

## COMMITTEE-OF-THE-WHOLE MEETING

### I. BCIU HONORS

#### ◆ EMPLOYEE OF THE MONTH FOR APRIL 2021

- Mary-Kate McGuire, Early Intervention Specialized Preschool Teacher, Office of Early Childhood and Student Services

#### ◆ RETIREE

- Kathryn Raifsnider, Assistant Program Administrator, Transportation, Office of Business Services / Operations

#### ◆ BCIU CHAMPIONS

- Bill Gleason, Program Administrator for Safety and Security, Office of Business Services
- Candace Hall, Program Administrator, Office of Professional Development and Curriculum
- Beth Kozloski, Executive Assistant, Office of the Executive Director
- Dr. Brenda Robertson, BCIU Pandemic Coordinator, and Program Administrator of Logistics, Office of Early Childhood and Student Services

### II. FEATURED PROGRAM

- ◆ Inside BCIU | The Pennsylvania Key's Equity Awareness Project
  - Dr. Marnie Aylesworth, Executive Director, The Pennsylvania Key
- ◆ Committee on Legislative Action (COLA) Targeted Advocacy Campaign: Special Education Funding | Meet Paisley's Team
  - Dr. Michelle Reichard-Huff, Director, Office of Early Childhood and Student Services

### III. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
  - 1. Newslink
  - 2. Vaccine Clinic Update
  - 3. PAIU Day on the Hill
  - 4. Legislative Report
  - 5. Other Items

### IV. EXECUTIVE SESSION

### V. AGENDA REVIEW

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## REGULAR MEETING

### 01. CALL TO ORDER

- A. Pledge to the Flag and Roll Call
- B. Announcements
  - 1. Executive Session
  - 2. Agenda Update
  - 3. Persons Desiring to be Heard
- C. To seat Joseph A. Lupia, Jr. as the BCIU Representative from the Muhlenberg School District, to fill the unexpired term of Randall R. Madara, effective March 10, 2021, through June 30, 2022.

- D. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:
1. Fuel on Wednesday, December 2, 2020, at 11:00 A.M.
  2. Physical Education Equipment and Supplies on Tuesday, February 23, 2021, at 11:00 A.M.
  3. Digital Media Equipment and Technology Supplies on Tuesday, March 2, 2021, at 11:00 A.M.

**02. APPROVAL OF MINUTES**

- A. Meeting of March 18, 2021

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

SOURCE		PAGE	AMOUNT
March	2021 Ratifications - IU	1-16	\$1,719,775.07
March	2021 Ratifications - PSDLAF	1-01	\$5,900.59
April	2021 Ratifications - IU	1-04	\$727,983.08
April	2021 Approvals	1-04	\$1,575,300.66
<b>TOTAL</b>			<b>\$4,028,959.40</b>

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

Amount Outstanding
April 9, 2021
\$0

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF APRIL 9, 2021:**

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$931,707.75	\$1,955,927.97	\$8,793.75	\$0.00	\$284,414.91
Commonwealth of PA	\$1,588,512.64	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$390,919.99	\$22,610.51	\$0.00	\$0.00	\$9,270.88
<b>TOTALS</b>	<b>\$2,911,140.38</b>	<b>\$1,978,538.48</b>	<b>\$8,793.75</b>	<b>\$0.00</b>	<b>\$293,685.79</b>
<b>GRAND TOTAL</b>	<b>\$5,192,158.40</b>				

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

- Head Start Cost of Living Adjustment (COLA) 2021 Application
- Head Start CRRSA Act 2021 Application
- Head Start Salary Scale 2021 (also listed at 13. A. 3.)
- OHS COLA Funding Guidance Letter
- OHS CRRSA Funds Application Announcement
- Head Start December 2020 Final Report
- Financial Statements (March 2021)
- Credit Card Purchases (March 2021)
- Non-Federal Share Report (March 2021)
- Policy Council Minutes/Resolutions (March 2021)
- Head Start Director’s Reports

**07. COMBINED FINANCIAL REPORT**

**CASH**

<b>BEGINNING BALANCE MARCH 1, 2021</b>		<b>\$8,247,749.09</b>
RECEIPTS		
REVENUE RECEIPTS	\$12,006,448.79	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$12,006,448.79</u>
		\$20,254,197.88
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$625,154.57	
PRE-BOARD RATIFICATIONS-PSDLAF	\$4,372.90	
BOARD APPROVALS	\$902,609.14	
POST BOARD RATIFICATIONS PSDLAF	\$5,900.59	
POST BOARD RATIFICATIONS IU	<u>\$1,719,775.07</u>	
TOTAL CHECKS WRITTEN	\$3,257,812.27	
CHECKS VOIDED	(\$140,452.27)	
PAYROLL DISTRIBUTIONS	<u>\$4,946,243.04</u>	<u>\$8,063,603.04</u>
ENDING BALANCE -MARCH 31, 2021		\$12,190,594.84
<b>CASH AVAILABLE-MARCH 31,2021</b>		<b>\$12,190,594.84</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**MARCH 2021**

