommended Hourly Rate – \$17.50
Effective Date – August 31, 2020
Additional Assignment
- 2. Early Childhood & Student Services Office
 - a. Dr. JoAnna Cogan-Ferchalk – School Psychologist, Early Intervention
Change Recommended Annual Salary from Column 8, Step 11, \$73,661 to Column 8, Step 11, \$88,393.20
Effective Date – September 8, 2020
Reorganization (10 months to 12 months)
 - b. Susan Gernert – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$12.30
Effective Date – August 14, 2020
Additional Hours (not to exceed 6.5 hours)
 - c. Megan Griffin – Enrollment Specialist, Pre-K Counts
Effective Date – September 8, 2020
Removal of Assignment
 - d. Jamie Kingsbury – Special Education Teacher – Itinerant, Special Education
Change Recommended Annual Salary from Column 7, Step 7, \$66,201 to Column 8, Step 7, \$67,438
Effective Date – September 1, 2020
Salary Adjustment per BCIUEA Agreement
 - e. Lindsay Nester – Speech Therapist, Early Intervention
Change Recommended Annual Salary from Column 5, Step 5, \$61,650 to Column 6, Step 5, \$62,342
Effective Date – July 1, 2020
Salary Adjustment per BCIUEA Agreement

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- f. Marina Nunez
Change from Paraeducator, Early Intervention to Substitute Paraeducator, Early Intervention
Change Recommended Hourly Rate from \$13.69 to \$10.05
Effective Date – August 31, 2020
Voluntary Reassignment
- g. Shelly Olexa Marino – Paraeducator, Pre-K Counts
Recommended Hourly Rate – \$12.37
Effective Date – August 10, 2020 – August 22, 2020
Additional Hours (not to exceed 6.5 hours)
- h. Marlaina Schlegel
Change from Specialized Preschool Teacher – Classroom, Early Intervention to
Specialized Preschool Teacher – Coordinator, Early Intervention
No Change in Recommended Annual Salary
Effective Date – September 8, 2020
Replacement
- i. Denali Shook – Teacher, Pre-K Counts
Recommended Hourly Rate – \$33.44
Effective Date – August 10, 2020 – August 22, 2020
Additional Hours (not to exceed 14 hours) – Correction to End Date
- j. Jennifer St. Clair
Change from Educational Interpreter, Special Education to
Substitute Educational Interpreter, Special Education
Change in Recommended Hourly Rate from \$24.00 to \$20.57
Effective Date – August 31, 2020
Voluntary Reassignment
- k. Erika Tarnoski – Specialized Preschool Teacher – Itinerant, Early Intervention
Change Recommended Annual Salary from Column 3, Step 1, \$48,293 to Column 4,
Step 1, \$58,236
Effective Date – July 1, 2020
Salary Adjustment per BCIUEA Agreement
- 3. Professional Development & Curriculum Office
 - a. Nichole Kinsey – Remedial Teacher, Act 89
Change Recommended Annual Salary from Column 7, Step 10, \$70,010 to Column 8,
Step 10, \$71,247
Effective Date – September 1, 2020
Salary Adjustment per BCIUEA Agreement
 - b. Carissa Noel – Program Administrator, OPDC
Change Recommended Annual Salary from \$87,326.28 to \$43,663.14 (to be prorated)
Effective Date – September 1, 2020
Change in Status

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

Alternative Education

Marina Nunez, Specialist – Effective August 24, 2020

Child Care

Chianna Irrizary, Teacher – Effective August 31, 2020

Head Start

Chianna Irrizary, Teacher – Effective August 31, 2020

Marina Nunez, Teacher – Effective August 24, 2020

Special Education

Marina Nunez, Specialist – Effective August 24, 2020

**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

Transportation

Mary Anderson, Teacher – Effective June 30, 2020

Helen Finkbone, Substitute Bus/Van Assistant and Misc. Transportation
Effective Date – June 9, 2020

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

Remove from 2020-2021 Approved Substitute Lists

Child Care

Chianna Irrizary, Paraeducator – Effective August 28, 2020

Head Start

Chianna Irrizary, Paraeducator – Effective August 28, 2020

Marina Nunez, Paraeducator – Effective August 21, 2020

G. Employment – Approvals

1. Human Resources Office

- a. Heather A. Chambers – Human Resources Coordinator
Recommended Annual Salary – \$58,000 (to be prorated)
Effective Date – October 7, 2020

