

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

- ◆ **EMPLOYEE OF THE MONTH FOR FEBRUARY 2021**
 - Jason Pehlman, Transportation Mechanic, Office of Business Services / Operations
- ◆ **EMPLOYEE OF THE MONTH FOR MARCH 2021**
 - Amy Requa, Senior Health Manager, The Pennsylvania Key, Office of Professional Development and Curriculum
- ◆ **PENNSYLVANIA STEM AMBASSADORS PROGRAM**
 - Lynmarie Hilt, STEM Program Administrator, Office of Professional Development and Curriculum
- ◆ **FEATURED PROGRAM**
 - Inside BCIU | Accelerating Broadband Access in Berks County: Bridging the Digital Divide
 - Scott Major, CIO / Director, Office of Information Technology

II. 2019-2020 FINANCIAL AUDIT – HERBEIN + COMPANY, INC.

- Nicholas L. Bieber, CPA, Manager, Herbein + Company, Inc.
- A. Berks County Intermediate Unit Financial and Compliance Report for Year Ended June 30, 2020
- B. Management Letter for Year Ended June 30, 2020

III. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
 - 1. Newslink
 - 2. Legislative Report | Berks County Legislative Directory
 - 3. Annie Sullivan Awards | Wednesday, April 7, 2021 | 5:00 P.M. to 6:00 P.M. (Virtual)
 - 4. Keeping Kids Safe – Raising our Awareness: Threat Assessment, School Safety, and Work Climate | Thursday, April 15, 2021 | 10:00 A.M. to 11:00 A.M.
 - 5. Other Items

IV. EXECUTIVE SESSION

V. AGENDA REVIEW

REGULAR MEETING

01. CALL TO ORDER

- A. Pledge to the Flag and Roll Call
- B. Moment of Silence in Memory of Mr. Randall R. Madara
- C. Announcements
 - 1. Executive Session
 - 2. Agenda Update
 - 3. Persons Desiring to be Heard

02. APPROVAL OF MINUTES

A. Meeting of February 18, 2021

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

SOURCE		PAGE	AMOUNT
February	2021 Ratifications - IU	1-09	\$3,088,508.60
February	2021 Ratifications - PSDLAF	0-0	\$0.00
March	2021 Ratifications - IU	1-04	\$625,154.57
March	2021 Ratifications - PSDLAF	1-01	\$4,372.90
March	2021 Approvals	1-06	\$902,609.14
TOTAL			\$4,620,645.21

04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$10,000,000:

Amount Outstanding
March 12, 2021
\$0

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF MARCH 12, 2021:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$3,216,987.89	\$517,535.91	\$14,462.50	\$392,606.74	\$71,048.54
Commonwealth of PA	\$4,887,207.63	\$24,200.33	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$261,785.02	\$2,550.00	\$0.00	\$8,010.86	\$7,278.15
TOTALS	\$8,365,980.54	\$544,286.24	\$14,462.50	\$400,617.60	\$78,326.69
GRAND TOTAL	\$9,403,673.57				

06. APPROVAL/RATIFICATION OF HEAD START:

- Head Start NOA Balance of Funds 2021
- Program Instruction FY 2021 Head Start Funding Increase
- Financial Statements (February 2021)
- Credit Card Purchases (February 2021)
- Non-Federal Share Report (February 2021)
- BCIU Head Start Eligibility Requirements 2021
- Policy Council Minutes/Resolutions (February 2021)
- Head Start Director’s Reports

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE FEBRUARY 1, 2021		\$7,668,451.80
RECEIPTS		
REVENUE RECEIPTS	\$10,162,413.17	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,162,413.17</u>
		\$17,830,864.97
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$688,754.85	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$940,017.19	
POST BOARD RATIFICATIONS PSDLAF	\$0.00	
POST BOARD RATIFICATIONS IU	<u>\$3,088,508.60</u>	
TOTAL CHECKS WRITTEN	\$4,717,280.64	
CHECKS VOIDED	(\$23,646.64)	
PAYROLL DISTRIBUTIONS	<u>\$4,889,481.88</u>	<u>\$9,583,115.88</u>
ENDING BALANCE -FEBRUARY 28, 2021		\$8,247,749.09
CASH AVAILABLE-FEBRUARY 28,2021		\$8,247,749.09

