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
Board of Directors Meeting  
March 18, 2021  
Dr. Jill M. Hackman, Executive Director  
AGENDA – PAGE 2

02. APPROVAL OF MINUTES  
A. Meeting of February 18, 2021

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

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>PAGE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>February</td>
<td>2021 Ratifications - IU</td>
<td>1-09</td>
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<td>2021 Ratifications - PSDLAF</td>
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<td>March</td>
<td>2021 Ratifications - IU</td>
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04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – $10,000,000:

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<th>Amount Outstanding</th>
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<td>March 12, 2021</td>
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<td>$0.00</td>
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05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF MARCH 12, 2021:

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<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>
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<tbody>
<tr>
<td>School Districts</td>
<td>$3,216,987.89</td>
<td>$517,535.91</td>
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<td>Commonwealth of PA</td>
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<td>Other Revenue Sources</td>
<td>$261,785.02</td>
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<td>$0.00</td>
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<td>$7,278.15</td>
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<td>TOTALS</td>
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<td>$400,617.60</td>
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<td>GRAND TOTAL</td>
<td>$9,403,673.57</td>
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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 $0.0  
$10,162,413.17  
$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 $3,088,508.60  
TOTAL CHECKS WRITTEN $4,717,280.64  
CHECKS VOIDED ($23,646.64)  
PAYROLL DISTRIBUTIONS $4,889,481.88  
$9,583,115.88  
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
      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
      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
      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 ROSENBERRY, 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, 2021
      Personal 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, 2021
      Personal 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