Replacement

**Employment Approvals
—Item 13. G.**

H. Change of Status – Approvals

1. Business Services/Operations Office

- a. Cecilia Carpenter – Dispatcher, Transportation
Effective Date – September 21, 2020

Removal of Assignment

- b. Bethzaida Cheek – Dispatcher, Transportation
Effective Date – September 21, 2020

Removal of Assignment

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

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- c. Tina Grande – Driver/Garage Assistant, Transportation
Effective Date – September 21, 2020
Removal of Assignment
- d. Patricia Stefanick – Driver/Garage Assistant, Transportation
Effective Date – September 21, 2020
Removal of Assignment
- e. Jeffrey Webber – Vehicle Maintenance Technician,
Transportation
Effective Date – September 21, 2020
Removal of Assignment
- 2. Human Resources Office
 - a. Alexis Luckhart
Change from Program Administrator, Office of Human
Resources to
Assistant Director, Office of Human Resources
Change Recommended Annual Salary from \$88,000 to
\$100,945
Effective Date – October 5, 2020
Reorganization
- 3. Early Childhood and Student Services Office
 - a. Katherine Kline – Speech Therapist
Change Recommended Annual Salary from Column 4,
Step 3, \$59,225 to Column 5, Step 3, \$59,918
Effective Date – January 1, 2021
Salary Adjustment per BCIUEA Agreement
- 4. Professional Development & Curriculum Office
 - a. Marcelle McGhee – Educational Technology Specialist, OPDC
Change Recommended Annual Salary from \$59,651.33 to
\$60,651.33 (to be prorated)
Effective Date – September 21, 2020
Reorganization

I. Leave of Absence Requests

- 1. Business Services/Operations Office
 - Personal Leave (paid – with benefits – FMLA)
 - a. Christopher Hess – Vehicle Maintenance Technician,
Transportation
Effective Date – September 14, 2020
 - Personal Leave (paid – without benefits – FMLA)
 - b. Alicia Kachel – Part-time Driver w & w/o Bus License,
Assistant, and Misc. Transportation
Effective Date – August 31, 2020

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

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c. Jennifer Pineda – Part-time Driver w/o Bus License, Assistant and Misc. Transportation
Effective Date – September 14, 2020

d. Masiel Ramirez de Gomez – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 31, 2020

Personal Leave (unpaid – without benefits – FMLA)

e. Yahaira Haddock – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – August 19, 2020

f. Freddy Peralta – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 3, 2020

Personal Leave (unpaid – without benefits – not FMLA)

g. David Arentz – Level II Custodian, Facilities
Effective Date – August 25, 2020

h. Melissa Beltran Del Rio – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 2, 2020

i. Timothy Koch – Part-time Driver w/o Bus License, Assistant, ar Transportation
Effective Date – September 2, 2020

2. Early Childhood & Student Services Office

Personal Leave (paid – with benefits – FMLA)

a. Luis Huertas-Cirino, Security Specialist, Alternative Education
Effective Date – September 8, 2020

b. Yameiry Perez – Paraeducator, Head Start
Effective Date – August 31, 2020

c. Ashley Sierra – Paraeducator, Head Start
Effective Date – August 19, 2020

d. Sarah Thompson – Specialized Preschool Teacher – Classroom, Early Intervention
Effective Date – September 14, 2020

Personal Leave (paid – with benefits – Intermittent FMLA)

e. David Kapoana – Supervisor, Alternative Education
Effective Date – August 28, 2020

f. Alyssa Kulik – Specialized Preschool Teacher – Classroom, Early Intervention
Effective Date – September 14, 2020

J. Return from Leave of Absence Requests

1. Business Services/Operations Office

Personal Leave (unpaid – without benefits – not FMLA)

a. David Arentz – Level II Custodian, Facilities
Effective Date – August 31, 2020

2. Early Childhood & Student Services Office

Personal Leave (unpaid – with benefits – not FMLA)

a. Jill Brossman – Teacher, Head Start
Effective Date – August 17, 2020

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

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3. Professional Development & Curriculum Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Carissa Noel – Program Administrator, OPDC
Effective Date – September 1, 2020

