The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, April 15, 2021. The meeting was held in a hybrid format.

President Gary McEwen called the meeting to order at 8:15 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; Joseph A. Lupia, Jr.; Oscar Manbeck; Kevin L. Manmiller; Steven Miller; Ralph C. Richard; Ann Sellers; Brian Specht; Terrie Taylor, LSW; and Gary McEwen

**Absent:** James Dotzenroth; Rev. Dr. Dennis Ritter; and James Ulrich

**Intermediate Unit:** Dr. Jill M. Hackman; Donna DeLoretta; Scott Major; Dr. Michelle Reichard-Huff; Dan Richards; Rob Rosenberry; Cherie Zimmerman; Steve Dressel; 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 thanked those community members who attended via the livestream link provided. He stated that the meeting had been advertised and the agenda had been posted on the BCIU website prior to the meeting. A phone line was provided for those who wished to leave public comments and any public comments received via the phone line would be read during Agenda Item 01. B. 3. Persons Desiring to be Heard.

President McEwen then announced that an executive session was held to discuss personnel matters and the evaluation of the Executive Director.

He welcomed Joseph (Tony) Lupia to the Board meeting and thanked him for his willingness to serve on the BCIU Board to represent the Muhlenberg School District.

President McEwen announced that no one had left a public comment on the phone line provided to be shared at the meeting.

A motion was made by Lash, seconded by Manbeck 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.

Motion carried.
A motion was made by Manbeck, seconded by Lash, to approve items 01. D. through 12. D., as follows:

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.

To approve the minutes of the March 18, 2021 Board meeting.

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

(Detailed list of bills is available.)

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>PAGE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>2021 Ratifications - IU</td>
<td>1-16</td>
</tr>
<tr>
<td>March</td>
<td>2021 Ratifications - PSDLAF</td>
<td>1-01</td>
</tr>
<tr>
<td>April</td>
<td>2021 Ratifications - IU</td>
<td>1-04</td>
</tr>
<tr>
<td>April</td>
<td>2021 Approvals</td>
<td>1-04</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Amount Outstanding</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>April 9, 2021</td>
<td>$0</td>
</tr>
</tbody>
</table>

05. **ACCOUNTS RECEIVABLE AGING REPORT AS OF APRIL 9, 2021 (Information item):**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>120 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Districts</td>
<td>$931,707.75</td>
<td>$1,955,927.97</td>
<td>$8,793.75</td>
<td>$0.00</td>
<td>$284,414.91</td>
</tr>
<tr>
<td>Commonwealth of PA</td>
<td>$1,588,512.64</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Other Revenue Sources</td>
<td>$309,919.99</td>
<td>$22,610.51</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$9,270.88</td>
</tr>
<tr>
<td>TOTALS</td>
<td>$2,911,140.38</td>
<td>$1,978,538.48</td>
<td>$8,793.75</td>
<td>$0.00</td>
<td>$293,685.79</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$5,192,158.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
BEGINNING BALANCE MARCH 1, 2021 $8,247,749.09
RECEIPTS
REVENUE RECEIPTS $12,006,448.79
RETURNED CHECKS $0.00
INVESTMENT REDEMPTIONS $0.00 $12,006,448.79
$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 $1,719,775.07
TOTAL CHECKS WRITTEN $3,257,812.27
CHECKS VOIDED ($140,452.27)
PAYROLL DISTRIBUTIONS $4,946,243.04 $8,063,603.04
ENDING BALANCE -MARCH 31, 2021 $12,190,594.84

CASH AVAILABLE-MARCH 31,2021 $12,190,594.84

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
Secretary Specht reported that a thank you letter was received from
the West Lawn United Methodist Church to acknowledge the
contribution made in memory of Mr. Randy Madara.

10. OLD BUSINESS
No Items to Report

11. REPORT OF NEGOTIATIONS COMMITTEE
No Items to Report
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
   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
   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
   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.

<table>
<thead>
<tr>
<th>Yeas:</th>
<th>Kostenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Lupia; Manbeck; Mannmiller; Miller; Richard; Sellers; Specht; Taylor; McEwen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nays:</td>
<td>None. Motion carried.</td>
</tr>
</tbody>
</table>

A motion was made by Kostenbader-Jacobson, seconded by Taylor, to approve the following items under Personnel Matters:

13. **PERSONNEL MATTERS**  
—ROB ROSENBERRY, DIRECTOR

A. **General**

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

To approve the position description for Early Head Start Data Specialist, The Pennsylvania Key.

To approve the revised Berks County Head Start Salary Schedule, effective January 1, 2021.

