

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
APRIL 15, 2021
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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.

Announcements

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.

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

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.

**Seat Joseph A. Lupia, Jr.,
Representative from
Muhlenberg School District
—Item 01. C.**

Motion carried.

Voice Vote

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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.

**Receipt of Bids
—Item 01. D.**

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

**Approval of Minutes
—Item 02**

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

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

SOURCE		PAGE	AMOUNT
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
TOTAL			\$4,028,959.40

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

Amount Outstanding
April 9, 2021
\$0

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

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
TOTALS	\$2,911,140.38	\$1,978,538.48	\$8,793.75	\$0.00	\$293,685.79
GRAND TOTAL	\$5,192,158.40				

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

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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	<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
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.

**COMMUNICATIONS
—Item 09.**

**Acknowledgement and
Thanks for Contribution in
Memory of Mr. Randy
Madera**

10. OLD BUSINESS

No Items to Report

**OLD BUSINESS
—Item 10.**

11. REPORT OF NEGOTIATIONS COMMITTEE

No Items to Report

**REPORT OF NEGOTIATIONS
COMMITTEE —Item 11.**

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12. BUDGETS

A. New and Proposed Budgets

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.

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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.

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

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

13. PERSONNEL MATTERS

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:

Award Professional Contracts to Janet L. Guidotto and Katherine Kline — Item 13. A. 1.

- 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.

Position Description for Early Head Start Data Specialist (The Pennsylvania Key) — Item 13. A. 2.

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

Revised Berks County Head Start Salary Schedule — Item 13. A. 3.

To approve the elimination of the Training and Safety Supervisor, Transportation position, effective April 16, 2021.

Elimination of Position - Training and Safety Supervisor / Transportation — Item 13. A. 4.

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

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

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

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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

**Ratifications - Additions
to 2020-2021 Approved
Substitute Lists—Item 13. D.**

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

Ana Moya-Perez – Effective March 6, 2021

**Ratifications - Additions
to Approved 2020-2021
Out-of-Class Substitute Lists
—Item 13. E.**

**F. Remove from 2020-2021 Approved Substitute Lists
*No Items to Consider***

**Remove from Approved
Substitute Lists—Item 13. F.**

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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

**Approvals – Employment
—Item 13. G.**

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

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

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

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

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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

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

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

**Retirements
—Item 13. K.**

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

**Resignations
—Item 13. L.**

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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	Roll Call Vote
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:

**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.

**Special Education, Early
Intervention, and Student
Services Rates Schedule
—Item 14. A. 1.**

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).

**Agreement with New World
Now, LLC / PD Registry
System
(The Pennsylvania Key)
—Item 14. B. 1.**

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).

**Agreement with JBiRD iNK,
Ltd. / Virtual Presentation
and Products / Early Head
Start Partnerships
(The Pennsylvania Key)
—Item 14. B. 2.**

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).

**Amendment #1 to Current
Agreement with Shawn
Bryant
(The Pennsylvania Key)
—Item 14. B. 3.**

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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).

**Amendment #2 to Current Agreement with New World Now, LLC, / Support and Maintenance of QRIS (The Pennsylvania Key)
—Item 14. B. 4.**

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).

**Amendment #10 to Current Agreement with NWN, LLC / Services Relative to Software Systems (The Pennsylvania Key)
—Item 14. B. 5.**

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.

**Three-Year Lease Schedule with HP, Inc. / 13 Laptop Computers
—Item 14. C. 1.**

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.

**Resolution / Intent to Issue a Taxable Revenue Anticipation Note
—Item 14. D. 1.**

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).

**Financial Entities as Depositories
—Item 14. D. 2.**

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.

Continuation of Legal Services of Brumbach, Mancuso & Fegley P.C. / John M. Stott, Esq. and James E. Mancuso, Esq. as Solicitors—Item 14. D. 3.

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.

**Approve Continuation of Tompkins Insurance as Broker of Record for Insurance Services
—Item 14. D. 4.**

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To award contracts for the following:

- a. Fuel
- b. Physical Education Equipment & Supplies Catalog
- c. Digital Media Equipment & Technology Supplies Catalog

**Award Contracts for Fuel,
Physical Education
Equipment and Supplies,
and Digital Media
Equipment and Technology
Supplies—Item 14. D. 5.**

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.

**Agreement with Idemia
Identity and Security USA,
LLC—Item 14. E. 1.**

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

No Comments.

**Board Members Desiring to
be Heard**

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

Adjournment

Motion carried.	Voice Vote
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Approved by,

Brian R. Specht, Secretary

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**THE FOLLOWING TOOK PLACE PRIOR TO THE REGULAR BOARD MEETING,
DURING COMMITTEE-OF-THE-WHOLE:**

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.

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

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.

**RETIREE
—Kathryn Raifsnider,
Office of Business Services /
Operations**

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.

**BCIU CHAMPIONS
—Honoring those
employees instrumental to
the success of the J&J
Vaccine Clinic 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

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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.

FEATURED PROGRAMS
—**Inside BCIU | The Pennsylvania Key’s Equity Awareness Project**

—**Committee on Legislative Action (COLA) Targeted Advocacy Campaign: Special Education Funding | Meet Paisley’s Team**