

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
MAY 20, 2021  
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, May 20, 2021. The meeting was held in a hybrid format.

President Gary McEwen called the meeting to order at 7:18 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; Rev. Dr. Dennis Ritter; Ann Sellers; Terrie Taylor, LSW; and Gary McEwen

Absent: James Dotzenroth; Kevin L. Manmiller; Steven Miller; Ralph C. Richard; Brian Specht; and James Ulrich

Intermediate Unit: Dr. Jill M. Hackman; Donna DeLoretta; Scott Major; Dr. Michelle Reichard-Huff; 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

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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 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 Costenbader-Jacobson, seconded by Ritter, to approve items 01. C. through 9. D., as follows:

To acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:

**Receipt of Bids  
—Item 01. C.**

1. Medical & Nursing Supplies Catalog Bid – Bid Opening March 9, 2021, at 11:00 a.m.
2. Trash Bid – Bid Opening March 10, 2021, at 11:00 a.m.
3. Art Supplies Bid – Bid Opening March 16, 2021, at 11:00 a.m.
4. Classroom & Office Supplies Bid – Bid Opening March 23, 2021, at 11:00 a.m.
5. Custodial Supplies Bid – Bid Opening March 30, 2021, at 11:00 a.m.
6. Food Service Paper Products – Bid Opening April 6, 2021, at 11:00 a.m.

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President McEwen appointed Jill Dennin as Chair of the Nominating Committee and shared that elections for BCIU Board officers would take place at the June Board meeting. He stated that Mrs. Dennin would be presenting a recommended slate of candidates for election for the term of July 1, 2021, through June 30, 2022.

**Appointment of Jill Dennin as Nominating Committee Chair—Item 01. D.**

Dr. Hackman reported that PSBA’s meeting of the Delegate Assembly is scheduled for Saturday, October 23, 2021. The location is not known at this time, but it is thought the meeting will be held in person. Although not required, a voting delegate to represent the BCIU may be appointed. PSBA must receive notification of the appointment no later than July 23, 2021. Dr. Hackman asked any Board members willing to serve in this role to let her or Jan Krotee know. If someone is willing to serve, the appointment will be placed on the June Board agenda. Any additional information will be provided to Board members as it becomes available.

**PSBA Voting Delegate—Item 01. E.**

To approve the minutes of the April 15, 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 09.**  
*(Detailed list of bills available for review.)*

SOURCE		PAGE	AMOUNT
April	2021 Ratifications - IU	1-13	\$3,064,082.47
April	2021 Ratifications - PSDLAF	1-01	\$4,950.58
May	2021 Ratifications - IU	1-06	\$253,460.23
May	2021 Approvals - IU	1-07	\$818,358.49
<b>TOTAL</b>			<b>\$4,140,851.77</b>

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

Amount Outstanding
May 14, 2021
\$0

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF MAY 14, 2021** *(Information item):*

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,455,373.18	\$130,826.08	\$1,480,573.15	\$5,661.09	\$5,219.33
Commonwealth of PA	\$1,517,336.89	\$869,048.96	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$162,079.26	\$73,196.89	\$3,340.27	\$9,333.85	\$72,871.44
<b>TOTALS</b>	<b>\$3,134,789.33</b>	<b>\$1,073,071.93</b>	<b>\$1,483,913.42</b>	<b>\$14,994.94</b>	<b>\$78,090.77</b>
<b>GRAND TOTAL</b>	<b>\$5,784,860.39</b>				

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

- OHS American Rescue Plan Funding Announcement
- Notice of Award Head Start COVID-19 CRRSA Funds
- COVID-19 American Rescue Plan Supplemental Funds Application, May 2021
- Financial Statements (April 2021)
- Credit Card Purchases (April 2021)
- Non-Federal Share Report (April 2021)
- Policy Council Minutes/Resolutions (April 2021)
- Head Start Director’s Reports

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**07. COMBINED FINANCIAL REPORT**

**CASH**

<b>BEGINNING BALANCE APRIL 1, 2021</b>		<b>\$12,190,594.84</b>
RECEIPTS		
REVENUE RECEIPTS	\$6,599,010.00	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$6,599,010.00</u>
		\$18,789,604.84
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$727,983.08	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$1,575,300.66	
POST BOARD RATIFICATIONS		
PSDLAF	\$4,950.58	
POST BOARD RATIFICATIONS IU	<u>\$3,064,082.47</u>	
TOTAL CHECKS WRITTEN	\$5,372,316.79	
CHECKS VOIDED	(\$3,902.21)	
PAYROLL DISTRIBUTIONS	<u>\$4,954,615.26</u>	<u>\$10,323,029.84</u>
ENDING BALANCE -APRIL 30, 2021		\$8,466,575.00
<b>CASH AVAILABLE-APRIL 30,2021</b>		<b>\$8,466,575.00</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**APRIL 2021**

Tompkins VIST	\$863.52
PNC	\$.36

**09. BUDGETS**

**A. New and Proposed Budgets**

**BUDGETS**

*No Items to Consider*

**B. Initial Budgets**

**1. Berks County Head Start State Supplemental – Program 105**

Office of Early Childhood and Student Services

7/1/21 – 6/30/22

\$802,521

Funded by the state through the Department of Education and the Head Start State Collaboration Office, this program supports expanded services of a comprehensive child development program for low-income preschool children and their families (since 2005).