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

MARCH 2021

Tompkins VIST	\$194.38
PNC	\$1.02

09. COMMUNICATIONS

Brian Specht, *Secretary*

10. OLD BUSINESS

No Items to Consider

11. REPORT OF NEGOTIATIONS COMMITTEE

Elizabeth S. Huhn, *Chair*

12. BUDGETS

A. New and Proposed Budgets

No Items to Consider

B. Initial Budgets

1. Pennsylvania Key – Early Head Start-Home Visiting (EHS-HV) – Program 21-287

Office of Professional Development and Curriculum

1/1/21 – 12/31/21

\$218,984

This program consists of funding for the administration and facilitation of OCDEL’s Early Head Start Home Visiting Program that serves 168 children and families in Lawrence, Lebanon, and Lancaster counties. Early Head Start programs provide family-centered services for low-income families tailored for the unique needs of infants and toddlers to promote their physical, cognitive, social, and emotional development. The funding supports contracted professional Nutrition, Health & Mental Health coaches, and portions of the EHS Manager, EHS Specialist, and other staff positions to administer the grant, along with appropriate travel and supplies. PA Key staff partners with Lancaster-Lebanon IU#13 and Children’s Advocacy Center of Lawrence County and provides monitoring, assistance, training & oversight to give full report to OCDEL’s Early Head Start Policy Council and Governing Body. Each year, we resubmit our plan for this grant, #03CH3474 on behalf of OCDEL. It is considered a non-competing application contingent on program compliance (since 2019).

C. Changes to Initial Budgets

No Items to Consider

D. Budgetary Transfers

1. Professional Development Programs – Program 600

Office of Professional Development and Curriculum

7/1/19 – 6/30/20

\$1,456

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). These transfers are necessary due to year-end actuals.

2. Staff Development Workshops – Program 609

Office of Professional Development and Curriculum

7/1/19 – 6/30/20

\$25,167

This proprietary program provides in-service opportunities on a non-credit basis to school district and intermediate unit personnel. Professional staff and support staff are eligible to participate in these programs designed to increase an individual’s skills and knowledge (since 1987). These transfers are necessary due to year-end actuals.

13. PERSONNEL MATTERS

—ROB ROSENBERY, DIRECTOR

A. General

1. To approve the elimination of the following positions, effective July 1, 2021:
 - a. Child Care Teacher
 - b. Child Care Paraeducator
 - c. Child Care Aide
 - d. Floating Child Care Teacher
 - e. Floating Child Care Paraeducator

2. To acknowledge receipt of the list containing stipend payments for participation in a Trauma-Informed Train the Trainer Program for Board Approval.
3. To extend the COVID-19 Leave Plan through June 30, 2021. All other terms and conditions remain in force.
4. To extend the \$300.00 referral bonus to employees who recommend employment candidates through June 30, 2021, ultimately hired by the Berks County Intermediate Unit to serve as school bus drivers, school bus driver trainees, van drivers, and /or bus assistants. All other terms and conditions remain in force.
5. Resolved, for the Board of Directors to ratify the following Atlas Transportation employees to be assigned to the Berks County Intermediate Unit to provide transportation services according to the terms of the agreement with Atlas Transportation during the 2020-2021 fiscal year:
 - a. Aide
 - i. Karinie Gonzalez – Effective December 20, 2020
 - b. Van Driver
 - i. Ileana Amarao – Effective September 14, 2020
 - ii. Luisa Delerma – Effective September 14, 2020
 - iii. Chad Deshong – Effective September 14, 2020
 - iv. Jose Paulino Rodriguez – Effective October 5, 2020
 - v. Juan Taveres – Effective September 14, 2020
 - vi. Gregoria Tejada – Effective August 26, 2020