K. Retirements

1. Business Services/Operations Office
 - a. Norma E. Folk – Part-time Driver w/o Bus License, Assist and Misc. Transportation
Effective Date – June 16, 2020
 - b. Freddy Peralta – Part-time Driver w/o Bus License, Assist Misc. Transportation
Effective Date – September 10, 2020
2. Early Childhood & Student Services Office
 - a. Kathleen M. Weber – Paraeducator, Pre-K Counts
Effective Date – August 14, 2020

**Retirements
—Item 13. K.**

L. Resignations

1. Business Services/Operations Office
 - a. Ibhar G. Campo – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 16, 2020
 - b. Russell C. Crow – Part-time Driver w & w/o Bus License, Assis and Misc. Transportation
Effective Date – June 5, 2020
 - c. Jeannie L. Frey – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 11, 2020
 - d. Tracy L. Karabaich – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – September 3, 2020
 - e. Jassmin Mejia – Part-time Bus/Van Assistant and Misc. Transportation
Effective Date – September 4, 2020
 - f. Quentin H. Veil – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – June 11, 2020
2. Early Childhood & Student Services Office
 - a. Christian A. Burggraf – Security Specialist, Alternative Education
Effective Date – August 21, 2020
 - b. Barbara E. Burgos – Teacher, Head Start
Effective Date – September 11, 2020
 - c. Conni L. DeAcosta – Paraeducator, Pre-K Counts
Effective Date – August 25, 2020

**Resignations
—Item 13. L.**

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- d. Monica A. Dean – Paraeducator, Early Intervention
Effective Date – September 1, 2020
 - e. Misty R. Esslinger – Teacher, Pre-K Counts
Effective Date – October 1, 2020
 - f. Amanda L. Laky – Paraeducator, Pre-K Counts
Effective Date – August 17, 2020
 - g. Amanda M. Olaguibel – Paraeducator, Head Start
Effective Date – August 17, 2020
3. Professional Development & Curriculum Office
- a. Melissa E. Evans – Infant and Early Childhood Mental Health
Consultant, PA Key
Effective Date – September 4, 2020

M. Terminations

**Terminations
—Item 13. M.**

- 1. Early Childhood & Student Services Office
 - a. Carmen I. Cortes – Paraeducator, Head Start
Effective Date – September 18, 2020
Job Abandonment
 - b. Steven B. Long – Teacher, Pre-K Counts
Effective Date – September 18, 2020
Violation of Policy

N. Other

**Other
—Item 13. N.**

- 1. Business Services/Operations Office
 - a. Adaline T. Jordan – Supervisor, Transportation, Training and
Safety
Effective Date – September 21, 2020
Furlough

President McEwen congratulated Alexis Luckhart, who attended via Zoom, upon the Board’s approval of her change of status from Program Administrator to Assistant Director of Human Resources. Dr. Hackman indicated that the promotion was well-deserved and stated that she will be a great addition to the Leadership Team.

Mrs. Luckhart thanked the Board of Directors, Dr. Hackman, Mr. Rosenberry, and Mrs. Cramp, for their mentorship and support.

Yeas: Costenbader-Jacobson; Hemberger; Huhn; Kennedy; Lash; Manmiller; Miller; Richard; Ritter; Sellers; Specht; Taylor; Ulrich; McEwen	Roll Call Vote
Nays: None. Motion carried.	

A motion was made by Ritter, seconded by Costenbader-Jacobson, to approve the following items under Other Matters for Consideration:

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14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, DIRECTOR

To ratify Amendment #5 to the current agreement #ICA-184683-16 between the Berks County Intermediate Unit (BCIU) and the County of Berks, for the County of Berks to extend the current agreement related to the delivery of alternative education services to residents placed in the County Residential Center with amendments to the scope of work for a one (1) year term, effective August 1, 2020, through July 31, 2021. Additionally, each month from September 2020 through June 2021, the BCIU will invoice the County 1/10 of the \$506,580 agreement amount.