**2. Head Start Federal COVID-19 Supplement – Program 21-166**

Office of Early Childhood and Student Services

4/1/21 – 3/31/23

\$183,591

As a result of the CARES Act, Head Start has been awarded a supplemental grant for activities in response of COVID-19. This supplement contains funding for actions or activities to prevent, prepare for, and respond to COVID-19. Activities may include, but are not

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limited to, mental health supports for children and families, needed training for staff, cleaning and sanitizing costs directly related to COVID-19, and other related costs such as PPE, take-home materials for students, and/or technology needs (since 2020).

- 3. Early Head Start Child Care Partnership– Program 21-168**  
Office of Early Childhood and Student Services  
8/1/21 – 7/31/22 \$502,813  
The Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL) has contracted with the BCIU to partner with two local Child Care Centers to provide Early Head Start services. The Early Head Start Child Care Partnership (EHS-CCP) will provide full day, full year services designed to promote the development of young children birth to three. Early Head Start promotes the school readiness of low-income children (since 2015).
- 4. Pre-K Counts – Program 230**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$1,327,435  
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 IEPs (since 2007).
- 5. BCIU Pre-K Counts Partnership – Program 231**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$1,589,743  
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 one local Child Care Center (since 2016).
- 6. Nolde Aides – Program 623**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$5,050  
This self-supporting enterprise program provides instructional services to teachers and students visiting the Nolde Environmental Center. Classes in group problem solving, content instruction in sciences such as ecology, seasons, wildlife, conservation, and sensory information from nature are offered (since 1975).

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

Office of Early Childhood and Student Services  
7/1/21 – 6/30/22

\$253,300

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. This program has been in existence since February 2021. The educational component is funded by the resident school districts of the students.

**8. Alternative Education Program – Learning Academy at Thomas Ford – Program 626**

Office of Early Childhood and Student Services  
7/1/21 – 6/30/22

\$3,114,062

This proprietary program provides alternative education services at Learning Academy at Thomas Ford to students from grades seven through twelve. A full range of academic courses are provided and there is close staff collaboration with juvenile probation, children and youth services, Service Access Management (SAM), community mental health providers, and drug and alcohol agencies (since 1995).

**9. Nonpublic School Advisory Committee – Program 206**

Office of Professional Development and Curriculum  
7/1/20 – 9/30/21

\$90,000

Federal Title I funds will be used to support activities of the Nonpublic School Advisory Committee, in consultation with the SEA and nonpublic schools throughout Pennsylvania. Advisory Committee members will meet with the representatives of nonpublic schools to provide staff development and in-service on Title I consultation, standards, assessment procedures, and accountability for students participating in Title I. The Advisory Committee will also maintain a communications network with nonpublic schools and LEAs to assist them in their mission of serving Title I eligible students (since July 2006).

**C. Changes to Initial Budgets**

**1. Head Start – Program 21-165**

Office of Early Childhood and Student Services  
1/1/21 – 12/31/21

\$93,300

**Total Proposed Revised Budget: \$7,796,320**

Funded primarily by federal dollars through the Department of Health and Human Services, Administration for Children and Families, with additional monies from the Child and Adult Care Food Program, this program provides education services to approximately 610 children in 18 school districts (since 1965). This change is necessary due to cost of living adjustment increase.

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**D. Budgetary Transfers**

**1. Berks County Head Start State Supplemental – Program 105**

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$38,390

Funded by the state through the Department of Education and the Head Start State Collaboration Office, this program supports expanded services of a comprehensive child development program for low-income preschool children and their families (since 2005). These transfers are necessary for year-end projections

Yeas:	Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Lupia; Manbeck; Ritter; Sellers; Taylor; McEwen	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

**10. COMMUNICATIONS**

*No Items to Report*

**COMMUNICATIONS  
—Item 10.**

**11. OLD BUSINESS**

*No Items to Report*

**OLD BUSINESS  
—Item 11.**

**12. REPORT OF NEGOTIATIONS COMMITTEE**

*No Items to Report*

**REPORT OF NEGOTIATIONS  
COMMITTEE—Item 12.**

A motion was made by Lash, seconded by Manbeck, to approve the following items under Personnel Matters:

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**PERSONNEL MATTERS**

**A. General**

To award a professional contract to Alyssa D. Kulik, Specialized Preschool Teacher, Early Intervention, who has completed three years of satisfactory service, effective May 21, 2021.