Tompkins VIST	\$1,021.40
PNC	\$.44

**09. COMMUNICATIONS**

Brian Specht, *Secretary*

1. Acknowledgement and thank you for contribution to West Lawn United Methodist Church for the Benevolence Fund in memory of Mr. Randy Madara.

**10. OLD BUSINESS**

*No Items to Consider*

**11. REPORT OF NEGOTIATIONS COMMITTEE**

Elizabeth S. Huhn, *Chair*

**12. BUDGETS**

**A. New and Proposed Budgets**

**1. Tower Behavioral Health – Program 624**

Office of Early Childhood and Student Services  
2/1/21 – 6/30/21

\$60,525

BCIU and Tower Behavioral Health joined to develop a collaborative program for students in inpatient hospitalization for mental health treatment. The Tower Behavioral Health Program is a licensed hospitalization program serving students through crisis, emergency hospitalization, parent referrals, community agency referrals, and school district recommendation. Students receive counseling services provided by Tower Health staff. Educational services and social skills instruction are provided by an IU teacher. There is coordination with the students' hospitalization treatment team and resident school district to provide a continuum of academic support with efforts focused on maintaining students' progress in their home district's curriculum. The educational component is funded by the resident school districts of the students. This program has been in existence (since February 2021).

**B. Initial Budgets**

*No Items to Consider*

**C. Changes to Initial Budgets**

*No Items to Consider*

**D. Budgetary Transfers**

**1. BCIU PRE-K Counts – Program 230**

Office of Early Childhood and Student Services  
7/1/20 – 6/30/21

\$8,440

Pre-K Counts is a state-funded initiative designed to provide high quality preschool services to children. This program, administered through the PA Department of Education, provides funding to serve 137 at-risk children who primarily reside in Reading School District plus other areas of Berks County as defined in the BCIU's contract with the Berks Community Action Program. PDE has defined "at-risk" as children whose families earn less than 300% of the federal poverty level, those who are English Language Learners, or children who have special needs as defined by their I.E.Ps (since 2007). These transfers are necessary for year-end projections.

**2. BCIU PRE-K Counts Partnership – Program 231**

Office of Early Childhood and Student Services  
7/1/20 – 6/30/21

\$56,500

Funded by the state and administered by the PA Department of Education, the BCIU Pre-K Counts Partnership provides high quality preschool services to 160 at risk children, which as defined is living in households below 300 percent of the federal poverty rate, those who are English language learners or are at risk due to community factors, academic difficulties or economic disadvantage. BCIU Pre-K Counts is operated in partnership with participating Berks County School Districts and two local Child Care Centers (since 2016). These transfers are necessary for year-end projections.

**3. The Pennsylvania Key Early Head Start Home Visiting (EHS-HV) – Program 20-287**

Office of Professional Development and Curriculum

1/1/20 – 12/31/20

\$146,371

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 and 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. The Pennsylvania Key staff partners with Lancaster-Lebanon IU#13 and Children's Advocacy Center of Lawrence County and provides monitoring, assistance, training and 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). These budget transfers were necessary to make year-end adjustments.

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**A. General**

1. To award professional contracts to the following employees who have completed three years of satisfactory service as noted below:
  - a. Janet L. Guidotto, Specialized Preschool Teacher – Classroom, Early Intervention, effective April 3, 2021
  - b. Katherine A. Kline, Speech Therapist, Early Intervention, effective April 9, 2021
2. To approve the position description for Early Head Start Data Specialist, The Pennsylvania Key.
3. To approve the revised Berks County Head Start Salary Schedule, effective January 1, 2021.
4. To approve the elimination of the Training and Safety Supervisor, Transportation position, effective April 16, 2021.

**B. Employment – Ratifications**

1. Business Services/Operations Office
  - a. Josephine M. Audette – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$14.35, \$12.15, and \$11.08  
Effective Date – March 29, 2021  
*Replacement*
  - b. Mauro A. Ciabattoni – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$14.35, \$12.15, and \$11.08  
Effective Date – March 22, 2021  
*Replacement*
  - c. Jose E. Garcia – Part-time School Bus Driver Trainee, Transportation  
Recommended Hourly Rate – \$12.20  
Effective Date – March 29, 2021  
*Replacement*

- d. Steven W. George – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$17.10, \$14.35, \$12.15, and \$11.08  
Effective Date – April 5, 2021  
*Replacement*
- e. Miosodis O. Gonzalez – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$12.15 and \$11.08  
Effective Date – March 29, 2021  
*Replacement*

**C. Change of Status – Ratifications**

1. Business Services/Operations Office

- a. Joseph Angelisanti, Jr.  
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 – March 22, 2021  
*Replacement*
- b. Bobbi Behm  
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 – March 22, 2021  
*Replacement*
- c. Lawrence Benning  
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Change in Recommended Hourly Rate from \$12.20 to \$14.35, \$12.15, and \$11.08  
Effective Date – March 1, 2021  
*Replacement*
- d. Lawrence Benning  
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 – March 29, 2021  
*Voluntary Reassignment*
- e. Patricia Care  
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 – March 22, 2021  
*Replacement*
- f. Cecilia Carpenter – Dispatcher, Transportation  
Recommended Hourly Rate – \$18.05  
Effective Date – March 15, 2021  
*Additional Assignment*

- g. Kelly Carter  
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 – March 22, 2021  
*Replacement*
- h. Darryl Damiani  
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 – March 22, 2021  
*Replacement*
- i. Nagah Deyab  
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 – March 22, 2021  
*Replacement*
- j. Peggy Ferko  
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 – March 22, 2021  
*Replacement*
- k. Deborah Fisher  
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 – March 22, 2021  
*Replacement*
- l. Jan Fisher  
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 – March 22, 2021  
*Replacement*
- m. Cheri Garcia  
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 – March 22, 2021  
*Replacement*



- n. Cheri Garcia – Bus/Van Deep Cleaner, Transportation  
Recommended Hourly Rate – \$17.50  
Effective Date – March 22, 2021  
*Additional Assignment*
  
- o. Ralph Haag  
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 – March 22, 2021  
*Replacement*
  
- p. Amanda Hill  
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 – March 22, 2021  
*Replacement*
  
- q. Tammy Hill  
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 – March 22, 2021  
*Replacement*
  
- r. Sandra Hines  
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 26, 2021  
*Replacement*
  
- s. Tammy Hunsicker  
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 – March 22, 2021  
*Replacement*
  
- t. Tammy Hunsicker  
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 – March 24, 2021  
*Voluntary Reassignment*



- u. Kaytlin Kramer  
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 – March 22, 2021  
*Replacement*
- v. Clarence Lash  
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 – January 11, 2021  
*Replacement*
- w. Elizabeth Lebo  
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 – March 22, 2021  
*Replacement*
- x. Carolyn Marquardt  
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 – March 22, 2021  
*Replacement*
- y. Wanda Marrero  
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 – March 22, 2021  
*Replacement*
- z. Iralisa Mercedes  
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 – March 22, 2021  
*Replacement*
- aa. Michael Molina  
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 – March 22, 2021  
*Replacement*

- bb. Mariluz Montanez  
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 – April 6, 2021  
*Replacement*
- cc. Kim Murray  
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 – March 22, 2021  
*Replacement*
- dd. Migieny Peralta  
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 – March 22, 2021  
*Replacement*
- ee. Linda Rimes  
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 – March 19, 2021  
*Voluntary Reassignment*
- ff. Maria Rodriguez  
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 – March 22, 2021  
*Replacement*
- gg. Daniel Rosa  
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 – March 1, 2021  
*Replacement*
- hh. Aaron Schutter  
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 – March 22, 2021  
*Voluntary Reassignment*

- ii. Jeffery Shaffer  
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 – April 12, 2021  
*Voluntary Reassignment*
- jj. Jeffery Shaffer – School Bus Fueler, Transportation  
Effective Date – April 12, 2021  
*Removal of Assignment*
- kk. Michael Szajna – Bus/Van Deep Cleaner, Transportation  
Recommended Hourly Rate – \$17.50  
Effective Date – March 22, 2021  
*Additional Assignment*
- ll. Marsha Walter  
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 – March 22, 2021  
*Replacement*
- mm. Brenda Williams  
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 – March 22, 2021  
*Replacement*
- nn. Stephanie Wolfe  
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 – March 22, 2021  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Gleidy Bachiller Duran – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level II, Probationary, \$12.67 to Level II, Entry, \$13.21  
Effective Date – March 15, 2021  
*Completed Probationary Period*
  - b. Ana Moya-Perez – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.67 to Level II, Entry, \$13.21  
Effective Date – March 6, 2021  
*Obtained CDA*

- c. Kara Stezenko – Educational Interpreter, Special Education  
Recommended Hourly Rate – \$23.50  
Effective Date – March 29, 2021 – June 1, 2021  
*Additional Hours (not to exceed 15 hours)*
  - d. Alison Zeller – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, \$12.11 to Level I, Entry, \$12.67  
Effective Date – March 15, 2021  
*Completed Probationary Period*
3. Professional Development & Curriculum Office
- a. Melissa Montanez-Rodriguez  
Change from Enrollment Specialist, Child Care to Online Learning, Training and Consultation and Technology Project Specialist, OPDC  
Change Recommended Annual Salary from \$35,774 to \$40,377 (to be prorated)  
Effective Date – March 29, 2021  
*Replacement*
  - b. Sandra Webber  
Change from Level V Accounting Clerk, Fiscal Services to Level V Program Secretary, OPDC  
No Change in Recommended Hourly Rate  
Effective Date – April 12, 2021  
*Replacement*
- D. Additions to 2020-2021 Approved Substitute Lists – Ratifications**  
Transportation  
Michael Molina, Substitute School Bus Fueller – Effective March 22, 2021  
Luisa Rodriguez, Substitute School Bus Fueller – Effective March 22, 2021  
Kiaonna Tucker, Substitute Bus/Van Deep Cleaner – Effective March 22, 2021  
Stephanie Wolfe, Substitute Bus/Van Deep Cleaner – Effective March 22, 2021
- E. Additions to Approved 2020-2021 Out-Of-Class Substitute Lists – Ratifications**  
Ana Moya-Perez – Effective March 6, 2021
- F. Remove from 2020-2021 Approved Substitute Lists**  
*No Items to Consider*
- G. Employment – Approvals**
- 1. Business Services/Operations Office
    - a. John J. Coakely – Assistant Program Administrator, Transportation  
Recommended Annual Salary – \$76,000 (to be prorated)  
Effective Date – to be determined pending pre-employment process  
*Replacement*
- H. Change of Status - Approvals**
- 1. Early Childhood & Student Services Office
    - a. Neishlarie Iraola  
Change from Level V Program Secretary, Child Care to Level V Program Secretary, Early Intervention  
No Change in Recommended Hourly Rate  
Effective Date – July 1, 2021  
*Replacement*

- b. Jennifer Viveiros  
Change from Education Supervisor, Head Start to  
Assistant Program Administrator, Family Services, Head Start  
Change in Recommended Annual Salary from \$48,116.67 to \$64,265.27 (to be prorated)  
Effective Date – April 26, 2021  
*Replacement*

**I. Leave of Absence Requests**

- 1. Business Services/Operations Office  
Personal Leave (unpaid – without benefits – FMLA)
  - a. Tina Grande – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 19, 2021  
Personal Leave (unpaid – without benefits – not FMLA)
  - b. Brenda Williams – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 24, 2021
- 2. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – Special Leave)
  - a. Alyssa Kulik – Specialized Preschool Teacher – Classroom, Early Intervention  
Effective Date – March 4, 2021  
Personal Leave (unpaid – with benefits – FMLA)
  - b. Megan Lieb – Special Education Itinerant Teacher, Special Education  
Effective Date – March 22, 2021  
Personal Leave (unpaid – with benefits – not FMLA)
  - c. Blanca Piguave Castillo – Teacher, Head Start  
Effective Date – March 30, 2021

**J. Return from 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 – February 25, 2021
- 2. Early Childhood & Student Services  
Personal Leave (unpaid – with benefits – Special Leave)
  - a. Alyssa Kulik – Specialized Preschool Teacher – Classroom, Early Intervention  
Effective Date – March 5, 2021  
Personal Leave (unpaid – with benefits – FMLA)
  - b. Denali Shook – Teacher, Pre-K Counts  
Effective Date – March 15, 2021

**K. Retirements**

- 1. Business Services/Operations Office
  - a. Donna M. Claypoole – Supervisor, Transportation, Reading and BCTC, Transportation  
Effective Date – September 24, 2021
  - b. Josefina Marte – Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 25, 2021

2. Early Childhood & Student Services Office
  - a. Kathy A. Loeb – Emotional Support Specialist, Alternative Education  
Effective Date – May 7, 2021

**L. Resignations**

1. Business Services/Operations Office
  - a. Keith A. Heller – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 31, 2021
2. Early Childhood & Student Services Office
  - a. Lori J. Fetterolf – Teacher, Child Care  
Effective Date – March 30, 2021
  - b. Emily A. Haws – Specialized Preschool Teacher – Classroom, Early Intervention  
Effective Date – May 4, 2021
3. Professional Development & Curriculum Office
  - a. Janay S. Gordon – Administrative Assistant, The Pennsylvania Key  
Effective Date – March 24, 2021
  - b. Christopher L. Mizenko – Preschool Program Specialist, The Pennsylvania Key  
Effective Date – April 1, 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 approve the Special Education, Early Intervention, and Student Services Rates schedule effective July 1, 2021, through June 30, 2022.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and New World Now, LLC (NWN), for NWN to provide annual support and maintenance relative to the PD Registry System for a fee of \$286,047.30 effective July 1, 2021, through June 30, 2022 (The Pennsylvania Key).
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and JBiRD iNK, Ltd., for JBiRD iNK, Ltd. to provide a pre-recorded and edited virtual presentation and products for both the Office of Child Development and Early Learning's (OCDEL) Early Head Start Child Care Partnerships and The Pennsylvania Key for a fee not to exceed \$11,925 plus shipping costs, effective March 10, 2021 (The Pennsylvania Key).

3. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Shawn Bryant to modify its scope of services to increase the number of hours of related services provided per month from up to 20 hours to up to 40 hours. This amendment provides for a funding increase of \$7,800 for a revised total of \$17,160. All other terms and conditions remain in force (The Pennsylvania Key).
4. To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and New World Now, LLC. (NWN), for NWN to modify its scope of services relative to the provision of its annual support and maintenance of the Quality Rating and Improvement System (QRIS). This amendment provides for a funding increase of \$2,849.50 for a revised total of \$1,168,688.98 and extends the term of the agreement to June 30, 2026. All other terms and conditions remain in force (The Pennsylvania Key).
5. To ratify Amendment #10 to the current agreement between the Berks County Intermediate Unit (BCIU) and New World Now, LLC. (NWN), for NWN to modify its scope of services to provide professional services relative to their software systems. This amendment provides for a funding increase of \$384,601 for a revised total of \$2,433,330.50. All other terms and conditions remain in force (The Pennsylvania Key).

**C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, CIO / DIRECTOR

1. To authorize the appropriate officers to execute a lease with HP, Inc. for a three-year lease for 13 laptop computers at a cost not to exceed \$25,000 effective upon receipt of the equipment.

**D. BUSINESS SERVICES/OPERATIONS**

—DONNA DELORETTA, CFO / COO

1. A resolution of the Board of Directors of the Berks County Intermediate Unit, setting forth its intent to issue a taxable Revenue Anticipation Note, Series of 2021, in a principal amount not to exceed \$10 million dollars (\$10,000,000) plus bank fees and interest, to be effective on or after July 1, 2021, with a maturity date of June 30, 2022. The Board authorizes the administration to take steps to investigate terms, to be presented for approval at a future Board meeting.
2. To approve the following financial entities as depositories, effective July 1, 2021, to June 30, 2022: Tompkins VIST Bank, Chase Bank, PAINVEST, PLGIT (Pennsylvania Local Government Investment Trust), and PSDLAF (Pennsylvania School District Liquid Asset Fund).
3. To approve the continuation of legal services of Brumbach, Mancuso & Fegley P.C., effective July 1, 2021, through June 30, 2022, with John M. Stott, Esquire and James E. Mancuso, Esquire as solicitors for the Berks County Intermediate Unit, at a fee of \$140/hour and a fee of \$150/hour (no increase) for labor negotiations work.
4. To approve the continuation of Tompkins Insurance as broker of record for insurance services to the Berks County Intermediate Unit, effective July 1, 2021, through June 30, 2022.
5. To award contracts for the following:
  - a. Fuel
  - b. Physical Education Equipment & Supplies Catalog
  - c. Digital Media Equipment & Technology Supplies Catalog



**E. ADMINISTRATION**

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. RESOLVED, that the Executive Director is authorized to execute an agreement between the Berks County Intermediate Unit and Idemia Identity & Security USA, L.L.C., for the Berks County Intermediate Unit to collect biometric and biographic information as Idemia's subcontractor as per the terms of the agreement, effective March 22, 2021, until terminated by either party under the terms of the agreement.

**15. BOARD MEMBERS DESIRING TO BE HEARD**

**16. ADJOURNMENT**