**OTHER MATTERS
FOR CONSIDERATION**

**Amendment to County of Berks Agreement / Alternative Education Services to Residents at Berks County Residential Center
—Item 14. A. 1.**

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DAN RICHARDS, DIRECTOR

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title 1 services to students who reside within Title I eligible schools and attend nonpublic schools, effective August 1, 2020, through June 15, 2021:

**Title I Service Agreements with Antietam, Exeter Township, Fleetwood Area and Oley Valley Area School Districts
—Item 14. B. 1.**

School District	Total Services
Antietam	28,612.48
Exeter Township	6,242.00
Fleetwood Area	3,443.00
Oley Valley	2,832.00

To ratify an addendum to the current agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District, for the BCIU to provide Title I, Title II, and Title IV services to students who reside within Title I, Title II, and Title IV eligible schools and attend nonpublic schools, effective September 1, 2020, through August 31, 2021, for the following amounts:

**Addendum to Title I, Title II, and Title IV agreement with Reading School District
—Item 14. B. 2.**

Reading School District	Total Services
Title I	\$564,919.00
Title II	22,596.76
Title IV	5,706.00

To an agreement between the Berks County Intermediate Unit and Discovery Education Services for streaming video services on behalf of the Berks County school districts for \$77,094.05. The term of the agreement is from July 1, 2020, through June 30, 2021.

**Agreement with Discovery Education for Streaming Video Services for Berks County School Districts
—Item 14. B. 3.**

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To ratify agreements between the Berks County Intermediate Unit and the following organizations, for the noted organizations to provide professional services related to the Pennsylvania Pre-K Counts Program, effective July 1, 2020, through June 30, 2021 (PA Key):

ENTITY	ALLOCATION	CHILDREN SERVED
Lancaster Mennonite School	\$350,000	40 Full Day
Imani Christian School	\$157,500	18 Full Day

**Agreements with Lancaster Mennonite School and Imani Christian School / PA Pre-K Counts Program (PA Key)
—Item 14. B. 4.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and South Central Community Action Programs, Inc. (SCCAP), for SCCAP to provide technical assistance activities to early childhood education practitioners for a fee of \$179,274 effective July 1, 2020, through June 30, 2021 (PA Key).

**Agreement with South Central Community Action Programs (PA Key)
—Item 14. B. 5.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Center for Schools and Communities (CSC), for CSC to provide a series of qualitative and quantitative analyses of survey and administrative data from Pennsylvania’s Head Start programs and other sources to assess the landscape of Head Start activities in Pennsylvania as well as participate in the Head Start Collaboration Office’s Homelessness Stakeholder Group, including developing resources that result from its efforts for a fee of \$20,000 for the period of July 1, 2020, through June 30, 2021 (PA Key).

**Agreement with Centers for Schools and Communities / Head Start (PA Key)
—Item 14. B. 6.**

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU), for PSU to modify its scope of services to develop a series of vodcasts to provide updates based on the latest science and discoveries for best practice routines for Early Childhood Education professionals as they care for young children throughout the pandemic. This amendment provides for a funding increase of \$8,050 for a revised total of \$376,547. All other terms and conditions remain in force (PA Key).

**Amendment to Current Agreement with PSU / Vodcasts for Early Childhood Professionals Throughout the Pandemic (PA Key)
—Item 14. B. 7.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Veirdre Jackson, for Ms. Jackson to provide coaching services supporting OCDEL’s Early Head Start Child Care Partnership and Home-based programs on behalf of the BCIU for a total amount not to exceed \$76,000 for the period of August 1, 2020, through July 31, 2021 (PA Key).

Agreement with Veirdre Jackson / Coaching Services to Support Early Head Start Child Care Partnership and Home-Based Programs (PA Key)—Item 14. B. 8.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Mary Ellen Mannix, for Ms. Mannix to provide coaching services supporting OCDEL’s Early Head Start Child Care Partnership behalf of the BCIU for a total amount not to exceed \$45,000 for the period of August 1, 2020, through July 31, 2021 (PA Key).

Agreement with Mary Ellen Mannix / Coaching Services to Support Early Head Start Child Care Partnership (PA Key)—Item 14. B. 9.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Mary Ellen Mannix, for Ms. Mannix to provide health consultation services supporting OCDEL’s Early Head Start Child Care Partnership behalf of the BCIU for a total amount not to exceed \$58,430 for the period of August 1, 2020, through July 31, 2021 (PA Key).

**Agreement with Mary Ellen Mannix / Health Consultation Services to Support Early Head Start Child Care Partnership (PA Key)
—Item 14. B. 10.**

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To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Roger D. Phillips, Ph.D., for Dr. Phillips to provide program mental health consulting services supporting OCDEL's Early Head Start Program behalf of the BCIU for a total amount not to exceed \$83,470 for the period of August 1, 2020, through July 31, 2021 (PA Key).