**Award Professional Contract  
to Alyssa D. Kulik  
— Item 13. A. 1.**

Resolved, for the Board of Directors to ratify the following Atlas Transportation employees to be assigned to the Berks County Intermediate Unit to provide transportation services according to the terms of the agreement with Atlas Transportation during the 2020-2021 fiscal year:

**Assign Atlas Transportation  
Employees to BCIU for  
Transportation Services  
— Item 13. A. 2.**

- a. Van Driver
  - i. Ninoshka Cruz
  - ii. Alleny Decastro
  - iii. Jesus Paula Delossantos
  - iv. Luis Gomez
  - v. Juan Jimenez
  - vi. Ibelka Mendez
  - vii. Jonathon Nunez Rodriguez
  - viii. Keycha Paola Pache
  - ix. Rafael Patino
  - x. Daychira Reyes Correa
  - xi. Yasmin Tavares J.

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- b. Bus/Van Assistant
  - i. Hilana Alvarez Delossantos

To approve the following Compensation and Benefits Plans, effective July 1, 2021, to June 30, 2023:

- a. Leadership Team
- b. Middle Management
- c. Technology and Support Services
- d. The Pennsylvania Key Middle Management
- e. The Pennsylvania Key Technology and Support Services

**Compensation and Benefits  
Plans  
— Item 13. A. 3.**

To approve the following position description:

- a. Training and Safety Specialist, Transportation.

**Training and Safety Specialist,  
Transportation Position  
Description— Item 13. A. 4.**

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

**Revised Head Start Salary  
Schedule — Item 13. A. 5.**

To acknowledge receipt of the list containing the salaries for Head Start employees.

**Receipt of Salary List for  
Head Start Employees  
— Item 13. A. 6.**

**B. Employment – Ratifications**

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

- 1. Business Services/Operations Office
  - a. Charletta D. Chapman – Dispatcher, Transportation  
Recommended Hourly Rate – \$17.50  
Effective Date – April 26, 2021  
*Replacement*
  - b. Milagros Rosado – Part-time Bus/Van Assistant and Misc.  
Transportation  
Recommended Hourly Rates – \$12.15 and \$11.08  
Effective Date – April 19, 2021  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Stacy L. Elias – Paraeducator, Head Start  
Recommended Hourly Rate – Level II, Entry, \$13.47  
Effective Date – April 19, 2021  
*Replacement*
  - b. Tiffany A. Weitzel – Specialized Preschool Teacher –  
Itinerant, Early Intervention  
Recommended Annual Salary – Column 1, Step 1, \$46,784  
(to be prorated)  
Effective Date – April 19, 2021  
*Replacement*

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**C. Change of Status – Ratifications**

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

1. Business Services/Operations Office

a. Stephanie Brown – Part-time Driver w/o Bus License, Transportation

Recommended Hourly Rate – \$14.35

Effective Date – March 8, 2021

*Additional Assignment*

b. Arialis Caballero-Hernandez – Part-time Driver w/o Bus License, Transportation

Recommended Hourly Rate – \$14.35

Effective Date – April 28, 2021

*Additional Assignment*

c. 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 24, 2021

*Replacement*

d. Maira Pascoe

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 23, 2021

*Voluntary Reassignment*

e. Kelly Scholl

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 15, 2021

*Replacement*

f. Domingo Vega, Jr.

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 – May 6, 2021

*Voluntary Reassignment*

g. Rodney Yerger

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 14, 2021

*Replacement*



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2. Early Childhood & Student Services Office
  - a. Aaryn Brasher – Teacher, Head Start  
Change Recommended Hourly Rate from Level IV, Probationary, \$20.76 to Level IV, Entry, \$21.33  
Effective Date – April 5, 2021  
*Completed Probationary Period*
  - b. Susan Cornish – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.92 to Level II, Entry, \$13.47  
Effective Date – April 14, 2021  
*Obtained CDA*
  - c. Daryll Ellison – Family Engagement Worker, Head Start  
Change Recommended Hourly Rate from Level VII, Probationary, \$21.33 to Level VII, Entry, \$21.88  
Effective Date – April 5, 2021  
*Completed Probationary Period*
  - d. Jennifer Frick – Mental Health Specialist, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, \$23.68 to Level I, Entry, \$24.25  
Effective Date – April 26, 2021  
*Completed Probationary Period*
  - e. Maryzel Herrera – Teacher, Head Start  
Recommended Annual Stipend – \$1,500  
Effective Date – March 2, 2021 – March 24, 2022  
*Additional Assignment*
  - f. Yameiry Perez – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.92 to Level II, Entry, \$13.47  
Effective Date – April 15, 2021  
*Obtained CDA*
  - g. Kaitlyn Quay – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.92 to Level II, Entry, \$13.47  
Effective Date – April 15, 2021  
*Obtained CDA*
  - h. Nicole Reeser-Mazur – Early Head Start / Child Care Partnerships Supervisor, Head Start  
Recommended Annual Stipend – \$1,500  
Effective Date – March 2, 2021 – March 24, 2022  
*Additional Assignment*
  - i. Kristina Rhodes – Specialized Preschool Teacher – Itinerant, Early Intervention  
Recommended Hourly Rate – \$48.72  
Effective Date – April 27, 2021 – June 30, 2021  
*Additional Hours (as assigned)*

