The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, February 18, 2021. Due to inclement weather, the meeting was held virtually via Zoom.

President Gary McEwen called the meeting to order at 8:00 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Robin Costenbader-Jacobson; Jill A. Dennin; Dr. David Hemberger; Elizabeth S. Huhn; Dr. Amy Kennedy; Linda R. Lash; Oscar Manbeck; 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: James Dotzenroth and Randall R. Madara

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

Solicitor(s): 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 BCIU Board meeting. He announced that the meeting was being held virtually due to the inclement weather and the COVID-19 pandemic. He thanked those community members who attended via the livestream link provided. He stated that the 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.

President McEwen then announced that an executive session was held 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.

A motion was made by Manmiller, seconded by Ulrich, to approve the minutes of the January 21, 2021 Board meeting.

Motion carried.
A motion was made by Costenbader-Jacobson, seconded by Taylor, to approve agenda items 03. through 12., as follows:

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

(Detailed list of bills is available.)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>PAGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2021 Ratifications - IU</td>
<td>1-09</td>
<td>$1,505,254.07</td>
</tr>
<tr>
<td>January 2021 Ratifications - PSDLAF</td>
<td>1-01</td>
<td>$8,315.38</td>
</tr>
<tr>
<td>February 2021 Ratifications - IU</td>
<td>1-04</td>
<td>$688,754.85</td>
</tr>
<tr>
<td>February 2021 Approvals</td>
<td>1-04</td>
<td>$940,017.19</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td><strong>$3,142,341.49</strong></td>
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</table>

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

<table>
<thead>
<tr>
<th>Amount Outstanding</th>
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</thead>
<tbody>
<tr>
<td>February 12, 2021</td>
</tr>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

05. **ACCOUNTS RECEIVABLE AGING REPORT AS OF FEBRUARY 12, 2021** *(Information item):*

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>120 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Districts</td>
<td>$1,894,652.70</td>
<td>$393,526.32</td>
<td>$45,313.13</td>
<td>$380,050.25</td>
<td>$53,470.70</td>
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<tr>
<td>Commonwealth of PA</td>
<td>$6,522,563.57</td>
<td>$0.00</td>
<td>$50,422.22</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Other Revenue Sources</td>
<td>$277,928.62</td>
<td>$76,309.00</td>
<td>$11,650.86</td>
<td>$3,679.12</td>
<td>$7,743.68</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$8,695,144.89</strong></td>
<td><strong>$469,835.32</strong></td>
<td><strong>$107,386.21</strong></td>
<td><strong>$383,729.37</strong></td>
<td><strong>$61,214.38</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$9,717,310.17</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- Financial Statements (January 2021)
- Credit Card Purchases (January 2021)
- Non-Federal Share Report (January 2021)
- Policy Council Minutes/Resolutions (January 2021)
- Head Start Director’s Reports
- 2021-2022 BCIU Head Start Full Day Calendar
- 2021-2022 BCIU Head Start Part Day Calendar
07. **COMBINED FINANCIAL REPORT**

**CASH**

**BEGINNING BALANCE JANUARY 1, 2021** $6,116,149.47  
RECEIPTS  
- REVENUE RECEIPTS $9,618,743.97  
- RETURNED CHECKS $0.00  
- INVESTMENT REDEMPTIONS $0.00 $9,618,743.97  
$15,734,893.44  
DISBURSEMENTS  
- PRE-BOARD RATIFICATIONS $816,861.79  
- PRE-BOARD RATIFICATIONS-PSDLAF $0.00  
- BOARD APPROVALS $1,036,864.72  
- POST BOARD RATIFICATIONS $8,315.38  
- POST BOARD RATIFICATIONS IU $1,505,254.07  
- TOTAL CHECKS WRITTEN $3,367,295.96  
- CHECKS VOIDED ($13,728.34)  
- PAYROLL DISTRIBUTIONS $4,712,874.02 $8,066,441.64  
ENDING BALANCE -JANUARY 31, 2021 $7,668,451.80  
CASH AVAILABLE -JANUARY 31, 2021 $7,668,451.80