Agreement with Dr. Roger D. Phillips / Mental Health Consultation Services to Support Early Head Start Child Care Partnership (PA Key) —Item 14. B. 11.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lauren Ryan, for Ms. Ryan to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership behalf of the BCIU for a total amount not to exceed \$45,000 for the period of August 1, 2020, through July 31, 2021 (PA Key).

Agreement with Lauren Ryan / Coaching Services to Support Early Head Start PA Key)—Item 14. B. 12.

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

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Zoom Video Communications, Inc., for the consortium purchase of Zoom licenses to be utilized by and invoiced to participating member school districts. The term of the agreement is August 26, 2020, through August 25, 2021, at a cost not to exceed \$45,000.

Agreement with Zoom Video Communications Inc. / Zoom Licenses for Participating Member School Districts —Item 14. C. 1.

To ratify the renewal of a service agreement between the Berks County Intermediate Unit and Norstar Networks, for service and ongoing maintenance of the Mitel Unified Communications system at a cost of \$27,557 for the term of September 1, 2020, through August 31, 2021.

Renewal of Agreement with Norstar Networks / Mitel Communications System —Item 14. C. 2.

To authorize the appropriate officers to execute a lease (Schedule Number: 539730928200015) with HP, Inc., for a three-year lease for 100 laptop computers at a cost not to exceed \$72,100 effective upon receipt of the equipment.

Lease Schedule with HP, Inc. / 100 Laptop Computers —Item 14. C. 3.

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

To ratify a three-year renewal agreement between the Berks County Intermediate Unit (BCIU) and GANDL, LLC, for the BCIU to lease building space from GANDL, LLC for the operation of Child Care, Head Start, Pre-K-Counts, and Early Intervention programs. The base monthly rent is \$9,716.67 with annual base rent increases thereafter of 3%, effective September 1, 2020, through August 31, 2023, with automatic one-year renewals

Three-Year Renewal Agreement with GANDL, LLC / Lease Building Space for CC, HS, Pre-K Counts, and EI Programs —Item 14. D. 1.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Conrad Siegel Actuaries, for Conrad Siegel Actuaries to provide professional services for the completion of Affordable Care Act (ACA) reporting for the 2020 calendar year at a fee of \$7,500 (no increase)

Agreement with Conrad Siegel Actuaries for Professional Services / Affordable Health Care Act Reporting—Item 14. D. 2.

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To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Centro Hispano Daniel Torres, Inc., for Centro Hispano Daniel Torres, Inc. to provide food service for the BCIU Head Start, Child Care, Pre-K Counts, and Early Intervention programs, effective October 1, 2020, through September 30, 2021, at the following rates:

Agreement with Centro Hispano Daniel Torres for Food Service / BCIU Head Start, Child Care, Pre-K Counts, and EI Programs—Item 14. D. 3.

Breakfast	\$1.30 per meal
Lunch	\$2.68 per meal
Snack	\$.77 per meal
Pantry Box	\$4.85 per meal (Breakfast / Lunch)
Pantry Box	\$4.30 per meal (Lunch / Snack)

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following schools for the schools to provide meals for Head Start, effective July 1, 2020, through June 30, 2021, as follows:

Agreements with BCTC East and West, RMCTC, Cumru, and Mifflin Park for Head Start Meals—Item 14. D. 3.

<u>Provider (lunches)</u>	<u>Rate/Child</u>	<u>Increase</u>
BCTC East (Oley)	\$2.56	\$.08 child
BCTC West (Blue Marsh)	\$2.56	\$.08 child

<u>Reading-Muhlenberg CTC</u>	<u>Rate/Child</u>	<u>Increase</u>
Breakfast	\$1.69	\$.04 child
Lunch	\$2.56	\$.06 child
Snack	\$1.13	\$.03 child

<u>Cumru and Mifflin Park</u>	<u>Rate/Child</u>	<u>Increase</u>
Breakfast	\$2.26	\$.22 child
Lunch	\$3.51	\$.29 child

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider

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

Dr. Michelle Reichard-Huff shared a note with the Board that was received from a parent about services their daughter had received through the BCIU Early Intervention Program:

Board Members Desiring to be Heard

My daughter ... went through BCIU because she falls on the spectrum and she was having trouble with speech as a toddler. [She] is now in kindergarten and I'm absolutely amazed at how far ahead she is. We have worked on her learning, too, but we agree that it was because of the BCIU that she's doing so well. I just wanted to reach out and say thank you. The BCIU has helped her incredibly.

