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

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 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 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:

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.
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.

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.

To approve the minutes of the April 15, 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>April 2021 Ratifications - IU</td>
<td>1-13</td>
<td>$3,064,082.47</td>
</tr>
<tr>
<td>April 2021 Ratifications - PSDLAF</td>
<td>1-01</td>
<td>$4,950.58</td>
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<tr>
<td>May 2021 Ratifications - IU</td>
<td>1-06</td>
<td>$253,460.23</td>
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<td>May 2021 Approvals - IU</td>
<td>1-07</td>
<td>$818,358.49</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$4,140,851.77</strong></td>
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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):*

<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>
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</thead>
<tbody>
<tr>
<td>School Districts</td>
<td>$1,455,373.18</td>
<td>$130,826.08</td>
<td>$1,480,573.15</td>
<td>$5,661.09</td>
<td>$5,219.33</td>
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<tr>
<td>Commonwealth of PA</td>
<td>$1,517,336.89</td>
<td>$869,048.96</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Other Revenue Sources</td>
<td>$162,079.26</td>
<td>$73,196.89</td>
<td>$3,340.27</td>
<td>$9,333.85</td>
<td>$72,871.44</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td>$3,134,789.33</td>
<td>$1,073,071.93</td>
<td>$1,483,913.42</td>
<td>$14,994.94</td>
<td>$78,090.77</td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$5,784,860.39</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

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)
- Policy Council Minutes/Resolutions (April 2021)
- Head Start Director’s Reports
07. Combined Financial Report

CASH
BEGINNING BALANCE APRIL 1, 2021 $12,190,594.84

RECEIPTS
- REVENUE RECEIPTS $6,599,010.00
- RETURNED CHECKS $0.00
- INVESTMENT REDEMPTIONS $0.00 $6,599,010.00

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 $3,064,082.47
  - TOTAL CHECKS WRITTEN $5,372,316.79
  - CHECKS VOIDED ($3,902.21)
  - PAYROLL DISTRIBUTIONS $4,954,615.26 $10,323,029.84

ENDING BALANCE -APRIL 30, 2021 $8,466,575.00

CASH AVAILABLE-APRIL 30,2021 $8,466,575.00

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

No Items to Consider

BUDGETS

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).

   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
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).
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.
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
   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: | Costenhader-Jacobson; Denmin; Hemberger; Huhn; Kennedy; Lash; Lupia; Manbeck; Ritter; Sellers; Taylor; McEwen |
| Nays: | None. Motion carried. |

10. COMMUNICATIONS
   No Items to Report

11. OLD BUSINESS
   No Items to Report

12. REPORT OF NEGOTIATIONS COMMITTEE
   No Items to Report

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

13. PERSONNEL MATTERS
   —ROB ROSENBERRY, DIRECTOR

   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.

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

   a. 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.


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

To approve the following position description:
   a. Training and Safety Specialist, Transportation.

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

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

**B. Employment – Ratifications**

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
C. Change of Status – Ratifications

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
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 Herrerra – 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)*
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
   Ratifications - Additions to 2020-2021 Approved Substitute Lists—Item 13. D.
   Child Care
   Stacy Elias, Paraeducator – Effective May 3, 2021

   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
   Ratifications - Additions to Approved 2020-2021 Out-of-Class Substitute Lists—Item 13. E.
   Susan Cornish – Effective April 14, 2021

F. Remove from 2020-2021 Approved Substitute Lists
   Remove from Approved Substitute Lists—Item 13. F.
   Ratifications - Additions
   Alternative Education
   Chris Stocks, Specialist – Effective May 10, 2021

   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
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

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
I. Leave of Absence Requests

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

1. Business Services/Operations Office
   Personal Leave (unpaid – without benefits – not FMLA)
   a. Freddie Morales Soto – Part-time Driver w/o Bus License, Assistant Transportation
      Effective Date – April 6, 2021
2. Early Childhood & Student Services
   Personal Leave (unpaid – with benefits – not FMLA)
   a. Kara Robinson – Paraeducator, Early Intervention
      Effective Date – April 12, 2021
   Personal 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
   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
   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
   1. Business Services/Operations Office
      a. Jose E. Garcia – School Bus Driver Trainee, Transportation
         Effective Date – May 21, 2021
      
Job Abandonment
N. Other

No Items to Consider

| Yeas: | Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Lupia; Manbeck; Ritter; Sellers; Taylor; McEwen |
| Nays: | None. Motion carried. |

A motion was made by Ritter, seconded by Manbeck, 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 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.

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

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

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.

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.

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.
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.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Ellen B. Kagen, MSW, for Ellen B. Kagan, 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).

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).

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).

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).

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).

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).
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).

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).

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).

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).

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.

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.
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.

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.

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).

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.

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.

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

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.
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

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

**E. ADMINISTRATION**
—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

*No Items to Consider*

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<tr>
<th>Yeas:</th>
<th>Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Lupia; Manbeck; Ritter; Sellers; Taylor; McEwen</th>
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<td>Nays:</td>
<td>None. Motion carried.</td>
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Dr. Hackman provided clarification regarding Senate Bill 664 in response to an inquiry from Rev. Dr. Ritter.

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

*Motion carried.*

Approved by,

Brian R. Specht, Secretary
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.

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.

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 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 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.
Dr. Michelle Reishard-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, adaptions, 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).