08. **INVESTMENT OF FUNDS**  
Interest earned on investments is as follows:  

**January 2021**  
- Tompkins VIST $680.08  
- PNC $1.04

09. **COMMUNICATIONS**  
Brian Specht, Secretary

Secretary Specht reviewed the following communications with Board members:

Letter of appreciation to the Berks County Intermediate Unit Education for Children Experiencing Homelessness (ECYEH) staff from Dr. Tracy Shank, Superintendent, on behalf of the Board of Directors of the Oley Valley School District for donations and support for students and families.

Note of appreciation to the Berks County Intermediate Unit Board, the Twin Valley School District School Board, and Reading Pediatrics from Dr. Michele O’Brien, NCC, NCSC, Twin Valley School District Counselor, for the offerings and assistance to school district employees by providing the COVID vaccination.

Note of appreciation to the Berks County Intermediate Unit Board of Directors from the BCIU Act 89 staff for School Director Recognition Month.

Certificate of appreciation from the U.S. Census Bureau for Berks County Intermediate Unit’s participation in the 2020 Census Community Partnership and Engagement Program.
10. **OLD BUSINESS**
   *No Items to Report*

11. **REPORT OF NEGOTIATIONS COMMITTEE**
    *No Items to Report*

12. **BUDGETS**

   **A. New and Proposed Budgets**

   **1. Early Intervention – GEER - Continuity of Education for Compensatory Education Services – Program 20-146**
   Office of Early Childhood and Student Services
   3/13/20 – 9/30/21
   $232,684
   As a result of the CARES Act, Early Intervention has been awarded a supplemental grant for activities in response to COVID-19. This supplement contains funding to provide compensatory services and support to eligible young children who did not make meaningful progress as a result of their inability to access FAPE during COVID-19 mitigation efforts. Compensatory services will be provided by contracted service providers and BCIU staff beyond their annual contractual calendar year. Various general and technology supplies will be purchased in order to support the fluid movement between in person and teleintervention instruction models based on the COVID situation in our community and assist with the mitigation efforts.

   **2. Early Intervention – GEER - Health and Safety – Program 20-148**
   Office of Early Childhood and Student Services
   3/13/20 – 9/30/21
   $130,384
   As a result of the CARES Act, Early Intervention has been awarded a supplemental grant for activities in response to COVID-19. This supplement contains funding for staff training, policy development, equipment, and support to meet the public health guidelines for reopening. This includes cleaning/sanitation guidelines, providing personal protective equipment (PPE) for staff, and establishing other protocols designed to ensure the health and safety of children and adults. In order to support staff social distancing, an unused area of the Lower Alsace Learning Center will be renovated to accommodate office space, phones, and internet connections for 10 staff members.

   **3. The Pennsylvania Key Professional Services – Program 675**
   Office of Professional Development and Curriculum
   7/1/20 – 6/30/21
   $138,520
   This proprietary program captures fee-for-service projects that utilize the professional expertise of The Pennsylvania Key and the agencies with which they are engaged. Activities will not compete or conflict with the primary objectives of OCDEL, are governed by an OCDEL-approved cost allocation plan and will be funded by local and other organizational revenues (new).
B. Initial Budgets

1. Safe Schools Initiative Targeted Grant (Non-Public) – Program 179
   Office of Professional Development and Curriculum
   7/1/20 – 6/30/21
   The purpose of the Safe Schools Initiative Targeted Grant (Non-Public) is to assist
   school entities by providing funding for services related to security planning and/or
   purchasing of security-related technology. This budget represents two awards to
   LaSalle Academy and St. Ignatius School. This is state funding provided by The
   Pennsylvania Department of Education’s Office for Safe Schools (since 2019).

2. Statewide System of Support Initiatives – Program 209
   Office of Professional Development and Curriculum
   7/1/20 – 6/30/21
   Funded with both State and Federal dollars, the Commonwealth of Pennsylvania
   has contracted with the BCIU to provide training and technical assistance for
   facilitation and coordination of PDE initiatives: Data Governance, Federal
   Equity, Safe Schools Support, School Climate, State Classroom Diagnostic
   Tools, State STEM, State Text Dependent Analysis and Targeted School
   Improvement (since 2015).

C. Changes to Initial Budgets

1. Early Intervention - ACCESS – Program 215
   Office of Early Childhood and Student Services
   7/1/20 – 6/30/21
   Total Proposed Revised Budget: $869,127
   Funded by the state, this program, now referred to as School-Based Access Program
   (SBAP), is an avenue for the BCIU to receive additional federal funding through
   Medicaid dollars for medical/mental health related special education services to students
   in the PA Medical Assistance Program (since 1991). This change reflects an increase to
   our reimbursement target.

2. Early Intervention – Program 348
   Office of Early Childhood and Student Services
   7/1/20 – 6/30/21
   Total Proposed Revised Budget: $17,773,498
   Funded by the state, this program provides services to newly identified, preschool
   handicapped children in Berks County (since 1983). The change is necessary due to an
   additional state funding allocation of $900,474 and a $92,007 increased MA target.

3. ESSER-NON-PUBLIC – Program 193
   Office of Professional Development and Curriculum
   3/13/20 – 9/30/22
   Total Proposed Revised Budget: $604,596
   The Non-Public ESSER program is one-time federal emergency funds to help private
   schools respond to COVID-19 impacts. These funds are intended to support COVID-
   19 response efforts and may be spent on 10 allocable activities. The Berks County
   school districts may choose to contract with the Berks County Intermediate Unit to
   manage these funds for the eligible non-public schools within Berks County. The
   ESSER services for non-public schools are developed in consultation with officials of
   the school districts and in accordance with federal regulations (since 2020). This
   change is necessary due to agreements with additional school districts.
4. **Early Childhood Mental Health Initiative – Program 223**  
Office of Professional Development and Curriculum  
7/1/19 – 6/30/20  
**Total Proposed Revised Budget: $1,010,102**  
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). This budget change reflects additional funding provided in FY 19/20.

5. **The Pennsylvania Key – Program 225**  
Office of Professional Development and Curriculum  
7/1/19 – 6/30/20  
**Total Proposed Revised Budget: $18,231,977**  
The PDE Office of Child Development and Early Learning and BCIU collaborate to provide statewide leadership in the development of an integrated system of quality early childhood education programs. The Pennsylvania Key works to develop a statewide quality improvement plan that includes professional development, technical assistance, career lattices, and a data management system for all preschool, childcare, and Head Start centers. This program is federally funded through Child Care Development Fund, the Head Start Fund, the American Reinvestment and Recovery Act (ARRA) Child Development Fund, and the Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program Fund (since 2005). This budget change is necessary to reflect year end expenditures and additional funding for special initiatives.

6. **CARES ACT Funding – County of Berks – Program 134**  
Office of Business Services  
7/1/20 – 9/30/20  
**Total Proposed Revised Budget: $85,634**  
The purpose of the Berks County CARES Grant Program is to assist educational institutions and educational services in the County that have been negatively impacted by the COVID-19 public health crisis. The BCIU will utilize this grant towards defraying the costs of employee paid leave due to COVID-19 illness or quarantine, increased technology requirements, and additional cleaning supplies, labor and PPE required for the safe operation of our student transportation services. This change to budget is necessary to make program-end adjustments.

D. **Budgetary Transfers**  
No Items to Consider

<table>
<thead>
<tr>
<th>Yeas:</th>
<th>Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Manbeck; Manmiller; Miller; Richard; Ritter; Sellers; Specht; Taylor; Ulrich; McEwen</th>
<th><strong>Roll Call Vote</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nays:</td>
<td>None. Motion carried.</td>
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</tbody>
</table>
13. PERSONNEL MATTERS
   —ROB ROSENBERRY, DIRECTOR

   A. General

   A motion was made by Dennin, seconded by Ulrich, to approve the following
   items under Personnel Matters:

   To ratify the unpaid internship of Jessica Dunn, Kutztown University
   undergraduate student majoring in Special Education: Vision Impairment,
   under the supervision of Sheri Hoffert, Special Education Itinerate Teacher,
   and Cindy Mock, Special Education Itinerate Teacher, effective January 20,
   2021 through May 6, 2021.

   To approve the elimination of the following positions, effective
   February 19, 2021:
   a. Driver Education Certified Instructor (with additional Test Certification)
   b. Driver Education Certified Instructor
   c. Driver Education Trainer

   B. Employment – Ratifications

   1. Business Services/Operations Office
      a. Carl E. Andrzejewski – Part-time Driver w/o Bus License, Assistant
         and Misc. Transportation
         Recommended Hourly Rates – $14.35, $12.15, and $11.08
         Effective Date – February 8, 2021
         Replacement
         b. Cory L. Hambrick – Level II Custodian, Custodial
            Recommended Hourly Rate – $13.16
            Effective Date – January 18, 2021
            Additional Position

   2. Early Childhood & Student Services Office
      a. Chasity L. Boyer – Paraeducator, Head Start
         Recommended Hourly Rate – Level I, Probationary, $12.11
         Effective Date – January 18, 2021
         Replacement
         b. Mary-Teresa C. James – Audiologist, Special Education
            Recommended Hourly Rate – Column 7, Step 16, $68.74
            Effective Date – January 25, 2021
            Additional Position

   C. Change of Status – Ratifications

   1. Business Services/Operations Office
      a. Jose Cintron-Silva
         Change from Substitute Bus/Van Assistant and Misc. Transportation to
         Part-time Bus/Van Assistant and Misc. Transportation
         No Change in Recommended Hourly Rates
         Effective Date – October 27, 2020
         Rescind Replacement
b. Dennis Damiani
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 – December 21, 2020
Voluntary Reassignment


c. Lizette DeLong
Change from Assistant Payroll Specialist, Fiscal Services to Payroll Specialist, Fiscal Services
No Change in Recommended Annual Salary
Effective Date – February 1, 2021
Position Title Change


d. Kaytlin Kramer
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 – January 19, 2021
Voluntary Reassignment


e. Mariluz Montanez
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 – January 22, 2021
Voluntary Reassignment

f. Kim Murray
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 – October 30, 2020
Voluntary Reassignment


g. Aaron Schutter
Change from Part-time School Bus Driver Trainee 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 – January 14, 2021
Obtained CDL

h. Beth Stewart
Change from Assistant Payroll Specialist, Fiscal Services to Payroll Specialist, Fiscal Services
No Change in Recommended Annual Salary
Effective Date – February 1, 2021
Position Title Change

2. Early Childhood & Student Services Office
a. Jessica Bailey – Guidance Counselor, Alternative Education
Change Recommended Annual Salary from Column 4, Step 4, $59,720 to Column 5, Step 4, $60,413 (to be prorated)
Effective Date – February 1, 2021
Salary Adjustment per BCIUEA Agreement
b. Jennifer Frick
Change from Teacher, Head Start to Mental Health Specialist, Head Start
Change Recommended Hourly Rate from Level III, Entry, $20.51 to Level I, Probationary, $23.22
Effective Date – January 25, 2021
Replacement

C. Amy Kauffman
Change from Floating Teacher, Head Start to Teacher, Head Start
No Change in Recommended Hourly Rate
Effective Date – January 25, 2021
Replacement