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Stephanie D. Brown – Part-time Bus/Van Assistant and Misc. Transportation
Recommended Hourly Rates – \$12.15 and \$11.08
Effective Date – March 8, 2021
Replacement
 - b. Erica L. Diaz – Part-time School Bus Driver Trainee, Transportation
Recommended Hourly Rate – \$12.20
Effective Date – March 8, 2021
Replacement
2. Early Childhood & Student Services Office
 - a. Mary Gupta – Specialized Preschool Teacher – Itinerant, Early Intervention
Recommended Annual Salary – Column 4, Step 8, \$64,667 (to be prorated)
Effective Date – February 22, 2021
Additional Position
 - b. June E. Malocu – Health and Nutrition Specialist, Head Start
Recommended Hourly Rate – Level I, Entry, \$18.85
Effective Date – March 1, 2021
Replacement

C. Change of Status – Ratifications

1. Business Services/Operations Office

a. Lawrence Benning

Change from Substitute Miscellaneous, Transportation to
Part-time Miscellaneous, Transportation
No Change in Recommended Hourly Rate
Effective Date – February 8, 2021
Correct Assignment / Replacement

b. Lawrence Benning

Change from Part-time Miscellaneous, Transportation to
Part-time School Bus Driver Trainee, Transportation
Change in Recommended Hourly Rate from \$11.08 to \$12.20
Effective Date – March 1, 2021
Replacement

c. Catherine Cintron-Valentin

Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to
Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – February 18, 2021
Replacement

d. Darryl 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

e. Maryangel Fuentes-Shaffer

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 – February 8, 2021
Correct Assignment / Replacement

f. Shirley Moore

Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to
Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – February 22, 2021
Replacement

g. Aimee Morello

Change from Part-time School Bus Driver Trainee, Transportation to
Substitute School Bus Driver Trainee, Transportation
No Change in Recommended Hourly Rate
Effective Date – November 18, 2020
Voluntary Reassignment

- h. Elidania Reyes
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 – November 20, 2020
Voluntary Reassignment
- i. Lauri Serrano
Change from Substitute Driver w & w/o Bus License, Assistant, Misc., and Fueler, Transportation to Part-time Driver w & w/o Bus License, Assistant, Misc., and Fueler Transportation
No Change in Recommended Hourly Rates
Effective Date – March 1, 2021
Replacement
- j. Laurann Singleton
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 – February 8, 2021
Correct Assignment / Replacement
- 2. Early Childhood & Student Services Office
 - a. Lynda Drasher – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 1, Step 5, \$49,505 to Column 4, Step 5, \$60,957 (to be prorated)
Effective Date – January 1, 2021
Salary Adjustment per BCIUEA Agreement
 - b. Ad-Beel Gracius – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$12.67 to Level II, Entry, \$13.21
Effective Date – February 25, 2021
Obtained CDA
 - c. Sheri Hoffert – Special Education Teacher – Itinerant, Special Education
Change Recommended Annual Salary from Column 5, Step 10, \$67,932 to Column 6, Step 10, \$68,625 (to be prorated)
Effective Date – February 1, 2021
Salary Adjustment per BCIUEA Agreement
 - d. Kimberly Keim – Specialized Preschool Teacher – Classroom, Early Intervention
Change Recommended Annual Salary from Column 3, Step 1, \$48,293 to Column 4, Step 1, \$58,236 (to be prorated)
Effective Date – January 1, 2021
Salary Adjustment per BCIUEA Agreement
 - e. Cynthia Quirindongo – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$12.67 to Level II, Entry, \$13.21
Effective Date – March 4, 2021
Obtained CDA

