

## COMMITTEE-OF-THE-WHOLE MEETING

### I. BCIU HONORS

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

- Laura Johnston, Alternative Education for Disruptive Youth (AEDY) English Teacher, Office of Early Childhood and Student Services

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

- Chaudene Michalek, Assistant Program Administrator / Fiscal Services, Office of Business Services

#### ◆ RETIREES

- Donna M. Claypoole, Transportation Supervisor (Reading and BCTC), Office of Business Services / Operations
- Shirley Moore, Transportation Driver, Office of Business Services / Operations

### II. FEATURED PROGRAMS

#### ◆ Inside BCIU: Start of the Year / State of the Unit | Office Priorities

##### *Transition Forward: Focused on the Future*

- Dr. Jill Hackman, Executive Director

### III. EXECUTIVE SESSION

### IV. EXECUTIVE DIRECTOR'S REPORT

#### A. Executive Director Update

1. Newslink
2. BCIU Fast Facts 2021-2022
3. State Budget Summary
4. Classroom and Itinerant Services Summary
5. Organizational Standards and Expectations | Health and Safety Plan
6. Board Policy Process
7. Other Items

### V. AGENDA REVIEW

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## REGULAR MEETING

### 01. CALL TO ORDER

#### A. Pledge to the Flag and Roll Call

#### B. Announcements

1. Executive Session
2. Agenda Update
3. Persons Desiring to be Heard

#### C. To accept the resignation of James Dotzenroth, BCIU Board representative from the Conrad Weiser Area School District, effective August 13, 2021, and to seat Bret A.B. Sabold to fill Mr. Dotzenroth's unexpired term, effective August 20, 2021, through June 30, 2022.

**02. APPROVAL OF MINUTES**

A. Meeting of June 17, 2021

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

SOURCE		PAGE	AMOUNT
June	2021 Ratifications - IU	1-18	\$3,154,619.47
June	2021 Ratifications - PSDLAF	1-01	\$10,270.97
July	2021 Ratifications - IU	1-35	\$3,237,880.07
July	2021 Ratifications - PSDLAF	1-01	\$5,380.04
August	2021 Ratifications - IU	1-07	\$473,529.45
August	2021 Approvals - IU	1-07	\$1,660,769.79
<b>TOTAL</b>			<b>\$8,542,449.79</b>

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

Amount Outstanding
August 12, 2021
\$0

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF AUGUST 12, 2021:**

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$79,635.41	\$1,929,092.12	\$1,427,085.10	\$115,332.36	\$97,069.48
Commonwealth of PA	\$0.00	\$7,815,887.00	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$52,258.14	\$854,605.64	\$465.65	\$594.72	\$12,826.51
<b>TOTALS</b>	<b>\$131,893.55</b>	<b>\$10,599,584.76</b>	<b>\$1,427,550.75</b>	<b>\$115,927.08</b>	<b>\$109,895.99</b>
<b>GRAND TOTAL</b>	<b>\$12,384,852.13</b>				

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

- a. Annual Funding Guidance Letter
- b. Head Start Notice of Award – 2021 With Budget Revisions
- c. Head Start Notice of Award Carryover CARES Funds into 2021
- d. Head Start Notice of Award – Includes BASE, TTA, CARES, COLA
- e. Financial Statements (June and July 2021)
- f. Credit Card Purchases (June and July 2021)
- g. Non-Federal Share Report (June and July 2021)
- h. Policy Council Minutes/Resolutions (June and July 2021)
- i. Head Start Director’s Reports (July and August 2021)

**07. COMBINED FINANCIAL REPORT**

**CASH**

<b>BEGINNING BALANCE JUNE 1, 2021</b>		<b>\$7,720,032.52</b>
RECEIPTS		
REVENUE RECEIPTS	\$8,257,557.12	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$8,257,557.12</u>
		\$15,977,589.64
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$908,175.31	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$880,337.58	
POST BOARD RATIFICATIONS PSDLAF	\$10,270.97	
POST BOARD RATIFICATIONS IU	<u>\$3,154,619.47</u>	
TOTAL CHECKS WRITTEN	\$4,953,403.33	
CHECKS VOIDED	(\$14,714.39)	
PAYROLL DISTRIBUTIONS	<u>\$5,050,529.28</u>	<u>\$9,989,218.22</u>
ENDING BALANCE -JUNE 30, 2021		\$5,988,371.42
<b>CASH AVAILABLE-JUNE 30,2021</b>		<b>\$5,988,371.42</b>

**CASH**

<b>BEGINNING BALANCE JULY 1, 2021</b>		<b>\$5,988,371.42</b>
RECEIPTS		
REVENUE RECEIPTS	\$6,101,788.38	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$6,101,788.38</u>
		\$12,090,159.80
DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$0.00	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$5,380.04	
POST BOARD RATIFICATIONS IU	<u>\$3,237,880.07</u>	
TOTAL CHECKS WRITTEN	\$3,243,260.11	
CHECKS VOIDED	(\$1,315.85)	
PAYROLL DISTRIBUTIONS	<u>\$6,747,372.46</u>	<u>\$9,989,316.72</u>
ENDING BALANCE -JULY 31, 2021		\$2,100,843.08
<b>CASH AVAILABLE-JULY 31,2021</b>		<b>\$2,100,843.08</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**JUNE 2021**

Tompkins VIST	\$774.84
PNC	\$.40
Chase	\$4.49

**JULY 2021**

Tompkins VIS	\$474.41
PNC	\$.36
Chase	\$4.08

**09. BUDGETS**

**A. New and Proposed Budgets**

**1. Emergency Assistance for Non-Public Schools (EANS I) – Program 20-194**

Office of Professional Development and Curriculum

3/13/20 – 9/30/23

\$3,118,478

The Emergency Assistance for Non-Public Schools (EANS) program is one-time federal emergency funds to help non-public schools respond to COVID-19 impacts. These funds are intended to help non-public schools safely reopen, measure, and effectively address significant learning loss, and take other actions to mitigate the impact of COVID-19 on the students and families who depend on the nonpublic schools. The Pennsylvania Department of Education is providing this funding to the Berks County Intermediate Unit on behalf of the non-public schools in its geographic region which have applied for the assistance. EANS funds are authorized under Section 313 of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021 and are administered in accordance with federal regulations (new).

**2. Pre-K Counts Marketing Campaign – Program 21-278**

Office of Administration

6/22/21 – 6/30/22

\$96,470

The BCIU Executive Office Creative Team through a memorandum of understanding with the PA Key Office and the Office of Childhood Development and Early Learning (OCDEL) will provide contracted services for the Pennsylvania Key Pre-K Counts Marketing Campaign (new).

**B. Initial Budgets**

**1. Early Intervention - IDEA Section 619 – Program 185**

Office of Early Childhood and Student Services

7/1/21 – 6/30/22

\$851,307

This program is federally funded for Early Intervention under the provisions of P.L. 99-457. It supplements Early Intervention services, by funding office rent, property and liability insurance, professional legal fees, and other supplemental expenditures; \$485,000 will be funding for Early Childhood Mental Health programs (since 1986).