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Dr. Reichard-Huff told Board members the note was shared with staff. The words from the parent were meaningful to staff to know that their work was appreciated and had impacted the child's progress and success.

Dr. Hackman again congratulated Mrs. Luckhart on joining the Leadership Team. She started that Alexis is "all about service" and support of staff and she has become a resource to school districts and staff alike.

Dr. Hackman then told the Board that she and the Board would like again officially recognize Mrs. Jan Krotee, Recording Secretary, for reaching her 40-year milestone of service at the BCIU. President McEwen read a letter of recognition and appreciation and presented a plaque which highlighted "numbers" and "time" of service to the BCIU and the Board. Mrs. Krotee thanked Dr. Hackman, Mr. McEwen, and the Board of Directors for their meaningful words and shared that she felt very fortunate for having the opportunity to serve at the BCIU.

A motion was made by Manmiller, seconded by Sellers, to adjourn the meeting at 8:08 p.m.

Adjournment

Motion carried.

Voice Vote

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:**

The Board recognized **Mr. Daniel Fogarty** as the BCIU Outstanding Community Partner for 2020. Mr. Fogarty presently serves the Director of Workforce Development and Chief Operating Officer for the Berks County Workforce Development Board. In introducing Mr. Fogarty, Executive Director Dr. Jill Hackman commented that Mr. Fogarty is an extraordinary leader and partner who offers insight and perspective which help to move major initiatives forward successfully as an active participant in meetings, planning committees, and programs. He is committed to ensuring that we grow our workforce in the Greater Reading Area and understands the importance of local businesses partnering with K through 12 education. Mr. Dan Richards shared that Mr. Fogarty serves as an original and current steering committee member of the Berks County Pathways Alliance / Career Ready Berks and acts as a key liaison between business and education communities. His efforts to provide information, resources, and job training to the more than 70,000 students in Berks County have been vital to expand opportunities and build experiences for our students.

**2020 BCIU OUTSTANDING
COMMUNITY PARTNER**

Mr. Fogarty's name will be added to the plaque that is displayed in the Main Office. He was presented by a Proclamation and certificate. The Berks County Intermediate Unit offers congratulations and sincere gratitude to Mr. Dan Fogarty for his leadership and for being a true and valued partner of the BCIU.

Mr. Fogarty attended the meeting via Zoom and thanked the Board of Directors. He stated that he was truly honored and said he considers his relationship with the BCIU as a true partnership. He stated that the BCIU is recognized as a leader in the state for many initiatives and commended them for their leadership and contributions.

Mrs. Nicole Williams, ECSS Childcare Supervisor, introduced **Mrs. Shamima Mukhtarzada** to the Board as the Employee of the Month for September. Mrs. Williams told Board members that Mrs. Mukhtarzada started as a volunteer with the program, and led her to apply for an open position in the childcare program. She now serves as a paraeducator. She is extremely dedicated and is willing to support programs and services that extend beyond the scope of her position. Shamima always maintains a positive approach in communicating with families and students. She contributes creative ideas and activities in the classroom and is a true asset to the childcare program.

**EMPLOYEE OF THE
MONTH – AUGUST 2020
—Shamima Mukhtarzada,
Office of Early Childhood
and Student Services**

Mrs. Williams shared pictures drawn by the children illustrating the activities they liked doing with Mrs. Mukhtarzada.

Shamima attended the Board meeting virtually. She expressed her appreciation to the Board of Directors and thanked Mrs. Williams for her kind words.

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Ms. Katie Kehm, Assistant Program Administrator for Alternative Education, joined the Zoom meeting to introduce **Ms. Carol Christy**, who retired from her position of Alternative Education Teacher in September. Ms. Christy started her career at the BCIU in January 2003. Ms. Kehm told Board members that Ms. Christy could always be counted to lighten the atmosphere in the classroom. She was a valued employee and will be truly missed.

Ms. Christy joined the meeting virtually. She shared that she enjoyed her years at the BCIU and will miss it.

The Leadership Team took the opportunity to share words of thanks via video to BCIU and PA Key staff members for their flexibility, dedication, and commitment to the BCIU mission during the pandemic, and for their efforts to continue operations and services during this challenging time.

RETIREE
— **Carol Christy, Office of
Early Childhood and
Student Services**

FEATURED PROGRAM
—**Thanks and Appreciation
to BCIU and PA Key Staff**