D. Christeen Kazmierczak – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 5, Step 11, $70,346 to Column 6, Step 11, $71,039 (to be prorated)
Effective Date – January 1, 2021
Salary Adjustment per BCIUEA Agreement

E. Stacey Orth
Change from Paraeducator, Early Intervention to Substitute Paraeducator, Early Intervention
Change Recommended Hourly Rate from $11.35 to $10.05
Effective Date – January 5, 2021
Voluntary Reassignment

F. Grace Phillips – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, $12.67 to Level II, Entry, $13.21
Effective Date – January 20, 2021
Obtained CDA

G. Jamie Sauselen – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, $12.67 to Level II, Entry, $13.21
Effective Date – January 14, 2021
Obtained CDA

H. Catherine Skrocki – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 3, Step 16, $75,965 to Column 4, Step 16, $86,705 (to be prorated)
Effective Date – January 1, 2021
Salary Adjustment per BCIUEA Agreement

I. Amy Slovick – Speech Therapist, Early Intervention
Change Recommended Annual Salary from Column 5, Step 10, $67,932 to Column 6, Step 10, $68,625 (to be prorated)
Effective Date – January 1, 2021
Salary Adjustment per BCIUEA Agreement

J. Sarah Thompson
Change from Specialized Preschool Teacher – Classroom, Early Intervention to Specialized Preschool Teacher – Itinerant, Early Intervention
No Change in Recommended Annual Salary
Effective Date – January 11, 2021
Replacement
k. Alicia Vaux – Teacher, Pre-K Counts
   Change Recommended Annual Salary from Column 1, Step 5, $41,008 to Column 2, Step 5, $46,079 (to be prorated)
   Effective Date – February 1, 2021
   Salary Adjustment per SEIU Agreement

l. Yadja Wagner – Speech Therapist, Early Intervention
   Change Recommended Annual Salary from Column 5, Step 12, $72,721 to Column 6, Step 12, $73,414 (to be prorated)
   Effective Date – January 1, 2021
   Salary Adjustment per BCIUEA Agreement

m. Sara West Hoffert – Occupational Therapist, Early Intervention
   Change Recommended Annual Salary from Column 4, Step 6, $62,194 to Column 5, Step 6, $62,886 (to be prorated)
   Effective Date – January 1, 2021
   Salary Adjustment per BCIUEA Agreement

n. Kelli Wilson – Speech Therapist, Early Intervention
   Change Recommended Annual Salary from Column 4, Step 2, $58,731 to Column 5, Step 2, $59,423 (to be prorated)
   Effective Date – January 1, 2021
   Salary Adjustment per BCIUEA Agreement

D. Additions to 2020-2021 Approved Substitute Lists – Ratifications
   Ratifications - Additions to Approved Substitute Lists—Item 13. D.
   Transportation
   Lawrence Benning, Substitute Miscellaneous, Transportation – Effective February 8, 2021
   Maryangel Fuentes-Shaffer, Substitute Bus/Van Assistant and Misc. Transportation – Effective February 8, 2021
   Laurann Singleton, Substitute Bus/Van Assistant and Misc. Transportation – Effective February 8, 2011
   David Soriano, Substitute School Bus Driver Trainee, Transportation – Effective February 8, 2021

E. Additions to Approved 2020-2021 Out-of-Class Substitute Lists – Ratifications
   Ratifications - Additions to Approved Out-of-Class Substitute Lists—Item 13. E.
   Early Intervention
   Linda Schmitz – Effective January 4, 2021

   Head Start
   Grace Phillips – Effective January 20, 2021
   Jamie Sauselem – Effective January 14, 2021

F. Remove from 2020-2021 Approved Substitute Lists
   No Items to Consider
   Remove from Approved Substitute Lists—Item 13. F.

G. Employment – Approvals
   No Items to Consider
   Approvals – Employment—Item 13. G.
H. Change of Status – Approvals

1. Early Childhood & Student Services
   a. Brian Hocking – Driver Education Certified Instructor, Driver Education
      Effective Date – February 19, 2021
      Removal of Assignment

2. Human Resources Office
   a. Kellilyn Aten – Human Resources Specialist
      Change Recommended Annual Salary from $47,300 to $49,000 (to be prorated)
      Effective Date – March 1, 2021
      Reorganization
   b. Heather Chambers
      Human Resources Coordinator to Human Resources Supervisor
      Change Recommended Annual Salary from $58,000 to $70,000 (to be prorated)
      Effective Date – March 1, 2021
      Reorganization
   c. Debra Gaenzle – Attendance and Compensation Specialist
      Change Recommended Annual Salary from $46,920 to $48,620 (to be prorated)
      Effective Date – March 1, 2021
      Reorganization
   d. Kelly Hollenbach – Staffing/Recruitment Specialist
      Change Recommended Annual Salary from $51,815.04 to $53,515 (to be prorated)
      Effective Date – March 1, 2021
      Reorganization
   e. Cynthia Shires – Benefits Specialist
      Change Recommended Annual Salary from $46,950 to $48,650 (to be prorated)
      Effective Date – March 1, 2021
      Reorganization
   f. Lori Swenk – Human Resources Specialist
      Change Recommended Annual Salary from $43,723 to $45,423 (to be prorated)
      Effective Date – March 1, 2021
      Reorganization

I. Leave of Absence Requests

1. Business Services/Operations Office
   Personal Leave (unpaid – without benefits – not FMLA)
   a. Blanca Lopez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – January 25, 2021
J. Return from Leave of Absence Requests
   1. Business Services/Operations Office
      Personal Leave (unpaid – without benefits – not FMLA)
      a. Randy Becker – Level III Custodian, Custodial
         Effective Date – January 19, 2021

   2. Professional Development & Curriculum Office
      Personal Leave (unpaid – with benefits – not FMLA)
      a. Erika Burns – Infant Early Childhood Mental Health
         Consultant, The Pennsylvania Key
         Effective Date – February 8, 2021

K. Retirements
   1. Early Childhood & Student Services Office
      a. Deborah C. Sittler – Level V Program Secretary, Early
         Intervention
         Effective Date – July 6, 2021

L. Resignations
   1. Business Services/Operations Office
      a. Beverly M. May – Part-time Driver w/o Bus License,
         Assistant, and Misc. Transportation
         Effective Date – July 24, 2019
      b. Selina Ortiz – Part-time Driver w/o Bus License, Assistant,
         and Misc. Transportation
         Effective Date – January 27, 2021
      c. Aileen Vega Pagan – Part-time Driver w/o Bus License,
         Assistant, and Misc. Transportation
         Effective Date – January 15, 2021

   2. Early Childhood & Student Services Office
      a. Chasity L. Boyer – Paraeducator, Head Start
         Effective Date – February 12, 2021

   3. Professional Development & Curriculum Office
      a. Elizabeth J. Fox-Parks – Early Head Start Specialist, The
         Pennsylvania Key
         Effective Date – February 19, 2021

M. Terminations
   No Items to Consider

N. Other
   1. Early Childhood & Student Services Office
      a. Scott A. Charles – Driver Education Certified Instructor,
         Driver Education
         Effective Date – February 19, 2021
         Position Elimination
      b. Ryan M. Thomas – Driver Education Certified Instructor,
         Driver Education
         Effective Date – February 19, 2021
         Position Elimination
Yeas: Costenhader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Manbeck; Manniller; Miller; Richard; Ritter; Sellers; Specht; Taylor; Ulrich; McEwen
Nays: None. Motion carried.

A. EARLY CHILDHOOD & STUDENT SERVICES
   —MICHELLE REICHARD-HUFF, DIRECTOR

No Items to Consider

B. PROFESSIONAL DEVELOPMENT & CURRICULUM
   —DAN RICHARDS, DIRECTOR

MOU with Albright College / CPE and Graduate-Level Courses—Item 14. B. 1.