- 2. Early Intervention - IDEA Act 2004 (Part B) – Program 186**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$1,306,560  
The federal funding source for this program is P.L. 108-446, Individuals with Disabilities Education Act 2004 – Part B. This budget is Component 1 which supports Early Intervention services such as speech, educational itinerant, and assistant teacher staff in addition to supplemental staff expenditures (since 1982/1983).
- 3. Early Intervention - ACCESS – Program 215**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$779,768  
Funded by the state, this program, now referred to as School-Based Access Program (SBAP), is an avenue for the BCIU to receive additional federal funding through Medicaid dollars for medical/mental health related special education services to students in the PA Medical Assistance Program (since 1991).
- 4. Project ELECT/Fatherhood Initiative – Program 235  
(Education Leading to Employment and Career Training)**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$732,223  
Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993).
- 5. Early Intervention - School Age – Program 300**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$908,781  
Mandated by the Department of Education and contracted through a MAWA (Mutually Agreed Upon Written Agreement), this program serves preschool children identified with special education needs who are transitioning to placement in their respective districts. In the year prior to eligibility for school age placement, parents have the option to maintain placement for their child in the Early Intervention Program for an additional year. Educational costs for school age students who remain in the EI Program is the responsibility of the home district (since 1983).
- 6. Education of Juveniles Incarcerated in Adult Facilities Program – Program 307**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$323,564  
Funded by the participant’s resident district, this program provides education services to adjudicated adolescents who are housed in the Adult Prison Program, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997).

- 7. Early Intervention – Program 348**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$18,005,614  
Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983).
- 8. Berks Academic Challenge – Program 625**  
Office of Early Childhood and Student Services  
7/1/21 – 6/30/22 \$8,000  
This proprietary program features academic quiz competition based on a student’s general scholastic knowledge and is designed to recognize the high level of scholastic achievement in Berks County and to provide role models for younger students in areas of scholarly pursuit (since 1985).
- 9. Auxiliary Services to Non-Public Schools (ACT 89) – Program 189**  
Office of Professional Development and Curriculum  
7/1/21 – 6/30/22 \$2,369,834  
Funded by the state, the Act 89 program provides support to approximately 4,826 students in nonpublic schools. Act 89 staff includes 9 remedial teachers who provide reading and mathematics and 3 psychologists (since 1974).
- 10. Title I Nonpublic – Program 190**  
Office of Professional Development and Curriculum  
7/1/21 – 6/30/22 \$808,559  
Funded by the federal government, the Title I program provides supplemental educational services so that all children have a fair, equal, and significant opportunity to obtain a high-quality education. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to provide these services to eligible students attending nonpublic schools within Berks County (since July 2007).
- 11. PA Key Early Head Start-Child Care Partnership (EHS-CCP)  
Program 21-288**  
Office of Professional Development and Curriculum  
8/1/21 – 7/31/22 \$6,276,250  
This program consists of funding for the administration and facilitation of OCDEL’s Early Head Start-Child Care Partnership (EHS-CCP) Program that serves 368 low-income, at-risk children and their families. The EHS-CCP programs provide funded enrollments and services at the local level, prioritizing partnerships between community-based organization and local child care providers. The funding supports contracted professional Nutrition, Health & 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. PA Key staff partners with seven (7) agencies to provide monitoring, assistance, training & oversight to give full report to OCDEL’s Early Head Start Policy Council and Governing Body. These partner agencies receive pass-thru funding as part of this grant. Each year, we resubmit our plan for this grant, #03HP000326 on behalf of OCDEL (since 2020).

**12. Guest Teacher Training Program – Program 692**

Office of Human Resources

7/1/21 – 6/30/22

\$17,200

This budget supports a program for the recruitment, training, and recertification of individuals possessing bachelor's degrees to serve as per-diem substitute teachers in Berks County school districts and career and technology centers participating in the program. The BCIU Department of Human Resources maintains files on those who participate in this program and processes the emergency permit applications and recertification required by the Pennsylvania Department of Education. This program has provided more than 700 emergency certified substitutes for Berks County school districts (since 1998).

**13. Special Education Transportation – Program 344**

Office of Business Services

7/1/21 – 6/30/22

\$9,619,426

Funded by the state, this budget provides for transportation of approximately 1800 special needs children between their homes and schools and to activities prescribed by the individual education program (since 1969).

**C. Changes to Initial Budgets**

**1. Education of Homeless Children and Youth – Program 19-150**

Office of Early Childhood and Student Services

7/1/19 – 9/30/20

\$9,588

**Total Proposed Revised Budget: \$683,531**

BCIU serves as the Region II coordinator for the administration of the federally funded homeless education program. In addition to Berks County, BCIU provides direct service to Schuylkill, Lebanon, and Lancaster counties. BCIU flows thru funding to Chester and Dauphin Counties, and Lancaster School District and is responsible for the oversight and supervision of the other county providers. The grant is for a three-year period (since 1993). These changes are necessary to make year-end adjustments.

**2. PA Science Standards Revision – Program 217**

Office of Professional Development and Curriculum

7/1/20 – 6/30/21

\$171,720

**Total Proposed Revised Budget: \$230,040**

BCIU through an agreement with the Pennsylvania Department of Education will provide services to support the Pennsylvania Science Standards revision process. Services under this agreement will include assistance in facilitation of initial information gathering and creation of a landscape report, stakeholder engagement sessions, steering committee and writing work groups, community feedback, and presentation to State Board of Education. BCIU will support and supply technical assistance to the Pennsylvania Department of Education throughout the revision (since 2019). This revision is necessary due to additional funding.



**D. Budgetary Transfers**

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

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$179,282

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.P. (since 2007). These budget transfers are necessary to adjust expenditures to year-end projections.

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

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$118,472

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 budget transfers are necessary to adjust expenditures to year-end projections.

**10. COMMUNICATIONS**

Brian Specht, *Secretary*

**11. OLD BUSINESS**

*No Items to Consider*

**12. REPORT OF NEGOTIATIONS COMMITTEE**

Elizabeth S. Huhn, *Chair*

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**A. General**

1. To award a professional contract to Rebecca M. Winson, English as Second Language Itinerant Teacher, Special Education, who has completed three years of satisfactory service, effective August 14, 2021.
2. To approve the unpaid internships as noted below:
  - a. Kristina Young, Millersville University graduate student majoring in School Counseling, under the supervision of Andrew Johnson, Guidance Counselor, effective August 23, 2021, through December 10, 2021.
  - b. Alexis Daniel, Kutztown University undergraduate student majoring in Early Education, under the supervision of Catherine Skrocki, Specialized Preschool Teacher, effective August 30, 2021, through December 10, 2021.



3. To ratify the amended Transportation Compensation and Benefits Plan effective July 1, 2021.
4. To acknowledge receipt of the list containing the salaries of Transportation Employees, effective August 2, 2021.
5. To acknowledge receipt of the list containing the salaries of Office of Information Technology employees, effective August 30, 2021.
6. To approve the following position descriptions:
  - a. Bus / Van Specialist, Transportation
  - b. Software Support Specialist III, Office of Information Technology
7. To acknowledge receipt of the list containing Atlas Transportation employees assigned to the Berks County Intermediate Unit to provide transportation services according to the terms of the agreement with Atlas Transportation during the 2021-2022 fiscal year.
8. To ratify a \$300 referral bonus to employees who recommend employment candidates through June 30, 2022, ultimately hired by the Berks County Intermediate Unit to serve in any position on or after July 1, 2021, and who remain employed in said assignment(s).
  - a. \$50 to be paid after the first thirty (30) days of work.
  - b. \$100 to be paid after the first sixty (60) days of work.
  - c. \$150 to be paid after the first ninety (90) days of work.
  - d. Applicant must list employee on their application for employment.
  - e. Only one employee may be listed for the referral.
  - f. Employees can refer former BCIU employees who left the organization in good standing before June 30, 2021.
  - g. Employees can refer more than one individual and will receive a referral bonus for each new applicant that is hired and meets the criteria.

The administration of the Berks County Intermediate Unit may discontinue the referral bonus at any time, with or without notice.

#### **B. Employment – Ratifications**

1. Business Services/Operations Office
  - a. Rhonda Bernard – Training and Safety Specialist, Transportation  
Recommended Annual Salary – \$40,378 (to be prorated)  
Effective Date – July 12, 2021  
*New Position*
  - b. Charles P. Davis – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$14.35, \$12.15, and \$11.08  
Effective Date – June 28, 2021  
*Replacement*
  - c. Debra M. Gerhart – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$12.50 and \$11.33  
Effective Date – July 19, 2021  
*Replacement*

- d. Jeanann Lynn-Roman – Part-time Driver w & w/o Bus License, Assistant, Misc. Transportation  
Recommended Hourly Rates – \$22.35, \$17.75, \$14.50 and \$13.33  
Effective Date – August 9, 2021  
*Replacement*
- e. Carmen M. Maldonado – Part-time School Bus Driver Trainee, Transportation  
Recommended Hourly Rate - \$16.55  
Effective Date – August 9, 2021  
*Replacement*
- f. Nancy Morales – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$12.50 and \$11.33  
Effective Date – July 19, 2021  
*Replacement*
- g. Lauren E. Morales Morillo – Level III Custodian, Custodial  
Recommended Hourly Rate – \$13.57  
Effective Date – August 9, 2021  
*Replacement*
- h. Josue M. Rivera Espada – Part-time School Bus Driver Trainee, Transportation  
Recommended Hourly Rate – \$12.20  
Effective Date – June 21, 2021  
*Replacement*
- i. Emily R. Sadowski – Level IV / V Clerk, Fiscal Services  
Recommended Hourly Rates – \$13.97 and \$14.43  
Effective Date – July 12, 2021  
*Replacement*
- j. Jacqueline Torres – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$14.75, \$12.50, and \$11.33  
Effective Date – July 12, 2021  
*Replacement*
- k. Kelsey G. Travis – Part-time School Bus Driver Trainee, Transportation  
Recommended Hourly Rate – \$12.55  
Effective Date – July 6, 2021  
*Replacement*
- l. Jerry J. Vasquez – Part-time School Bus Driver Trainee, Transportation  
Recommended Hourly Rate – \$12.55  
Effective Date – July 6, 2021  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Olesia S. Wright – Enrollment Specialist, Pre-K Counts  
Recommended Hourly Rate – \$14.25  
Effective Date – July 26, 2021  
*Replacement*

3. Professional Development & Curriculum Office
  - a. Dr. Nikolaus J. Barkauskas – Assistant Director of School Improvement Performance Management, OPDC  
Recommended Annual Salary – \$86,813 (to be prorated)  
Effective Date – August 2, 2021  
*Additional Position*
  - b. Robin Fanelli – Preschool Program Specialist, The Pennsylvania Key  
Recommended Annual Salary – \$53,857 (to be prorated)  
Effective Date – July 26, 2021  
*Replacement*
  - c. Alyssa M. Heggenstaller – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key  
Recommended Annual Salary – \$53,060 (to be prorated)  
Effective Date – July 26, 2021  
*Additional Position*
  - d. Emily A. Kavanagh – Early Head Start Data Specialist, The Pennsylvania Key  
Recommended Annual Salary – \$53,060 (to be prorated)  
Effective Date – August 2, 2021  
*New Position*
  - e. Lisa J. Stauffer – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key  
Recommended Annual Salary – \$52,801 (to be prorated)  
Effective Date – June 28, 2021  
*Additional Position*

**C. Change of Status – Ratifications**

1. Business Services/Operations Office
  - a. Yasmin Caba  
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 19, 2021  
*Replacement*
  - b. Cecilia Carpenter – Dispatcher, Transportation  
Change Recommended Hourly Rate from \$18.74 to \$19.24  
Effective Date – July 1, 2021  
*Replacement*
  - c. Charles Davis – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rates from \$14.35, \$12.15, and \$11.08 to \$14.75, \$12.50, and \$11.33  
Effective Date – July 1, 2021  
*Salary Adjustment per Transportation Compensation and Benefit Agreement*

- d. Erica Diaz  
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 Rates from \$12.55 to \$14.75, \$12.50, and \$11.33  
Effective Date – July 6, 2021  
*Replacement*
- e. Giselle Fargas – Part-time Driver w/o Bus License, Transportation  
Recommended Hourly Rate – \$14.75  
Effective Date – July 12, 2021  
*Additional Assignment*
- f. Seludra Garcia – Level IV/V Clerk, Fiscal Services  
Recommended Hourly Rates – \$13.97 and \$14.43  
Effective Date – August 9, 2021  
*Additional Assignment*
- g. Susan Hettrick  
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 – July 15, 2021  
*Voluntary Reassignment*
- h. Christel Leibenguth  
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 – August 4, 2021  
*Voluntary Reassignment*
- i. Janet Marburger  
Change from Substitute Driver w & w/o Bus License, Assistant, Misc., and Fueler, Transportation to  
Part-time Driver w & w/o Bus License, Assistant, Misc., and Fueler, Transportation  
No Change in Recommended Hourly Rates  
Effective Date – August 2, 2021  
*Replacement*
- j. Stephanie Mullarkey  
Change from Dispatcher, Transportation to  
Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$17.27 to \$19.20, \$16.45, \$13.75, and \$12.15  
Effective Date – July 2, 2021  
*Voluntary Reassignment*
- k. Beth Quigg – Level III Custodian, Custodial  
Effective Date – March 18, 2021  
*Removal of Assignment*

- l. Timothy Rakowiecki  
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$12.20 to \$14.35, \$12.15, and \$11.08  
Effective Date – September 8, 2020  
*Replacement*
- m. Timothy Rakowiecki – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rates from \$14.35, \$12.15, and \$11.08 to \$14.75, \$12.50, and \$11.33  
Effective Date – July 1, 2021  
*Salary Adjustment per Transportation Compensation and Benefit Agreement*
- n. Josue Rivera Espada – Part-time School Bus Driver Trainee, Transportation  
Change Recommended Hourly Rate from \$12.20 to \$12.55  
Effective Date – July 1, 2021  
*Salary Adjustment per Transportation Compensation and Benefit Agreement*
- o. Aaron Schutter  
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 – June 21, 2021  
*Replacement*
- p. Aaron Schutter – Part-time Driver w & w/o Bus License, Transportation  
Effective Date – July 30, 2021  
*Removal of Assignments*
- q. Naomi Smith – Substitute Driver w/ Bus License  
Change Recommended Hourly Rate from \$17.10 to \$17.55  
Effective Date – July 1, 2021  
*Salary Adjustment per Transportation Compensation and Benefit Agreement*
2. Early Childhood & Student Services Office
  - a. Megan Carr  
Change from Substitute Teacher, Pre-K Counts to Teacher, Pre-K Counts  
Change Recommended Hourly Rate from \$15.60 to Annual Salary, Column 1, Step 1, \$35,000  
Effective Date – August 12, 2021  
*Replacement*
  - b. Michele Ceccola – Specialized Preschool Teacher-Itinerant, Early Intervention  
Recommended Hourly Rate – \$42.07  
Effective Date – August 10, 2021  
*Additional Hours (not to exceed 7 hours)*
  - c. Gwen Chand  
Change from Specialized Preschool Teacher – Classroom, Early Intervention to Special Education Teacher – Itinerant, Special Education  
No Change in Recommended Annual Salary  
Effective Date – August 17, 2021  
*Replacement*

- d. Cindy Clark – Substitute Paraeducator, Early Intervention, Substitute Paraeducator, Head Start, Substitute Paraeducator, Pre-K Counts, Substitute Specialist, Alternative Education, and Substitute Specialist, Special Education  
Change Recommended Hourly Rates from \$10.05, \$10.00, \$10.00, \$17.08, and \$13.73 to \$10.35, \$10.30, \$10.30, \$17.59, and \$14.14  
Effective Date – July 1, 2021  
*Salary Adjustment per Substitute Wage Rates*
- e. Jena Crea – Speech Therapist, Early Intervention  
Change Recommended Annual Salary from Column 6, Step 16, \$89,605 to Column 7, Step 16, \$91,005  
Effective Date – July 1, 2021  
*Salary Adjustment per BCIUEA Agreement*
- f. Kaitlin Cushner – Speech Therapist, Early Intervention  
Change Recommended Annual Salary from Column 4, Step 6, \$65,954 to an Hourly Rate, \$50.66  
Effective Date – August 17, 2021  
*Replacement*
- g. Tiffany DeJesus – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.92 to Level II, Entry, \$13.47  
Effective Date – June 3, 2021  
*Obtained CDA*
- h. Lynda Drasher  
Change from Specialized Preschool Teacher – Classroom, Early Intervention to Specialized Preschool Teacher – Itinerant, Early Intervention  
No Change in Recommended Annual Salary  
Effective Date – August 17, 2021  
*Replacement*
- i. Stacy Elias – Paraeducator, Head Start  
Recommended Hourly Rate – \$13.47  
Effective Date – June 21, 2021 – July 29, 2021  
*Additional Assignment – Summer Session*
- j. Susan Garman – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$26.32  
Effective Date – July 26, 2021  
*Additional Hours (not to exceed 7 hours)*
- k. Mandy Gerhard  
Change from Program Administrator, Head Start to Program Administrator, Head Start / Pre-K Counts  
Change Recommended Annual Salary from \$77,824.54 to \$81,325  
Effective Date – July 1, 2021  
*Reorganization – Salary Correction*

- l. Amanda Hess  
Change from Specialized Preschool Teacher – Itinerant, Early Intervention to  
Specialized Preschool Teacher – Classroom, Early Intervention  
No Change in Recommended Annual Salary  
Effective Date – August 17, 2021  
*Replacement*
- m. Brendan Hickey – School Psychologist, Special Education  
Recommended Hourly Rate – \$52.56  
Effective Date – June 10, 2021 – August 16, 2021  
*Additional Assignment – Extended School Year*
- n. Jamie Hlavinka – Specialized Preschool Teacher – Itinerant, Early Intervention  
Change Recommended Annual Salary from Column 1, Step 1, \$48,319 to Column 4, Step 1, \$59,770  
Effective Date – July 1, 2021  
*Salary Adjustment per BCIUEA Agreement*
- o. Diane Kay – Specialized Preschool Teacher – Classroom, Early Intervention  
Recommended Hourly Rate – \$62.62  
Effective Date – August 5, 2021  
*Additional Hours – (Not to exceed 7 hours)*
- p. Christeen Kazmierczak – Specialized Preschool Teacher – Classroom, Early Intervention  
Change Recommended Annual Salary from Column 6, Step 9, \$73,464 to Column 7, Step 9, \$74,849  
Effective Date – July 1, 2021  
*Salary Adjustment per BCIUEA Agreement*
- q. Jamie Kingsbury – Special Education Teacher – Itinerant, Special Education  
Change Recommended Annual Salary from Column 8, Step 5, \$68,724 to an Hourly Rate, \$52.78  
Effective Date – August 17, 2021  
*Additional Position*
- r. Tara Leshner – Substitute Teacher, Early Intervention, Substitute Teacher, Head Start,  
Substitute Teacher, Pre-K Counts, Substitute Teacher, Alternative Education, and  
Substitute Teacher, Special Education  
Change Recommended Hourly Rates from \$15.90, \$15.15, \$15.15, \$17.08, and \$15.90 to  
\$16.38, \$15.60, \$15.60, \$17.59 and \$16.38  
Effective Date – July 1, 2021  
*Salary Adjustment per Substitute Wage Rates*
- s. Ryan Oberly – Substitute Teacher, Early Intervention, Substitute Teacher, Head Start,  
Substitute Teacher, Pre-K Counts, Substitute Teacher, Alternative Education, and Substitute  
Teacher, Special Education  
Change Recommended Hourly Rates from \$15.90, \$15.15, \$15.15, \$17.08, and \$15.90 to  
\$16.38, \$15.60, \$15.60, \$17.59, and \$16.38  
Effective Date – July 1, 2021  
*Salary Adjustment per Substitute Wage Rates*



- t. Denali Shook – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$34.65  
Effective Date – July 15, 2021  
*Additional Hours (not to exceed 7 hours)*
- u. Theresa Soley – Occupational Therapist, Early Intervention  
Change Recommended Hourly Rate from Column 5, Step 2, \$47.39 to Column 6, Step 2, \$47.92  
Effective Date – July 1, 2021  
*Salary Adjustment per BCIUEA Agreement*
- v. Marisa Solis – Speech Therapist, Early Intervention  
Change Recommended Annual Salary from Column 7, Step 7, \$70,060 to Column 8, Step 7, \$71,297  
Effective Date – July 1, 2021  
*Salary Adjustment per BCIUEA Agreement*
- w. Marisa Solis – Speech Therapist, Early Intervention  
Recommended Hourly Rate – \$53.81  
Effective Date – August 10, 2021  
*Additional Hours (not to exceed 7 hours)*
- x. Adam Solomon – Teacher, Head Start  
Recommended Hourly Rate – \$20.76  
Effective Date – July 12, 2021 – July 23, 2021  
*Additional Assignment – Summer Session*
- y. Claire Stednitz – Paraeducator, Early Intervention  
Recommended Hourly Rate – \$17.41  
Effective Date – August 5, 2021  
*Additional Hours (not to exceed 7 hours)*
- z. Lashae Stitt – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$34.65  
Effective Date – July 15, 2021 – July 19, 2021  
*Additional Hours (not to exceed 14 hours)*
- aa. Marian Stoltzfus – Paraeducator, Early Intervention  
Change Recommended Hourly Rate from \$11.35 to \$12.70  
Effective Date – July 6, 2021  
*Salary Adjustment per SEIU Agreement*
- bb. Beth Weckel  
Change from Mental Health Specialist, Head Start to  
Health and Nutrition Services Supervisor, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$24.25 to  
Annual Salary, \$48,197.59 (to be prorated)  
Effective Date – July 26, 2021  
*New Position*

- cc. Maria Witkowski – Speech Therapist, Early Intervention  
Change Recommended Annual Salary from Column 6, Step 5, \$66,102 to  
Column 7, Step 5, \$67,488  
Effective Date – July 1, 2021  
*Salary Adjustment per BCIUEA Agreement*
- dd. Iliana Zayas – Paraeducator, Head Start  
Recommended Hourly Rate – \$13.29  
Effective Date – July 12, 2021 – July 30, 2021  
*Additional Assignment – Summer Session*
- 3. Executive Office
  - a. Julie Bunnick – Graphic Design Specialist  
Recommended Monthly Stipend – \$500  
Effective Date – August 2, 2021 – October 22, 2021  
*Temporary Additional Responsibilities*
- 4. Professional Development & Curriculum Office
  - a. Lisa Stauffer – Infant Early Childhood Mental Health Consultant, The Pennsylvania Key  
Change Recommended Annual Salary from \$52,801 to \$53,857  
Effective Date – July 1, 2021  
*Salary Adjustment per The Pennsylvania Key Compensation and Benefits Plan*

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

Alternative Education

Cindy Clark, Specialist – Effective June 28, 2021

Early Intervention

Cindy Clark, Paraeducator – Effective June 28, 2021

Head Start

Cindy Clark, Paraeducator – Effective June 28, 2021

Pre-K Counts

Cindy Clark, Paraeducator – Effective June 28, 2021

Special Education

Cindy Clark, Specialist – Effective June 28, 2021

Transportation

Naomi Smith, Substitute Driver w/ Bus License – Effective September 1, 2020

**Additions to 2021-2022 Approved Substitute Lists - Ratifications**

Alternative Education

Matthew Drasher, Specialist – Effective July 19, 2021

Denise Laguidara, Teacher – Effective July 1, 2021

Early Intervention

Matthew Drasher, Paraeducator – Effective July 19, 2021

Denise Laguidara, Teacher – Effective July 1, 2021

Kettiya Monfort, Paraeducator – Effective July 5, 2021

Head Start

Matthew Drasher, Paraeducator – Effective July 19, 2021  
Amy Fenstermaker, Paraeducator – Effective July 12, 2021  
Denise Laguidara, Teacher – Effective July 1, 2021

Pre-K Counts

Megan Carr, Teacher – Effective July 1, 2021  
Matthew Drasher, Paraeducator – Effective July 19, 2021

Special Education

Matthew Drasher, Specialist – Effective July 19, 2021  
Denise Laguidara, Teacher – Effective July 1, 2021

**E. Additions to Approved 2021-2022 Out-Of-Class Substitute Lists – Ratifications**

Head Start

Maggie Herndon – Effective July 19, 2021

Special Education

Megan Cusano – Effective July 1, 2021  
Julie Hartman – Effective July 1, 2021  
Cristen Himmelberger – Effective July 1, 2021  
Ann Leinbach – Effective July 1, 2021

**Additions to Approved 2020-2021 Out-Of-Class Substitute Lists – Ratifications**

Head Start

Tiffany DeJesus – Effective June 3, 2021

**Removal from 2020-2021 Out-of-Class Substitute Lists – Ratifications**

Alternative Education

Ann Leinbach – Effective June 30, 2021

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

Early Intervention

Denise Laguidara, Paraeducator – Effective June 30, 2021

Transportation

Kaytlin Kramer, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – April 9, 2021  
Linda Rimes, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective – June 24, 2021

**Remove from 2021-2022 Approved Substitute Lists**

Alternative Education

Jenniffer Dove, Specialist – Effective July 12, 2021  
Julia Wentzel, Teacher – Effective August 5, 2021

Early Intervention

Jenniffer Dove, Paraeducator – Effective July 12, 2021  
Carol Schloder, Paraeducator – Effective July 1, 2021  
Julia Wentzel, Teacher – Effective August 5, 2021

Head Start

Carol Schloder, Paraeducator – Effective July 1, 2021  
Julia Wentzel, Teacher – Effective August 5, 2021

Pre-K Counts

Jennifer Dove, Paraeducator – Effective July 12, 2021  
Carol Schloder, Paraeducator – Effective July 1, 2021  
Julia Wentzel, Teacher – Effective August 5, 2021

Special Education

Jennifer Dove, Specialist – Effective July 12, 2021  
Julia Wentzel, Teacher – Effective August 5, 2021

Transportation

Cecilia Carpenter, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective – July 1, 2021

**G. Employment – Approvals**

*No Items to Consider*

**H. Change of Status – Approvals**

1. Professional Development & Curriculum Office
  - a. Katie Kehm  
Change from Assistant Program Administrator, Alternative Education to  
Assistant Program Administrator, OPDC  
Change Recommended Annual Salary from \$79,234.04 to \$80,434.04 (to be prorated)  
Effective Date – September 7, 2021  
*Replacement*

**I. Leave of Absence Requests**

1. Early Childhood and Student Services  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Carmen Gonzalez – Paraeducator, Head Start  
Effective Date – May 10, 2021

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

1. Business Services/Operations Office  
Personal Leave (unpaid – without benefits – not FMLA)
  - a. Ivanova Campo – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – July 5, 2021
  - b. Erica Diaz – Part-time School Bus Driver Trainee, Transportation  
Effective Date – June 16, 2021
  - c. Jael Rivera – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – July 6, 2021
  - d. Luies Sheetz – Part-time w/o Bus License, Assistant and Misc. Transportation  
Effective Date – July 28, 2021

2. Early Childhood & Student Services Office  
Personal Leave (unpaid – with benefits – FMLA)
  - a. Carmen Gonzalez – Paraeducator, Head Start  
Effective Date – May 20, 2021
  - b. Laura Young – Speech Therapist, Early Intervention  
Effective Date – July 22, 2021  
Personal Leave (unpaid – with benefits – not FMLA)
  - c. Claire Stednitz – Paraeducator, Early Intervention  
Effective Date – July 6, 2021

**K. Retirements**

1. Business Services/Operations Office
  - a. Shirley A. Moore – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – August 16, 2021
2. Early Childhood & Student Services Office
  - a. Kathy A. Nelson – Speech Therapist, Early Intervention  
Effective Date – October 12, 2021
3. Information Technology Office
  - a. Helenanne G. Drescher – Program Administrator, Software and Reprographics Services,  
Software Support Services  
Effective Date – July 30, 2021

**L. Resignations**

1. Business Services/Operations Office
  - a. David J. Freese – Vehicle Maintenance Technician, Transportation  
Effective Date—July 19, 2021
  - b. Rodger C. Mountz – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – July 30, 2021
  - c. Dale E. Shiffer – Custodial Supervisor, Custodial  
Effective Date – July 9, 2021
2. Early Childhood & Student Services Office
  - a. Nancy J. Echevarria – Paraeducator, Early Intervention  
Effective Date – June 14, 2021
  - b. Kathleen Grim – Nolde Aide, Nolde  
Effective Date – July 1, 2021
  - c. Holly A. Loscig – Paraeducator, Pre-K Counts  
Effective Date – August 4, 2021
  - d. Melanie C. Marcano – Teacher, Head Start  
Effective Date – July 29, 2021
  - e. Migdalia Ortega – Family Engagement Worker, Head Start  
Effective Date – July 30, 2021
  - f. Rose Ann Palmieri – Paraeducator, Head Start  
Effective Date – July 30, 2021
  - g. Melissa L. Restrepo – Speech Therapist, Early Intervention  
Effective Date – July 20, 2021
  - h. Kristina M. Rhodes – Specialized Preschool Teacher – Itinerant, Early Intervention  
Effective Date – August 10, 2021

- i. Ana Y. Ruiz – Level V Program Secretary, Early Intervention  
Effective Date – July 1, 2021
  - j. Diana E. Vaughn – Alternative Education Emotional Support Specialist, Alternative Education  
Effective – July 30, 2021
3. Executive Office
    - a. Gabriel P. Sabo – Digital Marketing Specialist  
Effective – August 5, 2021
  4. Human Resources Office
    - a. Heather A. Chambers – Human Resources Supervisor  
Effective Date – August 24, 2021
  5. Professional Development & Curriculum Office
    - a. Chrysan G. Buck – Remedial Teacher, Act 89  
Effective Date – June 25, 2021
    - b. Danielle E. Hettinger – Program Administrator, OPDC  
Effective Date – July 22, 2021

**M. Terminations**

*No Items to Consider*

**N. Other**

1. Early Childhood & Student Services Office
  - a. Kelli M. Weston – Psychologist, Early Intervention  
Recommended Annual Salary – Column 6, Step 11, \$78,570 (to be prorated)  
Effective Date – July 26, 2021  
*Date Amended*

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Commonwealth of Pennsylvania through the Pennsylvania Department of Education (PDE) for the BCIU to administer the Pennsylvania Region 2 Education for Children and Youth Experiencing Homelessness (ECYEH) Grant, totaling \$689,500, effective July 1, 2021, through June 30, 2022.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Coalition to End Homelessness (BCEH), for the BCEH to render services to children and youth experiencing homelessness in conjunction with the Education for Children and Youth Experiencing Homelessness (ECYEH) program for Pennsylvania Region 2 for a sum not to exceed \$58,000 during the period of August 1, 2021, through June 30, 2022.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Commonwealth of Pennsylvania through the Pennsylvania Department of Education (PDE), for the BCIU to administer the Education Leading to Employment and Career Training (ELECT) grant, totaling \$648,000 effective July 1, 2021, through June 30, 2022.

4. To approve the School-Age Special Education 2021-2022 program calendar for the Deaf and Hard of Hearing classrooms, inclusive of Act 80 day exceptions to follow the host school district calendar and authorize the submission of the Act 80 request to the Pennsylvania Department of Education.
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Schuylkill Valley School District, for the BCIU to provide basic and special education services to juveniles incarcerated in the Berks County Jail System (BCJS) pursuant to 24 P.S. Section 13-1306.2, at a cost of \$285,000 effective July 1, 2021, through June 30, 2022.
6. To approve and authorize the submission of the BCIU Emergency Instructional Time application under the provision of Section 520.1 of the School Code to meet the 180-day instructional time requirement through a combination of in-person and remote instruction in emergency situations as per the guidance from the Pennsylvania Department of Education for the 2021-2022 school year.
7. To approve and authorize the submission of the BCIU Head Start Program's Flexible Instruction Plan (FIP) to allow flexibility in providing service hours in the Head Start State Supplemental Assistance Programs as per the guidance from the Pennsylvania Office of Child Development and Early Learning for remote learning over the 2021-2022 school year.
8. To approve and authorize the submission of the BCIU Pre-K Counts Program's Flexible Instruction Plan (FIP) to meet the 180-day instructional time requirement as per the guidance from the Pennsylvania Office of Child Development and Early Learning for remote learning over the 2021-2022 school year.
9. To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and The Journey Fellowship DBA The Children's Journey (the Pre-K Counts Partner Agency), for The Journey Fellowship DBA Children's Journey to administer Pre-K Counts services to execute and implement the Pennsylvania Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan to serve twenty (20) full-day children, five (5) days a week, five (5) hours per day for 180 days at their facility on behalf of the BCIU for the grant amount of \$167,100 effective July 1, 2021, through June 30, 2022.
10. To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and Touching the Future, LLC (the Pre-K Counts Partner Agency), for Touching the Future, LLC to administer Pre-K Counts services to execute and implement the Pennsylvania Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan to serve seventeen (17) full-day children, five (5) days a week, five (5) hours per day for 180 days at their facility on behalf of the BCIU for the grant amount of \$142,035 effective July 1, 2021, through June 30, 2022.
11. To ratify a partner agency addendum to the agreement between the Berks County Intermediate Unit (BCIU) and Touching the Future, LLC (the Pre-K Counts Partner Agency), for the BCIU to detail the terms and conditions under which the BCIU makes available the Grants received from the Pennsylvania Department of Education Office of Child Development for Early Learning (OCDEL) through the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the amount of \$4,862 effective March 1, 2020, through November 30, 2020.



12. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and K & S Therapies, Inc. for K & S Therapies, Inc. to provide Educational Services at the rate of \$95/hour, effective August 1, 2021. This agreement will automatically renew for additional one-year periods unless terminated by either party.
13. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and All Hands Interpreting Services, LLC (AHIS) for interpreting, paraeducator, and PCA services, with a minimum of \$60 / hour and maximum rate of \$100 / hour per terms and conditions for services, effective July 1, 2021, through June 30, 2022.
14. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the 21st Century Cyber Charter School, for the BCIU to provide services to Charter School students, effective from July 1, 2021, through June 30, 2022, as per the approved BCIU Special Education rates for the 2021-2022 school year.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the National Center on Education and the Economy (NCEE), for the NCEE to provide professional services related to System Design Benchmarking (SDB), for a fee of \$64,000 according to the agreement, effective September 1, 2021, through December 31, 2021.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Allegheny Intermediate Unit 3 (AIU3), for the BCIU to provide professional services related to the PA Career Readiness State Training Plan for a fee up to \$55,687 according to the agreement, effective December 1, 2020, through June 30, 2021.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Allegheny Intermediate Unit (AIU), for the BCIU to provide professional services related to Comprehensive Support and Improvement (CSI) of two local schools for a fee of \$110,000 according to the agreement, effective June 28, 2021, through June 30, 2022.
4. To ratify an amendment #2 of the subrecipient agreement between the Berks County Intermediate Unit (BCIU) and the Allegheny Intermediate Unit (AIU), for the BCIU to render services including the recruitment, hiring, logistics, and supervision of the Director and Assistant Directors of School Improvement Performance Management related to Comprehensive Support and Improvement during the period July 1, 2021, through June 30, 2022, at a cost not to exceed \$532,286.42 for 2021-2022. The amendment modifies the agreement to include the updated budget for 2021-2022.
5. To ratify amendment #1 between the Berks County Intermediate Unit (BCIU) and the Manufacturers Resource Center (MRC) for the BCIU to provide professional services related to the regional PA Dream Team according to the agreement with no change in funding but extending the term of the agreement through June 30, 2022.

6. To ratify amendment #3 of the current agreement between the Berks County Intermediate Unit (BCIU) and the American Institutes for Research (AIR), to modify the scope of services for AIR to provide professional services relative to providing technical assistance to support the science standards revision process on behalf of the Pennsylvania Department of Education and extend the term through June 30, 2022. This amendment provides for a funding increase of \$105,000 for a revised total of \$597,000.
7. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title 1 services to students who reside within Title I eligible schools and attend nonpublic schools, effective August 1, 2021 through June 15, 2022:

School District	Total Services
Antietam	24,640.00
Daniel Boone Area	4,713.28
Governor Mifflin	6,294.00
Oley Valley	4,169.35
Schuylkill Valley	2,357.00
Tulpehocken Area	3,867.76
Wyomissing Area	7,053.28

8. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title II services to students who reside within Title II eligible schools and attend nonpublic schools, effective August 1, 2021, through September 30, 2022:

School District	Total Services
Daniel Boone Area	4,093.44
Governor Mifflin	5,344.50
Schuylkill Valley	3,788.00
Wyomissing Area	3,257.90

9. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title IV services to students who reside within Title IV eligible schools and attend nonpublic schools, effective August 1, 2021, through September 30, 2022:

School District	Total Services
Daniel Boone Area	1,492.40
Governor Mifflin	2,004.00
Schuylkill Valley	1,488.30
Wyomissing Area	1,199.92

10. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title 1, Title II, and Title IV services to students who reside within Title I, Title II, and Title IV eligible schools and attend nonpublic schools, effective August 1, 2021, through August 31, 2024 (2021-2022 figures shown below):

	Total Services 2021-2022	
	Boyertown Area SD	Reading SD
Title I	4,425.00	409,071.24
Title II	4,090.99	79,126.00
Title IV	1,341.00	68,370.00

11. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Shawn Bryant, for Shawn Bryant to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership on behalf of the BCIU for a total amount not to exceed \$56,160 for the period of August 1, 2021, through July 31, 2022 (The Pennsylvania Key).
12. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Sedudzinam Fugar, for Sedudzinam Fugar to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership on behalf of the BCIU, for a total amount not to exceed \$44,928 for the period of August 1, 2021, through July 31, 2022 (The Pennsylvania Key).
13. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Mary Ellen Mannix for Mary Ellen Mannix to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership on behalf of the BCIU for a total amount not to exceed \$44,928 for the period of August 1, 2021, through July 31, 2022 (The Pennsylvania Key).
14. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Mary Ellen Mannix for Mary Ellen Mannix to provide health consultation services supporting OCDEL's Early Head Start Programs on behalf of the BCIU for a total amount not to exceed \$58,320 for the period of August 1, 2021, through July 31, 2022 (The Pennsylvania Key).
15. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Michele Mapes, for Michele Mapes to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership on behalf of the BCIU for a total amount not to exceed \$18,720 for the period of August 1, 2021, through July 31, 2022 (The Pennsylvania Key).
16. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Dr. Roger Phillips for Dr. Roger Phillips to provide mental health consulting services supporting OCDEL's Early Head Start Programs on behalf of the BCIU for a total amount not to exceed \$104,400 for the period of August 1, 2021, through July 31, 2022 (The Pennsylvania Key).
17. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Lauren Ryan, for Lauren Ryan to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership on behalf of the BCIU for a total amount not to exceed \$44,928 for the period of August 1, 2021, through July 31, 2022 (The Pennsylvania Key).
18. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Cindy Sunderland, for Cindy Sunderland to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership on behalf of the BCIU for a total amount not to exceed \$14,976 for the period of August 1, 2021, through July 31, 2022 (The Pennsylvania Key).
19. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU) / The Center for Schools and Communities for CSIU / the Center for Schools and Communities to provide Early Childhood Mental Health Consultation services related to database development and support and evaluation and research activities for a fee of \$55,000 for the period of July 1, 2021, through June 30, 2022 (The Pennsylvania Key).

20. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the KeyStone Research Corporation (KSRC), for KSRC to provide assembly, warehousing, and distribution of Pennsylvania Early Learning materials to early childhood education practitioners throughout the Commonwealth for a fee of \$262,832 for the period of July 1, 2021, through June 30, 2022 (The Pennsylvania Key).
21. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Living Strong Consulting, LLC, for Living Strong Consulting, LLC to provide coaching services supporting OCDEL's Early Head Start Child Care Partnership (CCP) and Home-based programs (HB), and consulting services in the area of Trauma Informed Practices (TIP) and Community Assessment and Resource Mapping (CARM) on behalf of the BCIU for a total amount not to exceed \$159,648 for the period of August 1, 2021, through July 31, 2022 (The Pennsylvania Key).
22. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Child Care Association (PACCA), for the PACCA to provide professional services related to the Teacher Education and Compensation Helps (T.E.A.C.H.) Early Childhood Pennsylvania Scholarship Program, for a fee of \$4,143,750 for the period of July 1, 2021, through June 30, 2022 (The Pennsylvania Key).
23. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Chapter of the American Academy of Pediatrics (PAAAP), for the PAAAP to provide professional services related to the Early Childhood Education Linkage System/Health Child Care PA (ECELS) initiative for a fee of \$175,000, for the period of July 1, 2021, through June 30, 2022 (The Pennsylvania Key).
24. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Penn State Hershey College of Medicine (Penn State), for Penn State to maintain and research the iLookOut Core training for early childhood staff in Pennsylvania and translate a version of the training in Spanish for a fee of \$190,945 effective June 1, 2021, through June 30, 2023 (The Pennsylvania Key).
25. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU) for PSU to provide professional development opportunities and technical assistance activities to early childhood practitioners, for a fee of \$370,409 for the period of July 1, 2021, through June 30, 2022 (The Pennsylvania Key).
26. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and People's Emergency Center (PEC), for PEC to deliver data analysis for the Pennsylvania Head Start State Collaboration Office (PA HSSCO), for a fee of \$15,000 effective January 1, 2021, through June 30, 2021 (The Pennsylvania Key).
27. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Bernadette Pilar Zermeño, for Bernadette Pilar Zermeño to provide interactive virtual training in English and Spanish for providers regarding Dual Language Learners (DLL), for a fee of \$4,500 for the period of July 1, 2021, through October 31, 2021 (The Pennsylvania Key).

28. To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit – Executive Office Creative Team (BCIU Creative Team), for the BCIU Creative Team to serve and support OCDEL and the Pennsylvania Key in the education of available early childhood education options and to promote enrollment in Pennsylvania Pre-Counts throughout the Commonwealth, for a fee of \$96,469.87 for the period of June 22, 2021, through June 30, 2022 (The Pennsylvania Key).
29. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Center for Schools and Communities (CSC), for CSC to modify its scope of services to provide data analysis and reporting for a current HSSCO project that is looking at data regarding young children experiencing homelessness in Pennsylvania. This amendment provides for a funding increase of \$5,000 for a revised total of \$25,000. All other terms and conditions remain in force (The Pennsylvania Key).
30. To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and the KeyStone Research Corporation (KSRC), for KSRC to modify its scope of services in support of the distribution of PA Key One book to programs. This amendment provides for a funding increase of \$51,925.50 for a revised total of \$329,425.50. All other terms and conditions remain in force (The Pennsylvania Key).
31. To ratify Amendment #2 to the current agreement between the Berks County Intermediate Unit (BCIU) and The Pennsylvania State University (Penn State), for Penn State to modify its scope of services to build upon ongoing work to assess the impact of COVID-19 on childcare, and to determine the true cost of providing childcare in Pennsylvania. This amendment provides for a funding increase of \$281,059 for a revised total of \$484,539 and extends the term of the agreement to May 31, 2022. All other terms and conditions remain in force (The Pennsylvania Key).

### **C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, CIO / DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Tredyffrin/Easttown School District for provisioning of the BCIU's eTaxTrax software, support, and tax bill print services. The agreement is perpetual, beginning on June 1, 2021, with automatic annual renewal on July 1 unless written notification is provided by December 31 of any term year. Costs are assessed in accordance with the BCIU Board-approved Information Technology Services Rate Schedule.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Upper Perkiomen School District for provisioning of the BCIU's eTaxTrax software, support, and tax bill print services. The agreement is perpetual beginning on June 1, 2021, with automatic annual renewal on July 1, unless written notification is provided by December 31 of any term year. Costs are assessed in accordance with the BCIU Board-approved Information Technology Services Rate Schedule.
3. To approve the purchase of used print center equipment from the Lancaster County Career & Technology Center at a total cost of \$2,000. The equipment purchase includes the following: Morgana AutoCreaser Pro 33, Baum 3-Spindle Paper Drill, Multigraphic Knife Folder, and a Staplex Tabber.
4. To ratify the renewal of Solarwinds Serv-U Secure File Transfer Protocol licensing at a cost of \$640.32 for a one-year term of July 31, 2021 through July 31, 2022.

5. To ratify the renewal of an agreement with InfoSeal, LLC for support and maintenance of folder-sealer equipment utilized for tax billing services, at an annual cost of \$3,301 effective August 4, 2021, through August 3, 2022.
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and PowerSchool for the renewal of Maintenance and Support fees for eFinancePLUS and associated tools to be utilized by the Brandywine Heights Area School District and the Muhlenberg School District. The cost of these services is set at \$27,146.02 for the term of July 1, 2021, through June 30, 2022.
7. To approve the one-year renewal of the Zoom Consortium Master Agreement between the Berks County Intermediate Unit (BCIU) and Zoom Video Communications, Inc. for the consortium purchase of Zoom licenses to be utilized by and invoiced to participating member school districts, effective August 26, 2021, through August 25, 2022, at a shared cost of \$44,260. Participating schools include the following:
  - Boyertown Area School District
  - Conrad Weiser Area School District
  - Daniel Boone Area School District
  - Exeter Township School District
  - Fleetwood Area School District
  - John Paul II Center School District
  - Muhlenberg School District
  - Oley Valley School District
  - Reading Muhlenberg Career and Technology Center
  - St. Catherine of Siena School
  - Tulpehocken Area School District
  - Twin Valley School District
8. To approve the renewal of the Berks County Ed Tech Pool Counsel Consortium, for the term July 1, 2021, to June 30, 2022, at a cost of \$615 per member district. Participating schools include the following:
  - Antietam School District
  - Berks Career & Technology Center
  - Brandywine Heights Area School District
  - Conrad Weiser Area School District
  - Daniel Boone Area School District
  - Exeter Township School District
  - Fleetwood Area School District
  - Governor Mifflin School District
  - Hamburg Area School District
  - Kutztown Area School District
  - Muhlenberg School District
  - Oley Valley School District
  - Reading Muhlenberg CTC
  - Reading School District
  - Schuylkill Valley School District
  - Tulpehocken Area School District
  - Wilson School District
  - Wyomissing Area School District



**D. BUSINESS SERVICES/OPERATIONS**

—DONNA DELORETTA, CFO / COO

1. To ratify Addendum #1 to the original agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District, for the BCIU to continue to provide transportation services for one additional year, effective July 1, 2021, through June 30, 2022.
2. To authorize the appropriate officers to ratify a three-year agreement between the Berks County Intermediate Unit (BCIU) and the Reading School District, for the BCIU to provide School Age Special Education and Early Intervention transportation services, effective July 1, 2021, through June 30, 2024. The district will participate in the PDE approved Child per Mile reimbursement formula, with payment for services being deducted from the district's transportation subsidy.
3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit Transportation Department (BCIU) and the BCIU Head Start Program, for the BCIU to provide Head Start transportation services, effective August 31, 2021, at \$464.41 per run/per day (3.69% increase).
4. To authorize the appropriate officers to execute a five-year State and Local Fair Market Value lease agreement between the Berks County Intermediate Unit (BCIU) and Pitney Bowes, for Pitney Bowes to provide SendPro P2000 Digital Mailing System with 5lb Scale, including SendPro IMPB Software, 100 Dpts Standard Accounting, and software and rate change updates for use in the BCIU mailroom for \$289 per month, effective September 1, 2021.
5. To authorize the appropriate officers to execute a lease agreement between the Berks County Intermediate Unit (BCIU) and the Berks Career and Technology Center (BCTC), for the rental of classroom space for Head Start, effective September 1, 2021, for nine months, as follows:
  - a. 2,050 square feet at BCTC's West Center @ \$794/month (1.4% increase)
  - b. 2,050 square feet at BCTC's East Center @ \$794/month (1.4% increase)
6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the TransPar Group, Inc., for the TransPar Group, Inc. to provide professional advisory services and technical support related to Special Needs Transportation. TransPar Group, Inc. will provide a Lead Routing Analyst and consulting services for August 2021 for a fee of \$22,000.
7. To approve an agreement between the Berks County Intermediate Unit (BCIU) and the Family Guidance Center, for the Family Guidance Center to lease (1) one office with the use of lavatories and waiting area in the office area of the BCIU Hamburg Center, at a fee of \$260/month for (12) twelve months, effective September 1, 2021, through August 31, 2022.
8. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Penn Power Group, for the Penn Power Group to provide a Mobile Mechanic when needed at a rate of \$110/hour, plus \$1.20/mile for travel, effective July 21, 2021.



9. To ratify the continuation of Herbein+Company as the Berks County Intermediate Unit (BCIU) independent auditors, effective for three audit years with an option for two additional years, at the following fee schedule:
- July 1, 2020-June 30, 2021: \$45,250 (no increase)
  - July 1, 2021-June 30, 2022: \$46,850 (3.5% increase)
  - July 1, 2022-June 30, 2023: \$46,850 (no increase)

The fees for years ended June 30, 2024, and 2025 will be determined prior to commencing related audit procedures.

10. To ratify an 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 St. Luke’s Center at a rate of \$535 per day, effective July 6, 2021.
  - b. To transport ESY students to 13th Union Elementary at a rate of \$350 per day, effective June 21, 2021.
  - c. To transport ESY students to Hogan Learning Academy at a rate of \$350 per day, effective June 21, 2021.
  - d. To Transport ESY students to Hogan Learning Academy at a rate of \$400 per day, effective June 28, 2021.
  - e. To Transport Early Intervention to Hamburg and Highlands Centers at a rate of \$375 per day, effective July 6, 2021.
  - f. To Transport ESY students to 16th and Haak Elementary at a rate of \$350 per day, effective June 21, 2021.
  - g. To transport ESY students to 16th and Haak Elementary and Reading HS at a rate of \$535 per day, effective June 21, 2021.
  - h. To transport ESY students to Central Middle School at a rate of \$535 per day, effective June 21, 2021.
  - i. To transport ESY students to Central Middle School at a rate of \$535 per day, effective June 21, 2021.
  - j. To transport Early Intervention students to Hamburg Elementary and Highlands Centers at a rate of \$375 per day, effective July 6, 2021.
  - k. To Transport ESY students to Central Middle School at a rate of \$535 per day, effective June 21, 2021.
  - l. To transport ESY students to Central Middle School at a rate of \$350 per day, effective June 21, 2021.
  - m. To transport ESY students to 16th and Haak Elementary at a rate of \$350 per day, effective June 21, 2021.
  - n. To transport ESY students to Central Middle School at a rate of \$350 per day, effective June 21, 2021.
  - o. To Transport ESY students to 13th and Union Elementary at a rate of \$535 per day, effective June 21, 2021.
  - p. To transport Early Intervention students to Lower Alsace Center at a rate of \$535 per day, effective July 6, 2021.
  - q. To transport ESY students to Reading Muhlenberg CTC at a rate of \$535 per day, effective June 21, 2021.
  - r. To transport ESY students to Reading Senior High School at a rate of \$535 per day, effective June 21, 2021.
  - s. To transport Early Intervention students to Lower Alsace Center at a rate of \$535 per day, effective July 6, 2021.

11. To request permission for the Berks County Intermediate Unit to participate in the following cooperative purchasing programs for the 2021-2022 school year:
  - a. BuyBoard National Purchasing Cooperative
  - b. The Cooperative Purchasing Network (TCPN)
  - c. COSTARS
  - d. H-GAC Cooperative Purchasing Program
  - e. Keystone Purchasing Network (KPN)
  - f. NASPO ValuePoint
  - g. National Cooperative Purchasing Alliance (NCPA)
  - h. OMNIA Partners
  - i. PEPPM Cooperative Purchasing
  - j. Sourcewell

**E. ADMINISTRATION**

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To ratify agreements between the Berks County Intermediate Unit (BCIU) and the Pennsylvania School Boards Association (PSBA), for the BCIU to participate in the PSBA Policy and Administrative Regulation Maintenance programs, including web-based policy / administrative regulation systems, services, and subscriptions, effective July 1, 2021, through June 30, 2022, for a total cost of \$2,149.
2. To approve the updated Berks County Intermediate Unit Health and Safety Plan, effective August 20, 2021.

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

**16. ADJOURNMENT**