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/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 – 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/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

mm. Brenda Williams
   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

nn. Stephanie Wolfe
   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

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 Fueler – Effective March 22, 2021
   Luisa Rodriguez, Substitute School Bus Fueler – 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

Terminations
—Item 13. M.

N. Other

No Items to Consider

Other
—Item 13. N.

Yeas: Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Lupia; Manbeck; Manmiller; Miller; Richard; Sellers; Specht; Taylor; McEwen

Nays: None. Motion carried.

At this point, Mr. Manbeck left the meeting.

A motion was made by Costenbader-Jacobson, seconded by Dennin, to approve the following items under Other Matters for Consideration:

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, DIRECTOR

To approve the Special Education, Early Intervention, and Student Services Rates schedule effective July 1, 2021, through June 30, 2022.

B. PROFESSIONAL DEVELOPMENT & CURRICULUM

—DAN RICHARDS, DIRECTOR

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).

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).

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).
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).

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, DIRECTOR

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

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.

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).

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.

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.
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 M. HACKMAN, EXECUTIVE DIRECTOR

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.

<table>
<thead>
<tr>
<th>Yeas:</th>
<th>Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Lupia; Manmiller; Miller; Richard; Sellers; Specht; Taylor; McEwen</th>
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<tr>
<td>Nays:</td>
<td>None. Motion carried.</td>
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**Roll Call Vote**

No Comments.

A motion was made by Taylor, seconded by Costenbader-Jacobson, to adjourn the meeting at 8:26 p.m.

**Adjournment**

Motion carried.

Approved by,

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

Beth Angstadt, Early Intervention Program Administrator, introduced Ms. Mary-Kate McGuire, who was selected as Employee of the Month for April. Ms. Angstadt shared that Mary-Kate is an early intervention specialized preschool teacher who supports Child Care, Pre-K Counts, and Head Start students and families, always going the extra mile to help anyone. She also works with therapists to support students, not only in the school setting, but across settings in the home and community. Mary-Kate is a bright spot to those she interacts with and represents the core principals of the BCIU. Mary Kate is a wonderful advocate for Early Intervention and supporting the students she serves. She is always willing to do what is needed for the program and for her colleagues.

Mary-Kate thanked BCIU administration and Board members for the recognition. She said she could not do her job without her colleagues, working together to help kids become successful.

Eric Clemmer, Assistant Director of Operations, introduced Mrs. Kathy Raifsnider, who will retire in June. Mr. Clemmer stated that Board members may remember Kathi from the October 2020 Board meeting when she was honored as Employee of the Month. He shared that Kathi has almost 20 years of experience in almost every aspect of the transportation program which enables her to relate to all employees who serve in the department. Her experience was gained in her positions as a secretary, busdriver, and supervisor of safety and training before moving into her present position of Assistant Program Administrator for the past three years. Kathi has always fostered teamwork and collaboration and is sincerely appreciated by each and every employee. She will be missed.

Kathi thanked the Board and BCIU administration, saying that she has loved every minute of her time at the BCIU and that she would miss her BCIU family. She stated that she is truly grateful for the opportunities that have been provided to her.

President Gary McEwen and Dr. Jill Hackman expressed their sincere appreciation to the following BCIU employees, who went above and beyond during the COVID-19 J&J Vaccine Clinics held at the BCIU Main Office in March. These individuals were instrumental to the success of the vaccine clinics. Dr. Brenda Robertson is deserving of special recognition for her overall coordination of the initiative.

— Dr. Brenda Robertson, BCIU Pandemic Coordinator, and Program Administrator of Logistics, Office of Early Childhood and Student Services
— 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

EMPLOYEE OF THE MONTH – APRIL 2021
—Mary-Kate McGuire, Office of Early Childhood and Student Services

RETIREE
—Kathryn Raifsnider, Office of Business Services / Operations

BCIU CHAMPIONS
—Honoring those employees instrumental to the success of the J&J Vaccine Clinic Initiative
Dr. Marnie Aylesworth, Executive Director of the Pennsylvania Key, introduced a video highlighting the Equity Awareness Project which the Pennsylvania Key has been undertaking in the past year-and-one-half. The following words became the anchors and the foundation for their work around equity: Respect, Responsibility, Open Minds, and Appreciation for Growth.

Dr. Michelle Reichard-Huff, Director of the Office of Early Childhood and Student Services, introduced the first in a series of three advocacy videos regarding special education funding. The video highlights Paisley, a first grade student receiving special education services in the Wilson School District; and her IEP team, a collaboration of the Antietam School District, the Wilson School District, and the BCIU. Her IEP includes specially designed instruction and related services required to provide her with a free, appropriate public education in the least restrictive environment.