To approve a memorandum of understanding between the Berks County Intermediate Unit (BCIU) and Albright College, for the terms of partnership regarding the marketing, enrollment, and offering of cross-organizational Continuing Professional Education (CPE) and graduate-level courses. The MOU is effective upon completion of all entity signatures.

Agreement with The Health Federation of Philadelphia (HFP) / Trauma Informed Workshop Series and Training of Trainers (The Pennsylvania Key) —Item 14. B. 2.

To agreement between the Berks County Intermediate Unit (BCIU) and The Health Federation of Philadelphia (HFP), for the HFP to provide a “Becoming Trauma Informed Workshop Series” and “Becoming Trauma Informed Training of Trainers” to support the professional development needs expressed by The Pennsylvania Key’s Cross Systems Infant Early Childhood Mental Health Initiatives for a fee not to exceed $41,200 for the period of February 1, 2021, through December 31, 2021 (The Pennsylvania Key).

Agreement with Dr. Grace Whitney (The Pennsylvania Key) —Item 14. B. 3.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) andGrace Whitney, Ph.D., for Dr. Whitney to provide data analysis of Pennsylvania Head Start Collaboration Office needs assessment data and develop and deliver training for a fee not to exceed $38,000 for the period of February 15, 2021, through June 30, 2021 (The Pennsylvania Key).


To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Public Health Management Corporation (PHMC), for the PHMC to provide the Alternative Pathway Program to PK-4 certification to a minimum of twenty-one (21) PA PKC teachers in the Southeast region for a fee not to exceed $211,890 for the period of February 1, 2021, through June 30, 2021 (The Pennsylvania Key).

Amendment to Agreement with The Devereux Center for Resilient Children (DCRC) (The Pennsylvania Key) —Item 14. B. 5.

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and The Devereux Center for Resilient Children (DCRC), for DCRC to modify its scope of services to provide additional professional development webinars. This amendment is effective February 3, 2021, and provides for a funding increase of $6,750 for a revised total of $126,350. All other terms and conditions remain in force (The Pennsylvania Key).
To ratify Amendment #4 to the current agreement between the Berks County Intermediate Unit (BCIU) and Living Strong Consulting, LLC, for Living Strong Consulting, LLC to modify its scope of services to provide additional related Trauma Informed Collaboration Services; provide additional Early Head Start Home Based Coaching Services; and reduce the cost of services for prior coaching services. This amendment provides for a net funding increase of $52,008 for a revised total of $200,608 and an extension to the agreement from July 31, 2021, to December 31, 2021. All other terms and conditions remain in force (The Pennsylvania Key).

Amendment to Agreement with Living Strong Consulting, LLC (The Pennsylvania Key) — Item 14. B. 6.

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Roger D. Phillips, Ph.D. to modify its scope of services to increase the number of hours of related services provided per month from up to 60 hours to up to 75 hours. This amendment is effective February 1, 2021 and provides for a funding increase of $20,930 for a revised total of $104,400. All other terms and conditions remain in force (The Pennsylvania Key).

Amendment to Agreement Dr. Roger D. Phillips (The Pennsylvania Key) — Item 14. B. 7.

To approve Amendment #1 to the agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for CSIU to modify its scope of services to continue to provide professional services related to the maintenance and minimal development of the SMART / Document Uploader databases effective July 1, 2021, through March 31, 2021. This amendment provides for a funding increase of $121,746 for a revised total of $282,150 (The Pennsylvania Key).


C. INFORMATION TECHNOLOGY
— SCOTT MAJOR, DIRECTOR

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Windstream Enterprise, for building-to-building network connection at the Transportation Center, 61 Berkley Road, at a cost of $630 per month ($7,560 for the year). The term of the contract is July 1, 2021, through June 30, 2024.