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- j. Maria Witkowski – Speech Therapist, Early Intervention  
Change Recommended Hourly Rate to an Annual Salary, from Col. 6, Step 8, \$50.73 to  
\$66,052 (to be prorated)  
Effective Date – April 19, 2021  
*Additional Position*

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

Stacy Elias, Paraeducator – Effective May 3, 2021

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

Early Intervention

Stacy Elias, Paraeducator – Effective May 3, 2021

Pre-K Counts

Stacy Elias, Paraeducator – Effective May 3, 2021

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

Susan Cornish – Effective April 14, 2021

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

**F. Remove from 2020-2021 Approved Substitute Lists**

Alternative Education

Chris Stocks, Specialist – Effective May 10, 2021

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

Child Care

Chris Stocks, Paraeducator – Effective May 10, 2021

Tammy Youse, Paraeducator – Effective June 11, 2021

Early Intervention

Tammy Youse, Paraeducator – Effective June 11, 2021

Head Start

Chris Stocks, Paraeducator – Effective May 10, 2021

Tammy Youse, Paraeducator – Effective June 11, 2021

Pre-K Counts

Chris Stocks, Paraeducator – Effective May 10, 2021

Tammy Youse, Paraeducator – Effective June 11, 2021

Special Education

Chris Stocks, Specialist – Effective May 10, 2021

Substitute Service

Maryelin Alberto, Substitute Secretary – Effective April 27, 2021

Transportation

Jose Cintron-Silva, Substitute Bus/Van Assistant and Misc. Transportation  
Effective – March 15, 2021

Berna Hernandez-DeAcosta, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – May 3, 2021

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**G. Employment – Approvals**

1. Early Childhood & Student Services Office
  - a. Kelli M. Weston – Psychologist, Early Intervention  
Recommended Annual Salary – Column 6, Step 11, \$78,570  
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. Katharine DeMotta  
Change from Paraeducator, Early Intervention to Substitute Paraeducator, Early Intervention  
Change Recommended Hourly Rate from \$12.70 to \$10.05  
Effective Date – May 26, 2021  
*Voluntary Reassignment*
  - b. Katharine DeMotta – Substitute Paraeducator, Child Care, Subst Paraeducator, Head Start, Substitute Paraeducator, Pre-K Counts  
Change Recommended Hourly Rates from \$11.55, \$13.21, and \$12.70 to \$10.00  
Effective Date – May 26, 2021  
*Rate adjustment in accordance with the Substitute Wage Rates*
  - c. Tracey Miller – Special Education Teacher, Special Education  
Effective Date – June 3, 2021  
*Removal of Additional Assignment*
2. Professional Development & Curriculum Office
  - a. Marcelle McGhee  
Change from Educational Technology Specialist to Virtual Learning Supervisor  
Change Recommended Annual Salary from \$60,651.33 to \$65,614  
Effective Date – July 1, 2021  
*Reorganization*
  - b. Amy Yagil  
Change from Data Systems Coordinator, The Pennsylvania Key to Data Systems Supervisor, The Pennsylvania Key  
Change in Recommended Annual Salary from \$61,125 to \$64,506 (to be prorated)  
Effective Date – May 24, 2021  
*Reorganization*

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

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**I. Leave of Absence Requests**

