

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
FEBRUARY 18, 2021
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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.

Announcements

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.

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

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

**Approval of Minutes
—Item 02.**

Motion carried.	Voice Vote
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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.)

IU Bills and Financial Reports—Items 03., 04., 05., 06., 07., 08., and 12.
(Detailed list of bills available for review.)

SOURCE		PAGE	AMOUNT
January	2021 Ratifications - IU	1-09	\$1,505,254.07
January	2021 Ratifications - PSDLAF	1-01	\$8,315.38
February	2021 Ratifications - IU	1-04	\$688,754.85
February	2021 Approvals	1-04	\$940,017.19
TOTAL			\$3,142,341.49

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

Amount Outstanding
February 12, 2021
\$0

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

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

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

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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	<u>\$0.00</u>	<u>\$9,618,743.97</u>
		\$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		
PSDLAF	\$8,315.38	
POST BOARD RATIFICATIONS IU	<u>\$1,505,254.07</u>	
TOTAL CHECKS WRITTEN	\$3,367,295.96	
CHECKS VOIDED	(\$13,728.34)	
PAYROLL DISTRIBUTIONS	<u>\$4,712,874.02</u>	<u>\$8,066,441.64</u>
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

**COMMUNICATIONS
—Item 09.**

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.

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<p>10. OLD BUSINESS <i>No Items to Report</i></p>	<p>OLD BUSINESS —Item 10.</p>
<p>11. REPORT OF NEGOTIATIONS COMMITTEE <i>No Items to Report</i></p>	<p>REPORT OF NEGOTIATIONS COMMITTEE —Item 11.</p>
<p>12. BUDGETS</p> <p>A. New and Proposed Budgets</p>	<p>BUDGETS</p>
<p>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</p> <p>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.</p>	<p>\$232,684</p>
<p>2. Early Intervention – GEER - Health and Safety – Program 20-148 Office of Early Childhood and Student Services 3/13/20 – 9/30/21</p> <p>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.</p>	<p>\$130,384</p>
<p>3. The Pennsylvania Key Professional Services – Program 675 Office of Professional Development and Curriculum 7/1/20 – 6/30/21</p> <p>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).</p>	<p>\$138,520</p>

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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

\$48,488

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

\$249,921

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

\$92,007

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

\$992,481

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

\$541,628

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.

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- 4. Early Childhood Mental Health Initiative – Program 223**
Office of Professional Development and Curriculum
7/1/19 – 6/30/20 \$108,956
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 \$214,079
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 \$687
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

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

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13. PERSONNEL MATTERS

—ROB ROSENBERY, 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, Assist 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

PERSONNEL MATTERS

**Unpaid Internship of Jessica
Dunn — Item 13. A. 1.**

**Elimination of Driver
Education Positions
— Item 13. A. 2.**

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

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

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- 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

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- 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

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- 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
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, 2021
David Soriano, Substitute School Bus Driver Trainee, Transportation –
Effective February 8, 2021

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

**E. Additions to Approved 2020-2021 Out-of-Class Substitute Lists –
Ratifications**

Early Intervention
Linda Schmitz – Effective January 4, 2021

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

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

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.**

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H. Change of Status – Approvals

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

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

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

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

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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

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

K. Retirements

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

**Retirements
—Item 13. K.**

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

**Resignations
—Item 13. L.**

M. Terminations

No Items to Consider

**Terminations
—Item 13. M.**

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

**Other
—Item 13. N.**

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

Roll Call Vote

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, DIRECTOR

No Items to Consider

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DAN RICHARDS, DIRECTOR

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.

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

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

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Grace 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).

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

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).

**Agreement with Public
Health Management
Corporation (PHMC)
(The Pennsylvania Key)
—Item 14. B. 4.**

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).

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

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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).

**Amendment to Agreement
with Central Susquehanna IU
/ SMART \ Document
Uploader Databases
(The Pennsylvania Key)
—Item 14. B. 8.**

**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.**

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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; Ritter; Sellers; Specht; Taylor; Ulrich; McEwen	Roll Call Vote
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.

**Board Members Desiring to
be Heard**

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.	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:**

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.

**EMPLOYEE OF THE
MONTH – FEBRUARY 2021
—Jason Pehlman,
Office of Business Services /
Operations**

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.”

**RETIREE
—Suzanne Glenn,
The Pennsylvania Key**

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.

**FEATURED PROGRAM
—Inside BCIU: A Look At
My Job | Transportation
Program**