- f. Kimberly Rolon
Change from Supervisor, Early Childhood Programs, Child Care to
Assistant Program Administrator, Child Care and Pre-K Counts
Change Recommended Annual Salary from \$47,841 to \$60,568 (to be prorated)
Effective Date – March 1, 2021
Reorganization
 - g. Theresa Soley – Occupational Therapist, Early Intervention
Recommended Hourly Rate – \$46.40
Effective Date – February 26, 2021 – September 30, 2021
Additional Hours (as assigned)
 - h. Edward Yeager – Guidance Counselor, Alternative Education
Recommended Hourly Rate – \$68.74
Effective Date – November 2, 2020 – June 30, 2021
Additional Days (not to exceed 10 days)
3. Human Resources Office
- a. Tina Blatt
Change from Program Administrator, Child Care to Human Resources Supervisor
No Change in Recommended Annual Salary
Effective Date – March 1, 2021
Reorganization
4. Professional Development & Curriculum Office
- a. Amy Barrett
Change from Workforce Apprenticeship Coordinator, The Pennsylvania Key to
Workforce Initiatives Coordinator, The Pennsylvania Key
No Change in Recommended Annual Salary
Effective Date – February 17, 2021
Position Title Change

D. Additions to 2020-2021 Approved Substitute Lists – Ratifications

No Items to Consider

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

Head Start

Ad-Beel Gracius – Effective February 25, 2021

Cynthia Quirindongo – Effective March 4, 2021

F. Remove from 2020-2021 Approved Substitute Lists

No Items to Consider

G. Employment – Approvals

No Items to Consider

H. Change of Status - Approvals

No Items to Consider

I. Leave of Absence Requests

1. Business Services/Operations Office
Personal Leave (unpaid – without benefits – not FMLA)
 - a. David Geist – Level II Custodian, Custodial
Effective Date – February 16, 2021
 - b. Freddie Morales Soto – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 1, 2021
 - c. Ciera Towles – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – March 4, 2021
2. Early Childhood & Student Services Office
Personal Leave (unpaid – with benefits – FMLA)
 - a. Marie Garrett – Paraeducator, Child Care
Effective Date – February 12, 2021
 - b. Denali Shook – Teacher, Pre-K Counts
Effective Date – February 16, 2021Personal Leave (unpaid – with benefits – not FMLA)
 - c. Claire Stednitz – Paraeducator, Early Intervention
Effective Date – February 24, 2021

J. Return from Leave of Absence Requests

1. Early Childhood & Student Services
Personal Leave (unpaid – with benefits – FMLA)
 - a. Marie Garrett – Paraeducator, Child Care
Effective Date – February 22, 2021Personal Leave (unpaid – without benefits – not FMLA)
 - b. Yamiery Perez – Paraeducator, Head Start
Effective Date – March 1, 2021
 - c. Maria Witkowski – Speech Therapist, Early Intervention
Effective Date – March 3, 2021

K. Retirements

1. Business Services/Operations Office
 - a. Kathy L. Garrett – Substitute Driver w/o Bus License, Assistant, and Misc., Transportation
Effective Date – February 26, 2021
 - b. Kathryn J. Raifsnider – Assistant Program Administrator, Transportation
Effective Date – June 14, 2021
2. Early Childhood & Student Services Office
 - a. Rina E. Perez – Paraeducator, Head Start
Effective Date – May 14, 2021
3. Professional Development & Curriculum Office
 - a. Dr. Melody J. Shoemaker – Psychologist, Act 89
Effective Date – June 30, 2021

L. Resignations

1. Business Services/Operations Office
 - a. Alyssa A. Strauss – Part-time Driver w & w/o Bus License, Assistant, Misc., Fueler, and Trainer, Transportation
Effective Date – March 19, 2021
2. Early Childhood & Student Services Office
 - a. Stacy L. Elias – Paraeducator, Head Start
Effective Date – March 12, 2021
 - b. Evelyn Gonzalez – Enrollment Specialist, Pre-K Counts
Effective Date – March 19, 2021