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

1. Business Services/Operations Office
  - Personal Leave (unpaid – without benefits – Special Leave)
    - a. Ivanova Campo – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – April 26, 2021
  - Personal Leave (unpaid – without benefits – not FMLA)
    - b. Erica Diaz – Part-time School Bus Driver Trainee, Transportation  
Effective Date – April 30, 2021
    - c. Jael Rivera – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – May 7, 2021
    - d. Luies Sheetz – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – April 9, 2021
    - e. Rodney Yerger – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – April 21, 2021
2. Early Childhood & Student Services Office
  - Personal Leave (unpaid – with benefits – FMLA)
    - a. Stephanie Kirkner – Speech Therapist, Early Intervention  
Effective Date – April 14, 2021
    - b. Melanie Lozenski – Teacher, Pre-K Counts  
Effective Date – April 26, 2021
    - c. Cheyenne Potts – Special Education Teacher, Special Education  
Effective Date – April 9, 2021
    - d. Laura Young – Speech Therapist, Early Intervention  
Effective Date – May 13, 2021
  - Personal Leave (unpaid – without benefits – not FMLA)
    - e. Neishlarie Iraola – Level V Program Secretary, Child Care  
Effective Date – April 6, 2021
    - f. Katherine Palm-Seiler – Teacher, Child Care  
Effective Date – April 6, 2021
    - g. Shamella Peart – Teacher, Child Care  
Effective Date – April 28, 2021
    - h. Radesky Ventura – Paraeducator, Early Intervention  
Effective Date – April 27, 2021

**J. Return from Leave of Absence Requests**

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

1. Business Services/Operations Office
  - Personal Leave (unpaid – without benefits – not FMLA)
    - a. Freddie Morales Soto – Part-time Driver w/o Bus License, Assis Transportation  
Effective Date – April 6, 2021

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2. Early Childhood & Student Services  
Personal Leave (unpaid – with benefits – not FMLA)
  - a. Kara Robinson – Paraeducator, Early Intervention  
Effective Date – April 12, 2021Personal Leave (unpaid – without benefits – not FMLA)
  - b. Katherine Palm-Seiler – Teacher, Child Care  
Effective Date – April 12, 2021
  - c. Shamella Peart – Teacher, Child Care  
Effective Date – May 3, 2021
  - d. Radesky Ventura – Paraeducator, Early Intervention  
Effective Date – May 4, 2021

**K. Retirements**

**Retirements  
—Item 13. K.**

1. Business Services/Operations Office
  - a. Terry E. Campbell – Level IV Clerk, Fiscal Services  
Effective Date – September 7, 2021
2. Early Childhood & Student Services Office
  - a. Diane J. Hamilton – Health Assistant, Special Education  
Effective Date – June 3, 2021
  - b. Jody L. Schappell Beury – Educational Interpreter, Special Education  
Effective Date – June 10, 2021
  - c. Linda M. Schmitz – Paraeducator, Early Intervention  
Effective Date – June 14, 2021

**L. Resignations**

**Resignations  
—Item 13. L.**

1. Business Services/Operations Office
  - a. Maryangel Fuentes-Shaffer – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – April 8, 2021
  - b. Barrie C. Kinsey – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 16, 2021
2. Early Childhood & Student Services Office
  - a. Haley M. Didget – Specialized Preschool Teacher – Classroom, Early Intervention  
Effective Date – June 14, 2021
  - b. Josmarie Garcia Corona – Paraeducator, Head Start  
Effective Date – June 3, 2021
3. Executive Office
  - a. Zachary C. Brown – Digital Marketing Specialist  
Effective Date – May 7, 2021

**M. Terminations**

**Terminations  
—Item 13. M.**

1. Business Services/Operations Office
  - a. Jose E. Garcia – School Bus Driver Trainee, Transportation  
Effective Date – May 21, 2021  
*Job Abandonment*

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**N. Other**  
*No Items to Consider*

**Other**  
—Item 13. N.

Yeas: Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Lupia; Manbeck; Ritter; Sellers; Taylor; McEwen	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

A motion was made by Ritter, seconded by Manbeck, 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 ratify the agreement between the Berks County Intermediate Unit (BCIU) and JPL Integrated Communications, Inc. (JPL), for JPL to provide video production services, working with the BCIU Creative Team – Office of the Executive Director, to develop a video for use in educating professionals, organizations, and the community about children and youth who are experiencing homelessness, effective May 5, 2021, through June 30, 2021, for the amount of \$15,000.

**Agreement with JPL Integrated Communications (JPL) / Video Production Services / Educating Audiences About Children and Youth Experiencing Homelessness**  
—Item 14. A. 1.

To approve the 2021-2022 calendars for Pre-K Counts.

**2021-2022 Pre-K Counts Calendars** —Item 14. A. 2

To approve the 2021-2022 calendars for the Learning Academy at Thomas Ford.

**2021-2022 Learning Academy at Thomas Ford Calendar**  
—Item 14. A. 3.

To approve the submission of the Flexible Instructional Day (FID) program application to the Pennsylvania Department of Education (PDE) to meet the 180 instructional day requirement in accordance with Pennsylvania Public School Code for the 2021-2022 academic year.

**Submission of Flexible Instructional Day Program Application to PDE**  
—Item 14. A. 4.

To ratify the submission of the Berks County Head Start Supplemental Application to the U.S. Department of Health and Human Services, Office of Head Start, for funds available through the American Rescue Plan, effective May 18, 2021.

**Submission of Berks County Head Start Supplemental Application to U.S. Dept. of Health and Human Services, Office of Head Start / American Rescue Plan Funding**  
—Item 14. A. 5.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DR. MICHELLE REICHARD- HUFF ON BEHALF OF MR. DAN RICHARDS, DIRECTOR

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Education (PDE), for the BCIU to provide statewide professional development and services related to the Classroom Diagnostic Tools (CDT), PA Science Standards Revision, and Career Readiness Technical Services for the amount of \$2,410,846 effective July 1, 2021, through June 30, 2026.

**Agreement with PDE / Statewide Professional Development re: Classroom Diagnostic Tools**  
—Item 14. B. 1.

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To ratify amendment #2 of current agreement between the Berks County Intermediate Unit (BCIU) and the County of Berks, to extend the length of term to June 30, 2022, with no change in funding to provide services in accordance with the Business-Education Partnership Grant agreement. All other terms and conditions remain in force

**Amendment to Agreement with County of Berks / Business-Education Partnership Grant Agreement  
—Item 14. B. 2.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Ellen B. Kagen, MSW, for Ellen B. Kagen, MSW to provide The Pennsylvania Key with unlimited access to and distribution of the Coach Approach to Adaptive Leadership in Early Childhood Workbook for a fee of \$15,000 effective March 23, 2021 (The Pennsylvania Key).

**Agreement with Ellen B. Kagen, MSW  
(The Pennsylvania Key)  
—Item 14. B. 3.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Teachstone, Inc., for Teachstone, Inc. to provide CLASS Observer and Trainer recertification, CLASS virtual training and group coaching, and online individual calibration webinars for a fee of \$49,485 effective May 1, 2021, through December 31, 2022 (The Pennsylvania Key).

**Agreement with Teachstone, Inc. / CLASS Observer and Trainer  
(The Pennsylvania Key)  
—Item 14. B. 4.**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and The Alliance for the Advancement of Infant Mental Health (Alliance), for Alliance to provide Reflective Consultation and Evaluation for a fee of \$104,834 effective June 1, 2021, through June 30, 2023 (The Pennsylvania Key).

**Agreement with The Alliance for the Advancement of Infant Mental Health / Reflective Consultation and Evaluation  
(The Pennsylvania Key)  
—Item 14. B. 5.**

To ratify Amendment #3 to the current memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit – Executive Office Creative Team, for the BCIU – Executive Office Creative Team to modify its scope of services to provide additional marketing and informational resources to promote awareness around infant, toddler, and early childhood mental health and how providers and families can support social emotional development across the Commonwealth. This amendment modifies the scope of work to align with a budget increase of \$250,000 for a revised agreement total of \$462,487.09. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment to MOU with BCIU / BCIU – Executive Office Creative Team / Early Childhood Social Emotional Campaign  
(The Pennsylvania Key)  
—Item 14. B. 6.**

To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Sedudzinam Fugar, for Sedudzinam Fugar to modify his scope of services to increase the number of hours of related services provided per month from up to 20 hours to up to 48 hours. This amendment provides for a funding increase of \$8,736 for a revised total of \$18,096. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment to Agreement with Sedudzinam Fugar  
(The Pennsylvania Key)  
—Item 14. B. 7.**

To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and Shawn Bryant, for Shawn Bryant to modify his scope of services to include services associated with a Lead Coach role for programs. This amendment provides for a funding increase of \$3,120 for a revised total of \$20,280. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment to Agreement with Shawn Bryant  
(The Pennsylvania Key)  
—Item 14. B. 8.**

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To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and KeyStone Research Corporation (KSRC), for KSRC to modify its scope of services to provide additional funding required for the COVID-19 Support Project. This amendment provides for a funding increase of \$27,500 for a revised total of \$277,500. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment to Agreement with Keystone Research Corporation (KSRC) / COVID-19 Support Project (The Pennsylvania Key)  
—Item 14. B. 9.**

To ratify Amendment #3 to the current agreement between the Berks County Intermediate Unit (BCIU) and The Devereux Center for Resilient Children (DCRC), for DCRC to modify its scope of services to provide additional professional development. This amendment provides for a funding increase of \$49,700 for a revised total of \$179,050. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment to Agreement with The Devereux Center for Resilient Children (DCRC) (The Pennsylvania Key)  
—Item 14. B. 10.**

To ratify Amendment #3 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 training materials for the Quality Rating and Improvement System, (QRIS). This amendment provides for a funding increase of \$6,000 for a revised total of \$1,174,688.98. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment to Agreement with New World Now, LLC (NWN) / Quality Rating and Improvement System (QRIS) (The Pennsylvania Key)  
—Item 14. B. 11.**

To ratify Amendment #11 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 allow for Career Pathway historical data collection and enhanced report writing capabilities. This amendment provides for a funding increase of \$65,825 for a revised total of \$2,499,155.50. All other terms and conditions remain in force (The Pennsylvania Key).

**Amendment to Agreement with New World Now, LLC (NWN) / Career Pathway Historical Data Collection (The Pennsylvania Key)  
—Item 14. B. 12.**

**C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, DIRECTOR

To authorize the appropriate officers to execute a three-year lease with HP, Inc., for 26 laptop computers, at a cost not to exceed \$59,051.98 effective upon receipt of the equipment.

**Three-Year Lease Schedule with HP, Inc. / 26 Laptop Computers  
—Item 14. C. 1.**

To approve the purchase of Cisco layer 3/routing equipment, software and services from ePlus, Inc, for the Berks County Regional Wide Area Network (RWAN) at a cost not to exceed \$43,000. The term of the license and warranty agreement is three years, effective the date of the receipt of the equipment

**Purchase of Cisco Layer 3/Routing Equipment, Software, and Services from ePLUS for Berks County RWAN  
—Item 14. C. 2.**



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**D. BUSINESS SERVICES/OPERATIONS  
— DONNA DELORETTA, CFO / COO**

To acknowledge receipt of vote tally by school districts for the 2021-2022 Berks County Intermediate Unit budget.

**Receipt of Vote Tally by  
School Districts / BCIU  
Budget—Item 14. D. 1.**

To authorize the appropriate officers to execute a one-year lease agreement between the Berks County Intermediate Unit (BCIU), and Right From the Start Daycare and Preschool Center, for the BCIU to lease to the Center 7,635.46 square feet of classroom space in the Hamburg Center, with common use of the lobby area, parking area, hallways, and playground area, effective July 1, 2021, through June 30, 2022, with an annual rental rate \$63,375.

**One-Year Lease Agreement  
with Right From the Start  
Daycare and Preschool  
Center / Classroom Space in  
Hamburg Center  
—Item 14. D. 2.**

To authorize the appropriate officers to execute a five-year lease agreement between the Berks County Intermediate Unit (BCIU) and Holy Cross United Methodist Church, 329 North 5th Street, Reading, PA, for Holy Cross to lease space to BCIU for two Head Start classrooms, restrooms, access to the outside enclosed lawn, use of Wesley Hall for recreational purposes and parking, effective August 1, 2021, to June 30, 2026, at \$800 per month (\$8,800 for 11 months).

**Five-Year Lease Agreement  
with Holy Cross United  
Methodist Church / Head  
Start—Item 14. D. 3.**

To authorize the appropriate officers to execute a Taxable Revenue Anticipation Note (RAN) in the amount of \$10 million with Tompkins/VIST Bank for a period of 12 months at a floating rate based upon 79% one month LIBOR plus 185 basis points with an interest rate floor of 2.00%, effective July 1, 2021, as per the attached Letter of Commitment.

**Taxable Revenue  
Anticipation Note (RAN) /  
Tompkins / VIST Bank  
—Item 14. D. 4.**

To authorize the appropriate officers to approve Addendum #1 for a one-year extension to the current agreement between the Berks County Intermediate Unit (BCIU) and the Muhlenberg School District, for BCIU to provide transportation services, effective July 1, 2021, through June 30, 2022.

**Extension to Agreement with  
Muhlenberg School District /  
Transportation Services  
—Item 14. D. 5.**

To ratify the agreement between the Berks County Intermediate Unit and Atlas Transportation, for Atlas Transportation to provide transportation services as follows:

**Agreement with Atlas  
Transportation  
—Item 14. D. 6.**

- a. To transport Early Intervention students to Lower Alsace, effective April 19 and April 20, 2021, at a rate of \$535 per day.
- b. To transport Early Intervention students to Highlands, effective April 20 and April 21, 2021, at a rate of \$375 per day.
- c. To transport Early Intervention students to Lower Alsace, effective April 26, 2021, and May 10, 2021, at a rate of \$535 per day.
- d. To transport Special Needs students to Amanda Stoudt, effective April 26 and April 27, 2021, at a rate of \$490 per day.
- e. To amend a rate of \$490 per day, to \$535 per day for Transporting Special Needs Students to Amanda Stoudt and Central Middle School, effective May 3, 2021.
- f. To transport Special Needs students Reading High School, effective May 3, 2021, at a rate of \$490 per day.  
To transport Special Needs students to Reading High School, effective May 11, 2021, at a rate of \$375 per day

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To award contracts for the purchase/lease of the following:

- a. (13) thirteen 9-passenger vans
- b. (4) five 29-passenger minibuses
- c. (3) two 48-passenger with lift school buses
- d. (4) four 48-passenger school buses
- e. (3) three 72-passenger with lift school buses
- f. (9) nine 72-passenger school buses
- g. (2) two pick-up trucks

**Award Contracts for  
Vehicles—Item 14. D. 7.**

To award contracts for the following:

- a. Trash Removal Service
- b. Medical & Nursing Supplies Catalog
- c. Art Supplies
- d. Classroom & Office Supplies
- e. Custodial Supplies
- f. Food Service

**Award Contracts for Trash  
Removal, Medical & Nursing  
Supplies, Art Supplies,  
Classroom & Office  
Supplies, Custodial Supplies,  
and Food Service  
—Item 14. D. 8.**

**E. ADMINISTRATION**

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

*No Items to Consider*

Yeas: Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Lupia; Manbeck; Ritter; Sellers; Taylor; McEwen	<b>Roll Call Vote</b>
Nays: None. Motion carried.	

Dr. Hackman provided clarification regarding Senate Bill 664 in response to an inquiry from Rev. Dr. Ritter.

**Board Members Desiring to  
be Heard**

A motion was made by Manbeck, seconded by Costenbader-Jacobson, to adjourn the meeting at 7:27 p.m.

**Adjournment**

Motion carried.	<b>Voice Vote</b>
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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:**

Mr. Dennis Ryan, Transportation Program Administrator, introduced **Mr. Robin Krick**, who was selected as Employee of the Month for May. Mr. Ryan shared that Mr. Krick is bus driver who has been placed on multiple runs and trips and has completed them without any interruption in service. He always has a positive attitude no matter what the assignment. Without Robin's willingness to help out in all areas of the department, it would be more difficult to operate effectively.

**EMPLOYEE OF THE  
MONTH – MAY 2021  
—Robin Krick,  
Office of Business Services /  
Operations**

Mr. Krick thanked BCIU administration and Board members for the recognition. He stated that he is a part of a great team who all play a part in helping things to run smoothly.

Ms. Katie Kehm, Assistant Program Administrator in the Alternative Education Program, introduced **Mrs. Kathy Loeb**, who retired in the beginning of May. Mrs. Keim shared that Kathy has been employed at the BCIU since August 2014, and served as an alternative education emotional support specialist. Kathy's wonderful demeanor, extensive experience, and wealth of knowledge made her the go-to person in the department. She is sincerely appreciated by each and every employee and be missed.

**RETIREES  
—Kathy Loeb,  
Office of Early Childhood  
and Student Services**

Kathy thanked the Board and BCIU administration. She stated that she loved her job, her colleagues, and the students she worked with.

Ms. Mandy Gerhard, Head Start Program Administrator, introduced **Ms. Rina Perez**, who retired on May 14. Rina Perez began her employment at the BCIU in February 1994 and most recently served as a Head Start Paraeducator at the Learning Center at Mifflin Park. Rina was a hard working and dedicated employee who had a wonderful and positive attitude at all times.

**—Rina Perez,  
Office of Early Childhood  
and Student Services**

Rina thanked the Board and BCIU administration and said that she will miss the children and the work she did on a daily basis.

Dr. Brenda Robertson, Program Administrator for Logistis in the Office of Early Childhood and Student Services, introduced **Mrs. Debbie Sittler**, who will retire in July. Debbie began her employment at the BCIU in November 1987 as a secretary in the Child Care program, and moved to the early intervention program in 2018. Debbie has a great sense of humor, offers assistance to anyone who needs it, and is a valuable member of the team. She will be greatly missed.

**—Debbie Sittler,  
Office of Early Childhood  
and Student Services**

Debbie thanked the Board and BCIU administration, saying that she loved her job and colleagues and that the time had passed quickly. She looks forward to spending more time with her family and grandchildren in her retirement.

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Dr. Michelle Reichard-Huff, Director of the Office of Early Childhood and Student Services, introduced the second in a series of three advocacy videos regarding special education funding. The video continues Paisley’s story, a first grade student receiving special education services. It illustrates the assistive technology, specialized equipment, adaptations, and other accommodations used by Paisley’s IEP team to ensure that Paisley has meaningful access to education and deliver the services she needs. It also shows the support Paisley’s family is given to learn the special equipment and assistive technology, and the barriers faced to obtain the special equipment and access to education (expense and availability, etc.).

The video series can be viewed at [www.berksiu.org/advocacy](http://www.berksiu.org/advocacy).

**FEATURED PROGRAMS  
—Committee on Legislative  
Action (COLA) Targeted  
Advocacy Campaign:  
Special Education Funding |  
Access to Education**