Agreement with Windstream Enterprise / Network Connection at the BCIU Transportation Center— Item 14. C. 1.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Comcast Cable Management LLC, for building-to-building network connection at the Pennsylvania Key Office, 200 N 3rd Street, Harrisburg, at a cost of $910 per month ($10,920 per year). The term of the agreement is July 1, 2021, through June 30, 2024. Note that this is a savings of more than $478 per month over the previous contract while increasing bandwidth from 200Mbps to 500Mbps.

Agreement with Comcast Cable Management LLC / Network Connection at the Pennsylvania Key Office - Harrisburg — Item 14. C. 2.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Comcast Cable Communications Management LLC, for building-to-building network connections at both the St. Paul’s and Lower Alsace buildings, at a combined cost of $1,074 per month ($12,888 per year). The term of the agreement is July 1, 2021, through June 30, 2024. Note that this is a savings of more than $1,200 per month over the previous contract while increasing bandwidth from 100Mbps to 200Mbps.

Agreement with Comcast Cable Communications Management LLC / Network Connections at St. Paul’s and Lower Alsace Buildings — Item 14. C. 3.
To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the PAIUnet for the provisioning of 8000 Mbps of commodity internet services for dedicated use by the BCIU, effective July 1, 2020, to June 30, 2021, at a cost of $1,200 per month pre-Erate discount application.

**Agreement with PAIUnet / Commodity Internet Services for BCIU—Item 14. C. 4.**

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

To approve Chase Bank as an additional depository for BCIU funds, effective February 18, 2021.

**Chase Bank as Depository for BCIU Funds—Item 14. D. 1.**

E. ADMINISTRATION
— DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider

| Yeas:      | Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Manbeck; Manmiller; Miller; Richard; Sellers; Specht; Taylor; Ulrich; McEwen |
| Nays:      | None. Motion carried. |

Dr. Hackman noted that March 13 will mark one year since the Governor’s announcement regarding closures due to the pandemic. She thanked the Leadership Team and staff for their continued commitment to the BCIU mission to enable the BCIU to sustain operations and provide services throughout these unprecedented times. She expressed her sincere appreciation to the BCIU Board for their guidance and ongoing support.

She also thanked the Mr. Scott Major, Mrs. Cherie Zimmerman, and Information Technology staff for their work behind the scenes to make sure the Board meeting ran smoothly; and Ms. Beth Kozloski and Mrs. Jan Krotee for their preparation and planning. Mr. McEwen also added his thanks to Ms. Kozloski and Mrs. Krotee for their support of the Board meeting.

A motion was made by Richard, seconded by Taylor, to adjourn the meeting at 8:10 p.m.

**Adjournment**

Motion carried.

Approved by,

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

President McEwen shared that Mr. Pehlman, Employee-of-the-Month for
February, was unable to attend the February meeting and would be honored in
March.

Ms. Ann Gula, Program Quality Assessment Supervisor at the Pennsylvania
Key, introduced Ms. Suzanne Glenn, who retired in January. Ms. Glenn has
served the Pennsylvania Key since 2010. In her role as a Regional Program
Quality Assessor, Ms. Glenn assessed practices to determine strengths and
areas of potential growth, and provided feedback to ensure continuous quality
of programs. She also provided professional development for early learning
and school-age program staff to support understanding of best practices. Ms.
Gula shared, “First and foremost with Suzanne is her passion which was
evident in not only her words, but also her actions. She provided her cohort
with innovative practices and initiatives to adjust to virtual teaching.”

Ms. Glenn thanked the Board and the Pennsylvania Key leadership team for
their collaboration and support. Suzanne shared, “My retirement is bittersweet
as I felt privileged to work with and will miss the team.”

Mrs. Donna DeLoretta introduced the Inside BCIU video which highlighted
three Transportation employees who described what they love about their jobs
as bus drivers for the BCIU. These videos were created as part of the
Transportation recruitment effort to fill bus driver, assistant, and aide
positions.