M. Terminations

No Items to Consider

N. Other

No Items to Consider

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Sweet, Stevens, Katz, and Williams LLP, for the firm to continue to provide the services of Andrew E. Faust, Esquire, as a legal consultant for special education to the BCIU and its constituent school districts, at a fee of \$73,500 (no increase), in effect for the 2021-2022 school year.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Reading Behavioral Healthcare, LLC (Tower Behavioral Health), for the BCIU to provide educational services for the students placed in the Tower Behavioral Health in-patient treatment program, effective February 1, 2021.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Schuylkill Valley School District, for the BCIU to provide educational and related services for students placed in the Tower Behavioral Health in-patient treatment program, effective February 1, 2021.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DANIEL RICHARDS, DIRECTOR

1. To ratify amendment #1 of current agreement between the Berks County Intermediate Unit (BCIU) and the County of Berks, for the BCIU to modify the scope of work with no change in funding to provide services in accordance with the Business-Education Partnership Grant agreement; all other terms and conditions remain in force.
2. To ratify Amendment #2 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. This amendment provides for a funding increase of \$3,000 for a revised total of \$129,350. All other terms and conditions remain in force (The Pennsylvania Key).

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, CIO / DIRECTOR

1. To approve the Office of Information Technology Products / Services Rate Schedule, effective July 1, 2021, through June 30, 2022.
2. To authorize the appropriate officers to execute a 36-month agreement between the Berks County Intermediate Unit and Xtel Communications, Inc. for the purchase of 20 Gbps of commodity internet service to be shared by and distributed to member school districts of the Berks County Regional Wide Area Network Consortium at a monthly recurring cost of \$8,114. This contract is effective July 1, 2021, through June 30, 2024.
3. To authorize the appropriate officers to execute a 60-month agreement between the Berks County Intermediate Unit and Crown Castle Fiber LLC, for the provisioning of telecommunication services for the Berks County Regional Wide Area Network Consortium. Monthly recurring costs of \$22,640 for WAN transport fiber connections and equipment will be allocated to the consortium's participating members based on their individual Telecommunication Service Orders. This contract is effective October 1, 2021, through September 30, 2026.
4. To ratify the purchase of Cofense PhishMe Licenses (for Cybersecurity Education, Training and Awareness platform), for a term of one year, from CDW-G and on behalf of 14 districts /schools in Berks County, at a cost not to exceed \$2,745.
5. To approve an amendment to the five-year agreement with Zoom Video Communications, for the second-year renewal of Zoom licensing, for use by Berks County Intermediate Unit and Pennsylvania Key staff, at a cost of \$9,000. The second-year term is from April 14, 2021, through April 13, 2022.

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

1. To ratify an agreement between the Berks County Intermediate Unit and Atlas Transportation, for Atlas Transportation to provide transportation services as follows:
 - a. Transport Early Intervention Students to Highlands Center, effective September 14, 2020, at a rate of \$535/day
 - b. Transport Early Intervention Students to St. Luke's Center effective September 14, 2020, at a rate of \$535/day
 - c. Transport Special Needs Students to Hogan Learning Academy effective August 26, 2020, at a rate of \$250/day
 - i. Revise run to Hogan Learning Academy by increasing to a 9-passenger van, effective December 20, 2020, at a rate of \$350/day
 - ii. Add aid to Hogan Learning Academy run at a rate of \$130/day
 - d. Transport Special Needs Students to John Paul II effective October 5, 2020, at a rate of \$350/day
 - e. Transport Special Needs Students to Hogan Learning Academy with an Aid effective March 8, 2021, at a rate of \$400/day

2. To request permission to solicit bids for the purchase/lease of the following:

- +/- (13) thirteen 9-passenger vans
- +/- (5) five 29-passenger minibuses
- +/- (2) two 48-passenger with lift school buses
- +/- (4) four 48-passenger school buses
- +/- (3) three 72-passenger with lift school buses
- +/- (9) nine 72-passenger school buses
- +/- (2) two pick-up trucks

E. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

No Items to Consider

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT