The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, September 16, 2021. The meeting was held in a hybrid format.

President Gary McEwen called the meeting to order at 8:03 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; Linda R. Lash; Joseph A. Lupia; Oscar Manbeck; Kevin L. Mannmiller; Steven Miller; Ralph C. Richard; Bret Sabold; Ann Sellers; James Ulrich; and Gary McEwen

**Absent:** Dr. Amy Kennedy; Rev. Dr. Dennis Ritter; and Terrie Taylor, LSW

**Intermediate Unit:** Dr. Jill M. Hackman; Donna DeLoretta; Scott Major; Dan Richards; Dr. Michelle Reichard-Huff; Rob Rosenberry; Cherie Zimmerman; Beth Kozloski; and Jan Krotee

**Solicitor:** James Mancuso, Esq.

**Guest(s):** Bernice Crutchfield, BCIU President; John Ford, BCIUEA Vice President; and Tsehay Jackson, BCIUEA Treasurer

**Press:** None

Following the pledge of allegiance and roll call, President McEwen welcomed participants to the BCIU Board meeting. He welcomed Bret Sabold at his first meeting as a BCIU Board member representing the Conrad Weiser Area School District. He also welcomed and introduced Bernice Crutchfield, BCIUEA President; John Ford, BCIUEA Vice-President; and Tsehay Jackson, BCIUEA Membership Chairperson, and thanked them for attending. President McEwen then noted that an executive session was held prior to the meeting to discuss personnel matters and negotiations.

President McEwen asked if anyone present would like to speak regarding an agenda item. No one desired to speak.

A motion was made by Costenbader-Jacobson, seconded by Ulrich, to approve agenda items 01. C. through 09. D., as follows:

To approve the minutes of the August 19, 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>August 2021 Ratifications - IU</td>
<td>1-16</td>
<td>$4,809,006.92</td>
</tr>
<tr>
<td>August 2021 Ratifications - PSDLAF</td>
<td>1-01</td>
<td>$6,223.93</td>
</tr>
<tr>
<td>September 2021 Ratifications - IU</td>
<td>1-08</td>
<td>$2,432,333.35</td>
</tr>
<tr>
<td>September 2021 Approvals - IU</td>
<td>1-05</td>
<td>$611,538.39</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$7,859,102.59</td>
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</tbody>
</table>

Announcements

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

Approval of Minutes
—Item 02.

IU Bills and Financial Reports—Items 03., 04., 05., 06., 07., 08., and 09.
(Detailed list of bills available for review.)
04. **Tompkins/Vist Revenue Anticipation Note – $10,000,000 (Information Item):**

<table>
<thead>
<tr>
<th>Amount Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2021</td>
</tr>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

05. **Accounts Receivable Aging Report as of September 10, 2021 (Information item):**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>120 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Districts</td>
<td>$323,447.33</td>
<td>$86,565.41</td>
<td>$875,830.46</td>
<td>$877,488.88</td>
<td>$187,706.81</td>
</tr>
<tr>
<td>Commonwealth of PA</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$415,084.95</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Revenue Sources</td>
<td>$129,062.29</td>
<td>$43,619.25</td>
<td>$158,115.58</td>
<td>$104.81</td>
<td>$111,138.90</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$452,509.62</td>
<td>$130,184.66</td>
<td>$1,449,030.99</td>
<td>$877,593.69</td>
<td>$198,845.71</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>120 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$3,108,164.67</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

06. **Approval/Ratification of Head Start:**
   a. BCIU Head Start Continuation Grant Application for 2022
   b. Head Start Continuation Grant Budget 2022
   c. Head Start Annual Report 2020
   d. BCIU Head Start Professional Development Training Plan_2021-2022
   e. Financial Statements (August 2021)
   f. Credit Card Purchases (August 2021)
   g. Non-Federal Share Report (August 2021)
   h. Policy Council Minutes/Resolutions (August 2021)
   i. Head Start Director’s Reports (September 2021)

07. **Combined Financial Report**

**CASH**

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>120 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEGINNING BALANCE AUGUST 1, 2021</strong></td>
<td>$2,100,843.08</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RECEIPTS**

- REVENUE RECEIPTS               $17,634,677.00
- RETURNED CHECKS                $0.00
- INVESTMENT REDEMPTIONS         $0.00  $17,634,677.00
                                           $19,735,520.08

**DISBURSEMENTS**

- PRE-BOARD RATIFICATIONS        $473,529.45
- PRE-BOARD RATIFICATIONS-PSDLAF  $0.00
- BOARD APPROVALS                $1,660,769.79
- POST BOARD RATIFICATIONS-PSDLAF $6,223.93
   - POST BOARD RATIFICATIONS IU  $4,809,006.92
   - TOTAL CHECKS WRITTEN         $6,949,530.09
   - CHECKS VOIDED                ($682,930.36)
   - PAYROLL DISTRIBUTIONS        $4,545,866.45  $10,812,466.18

**ENDING BALANCE - AUGUST 31, 2021**

- $8,923,053.90

**CASH AVAILABLE - AUGUST 31, 2021**

- $8,923,053.90
08. **INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**AUGUST 2021**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Interest Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tompkins VIST</td>
<td>$762.68</td>
</tr>
<tr>
<td>PNC</td>
<td>$4.35</td>
</tr>
<tr>
<td>Chase</td>
<td>$.38</td>
</tr>
</tbody>
</table>

09. **BUDGETS**

A. **New and Proposed Budgets**

No Items to Consider

B. **Initial Budgets**

1. **Special Education Contracted Services – Program 302**

   Office of Early Childhood and Student Services

   7/1/21 – 6/30/22

   This proprietary program provides to local school districts special education instructional programs and services including Hearing Impaired classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991).

   $5,338,344

2. **Extended School Year – Program 303**

   Office of Early Childhood and Student Services

   7/1/21 – 6/30/22

   Extended School Year services are determined by the IEP team. Districts have the option to provide ESY services themselves or contract with the Intermediate Unit on a fee-for-service basis. This program has been in existence since 1988.

   $53,847

3. **Special Education CORE – Program 304**

   Office of Early Childhood and Student Services

   7/1/21 – 6/30/22

   Funded by the Pennsylvania Department of Education, this budget covers costs for management, federal/state mandates for special education, direct services, child tracking (Penn Data) services, and administrative functions designed to support the Special Education programs throughout the Berks County Intermediate Unit and our school districts (since 1991).

   $2,949,636

4. **Pennsylvania Inspired Leadership Initiative – Program 152**

   Office of Professional Development and Curriculum

   7/1/21 – 6/30/22

   Funded by the federal government through Appalachia Intermediate Unit, this program supports the development and improvement of leadership skills through the Principals Induction Program (PIP) and the Continuing Professional Education component for all other school administrators. This consortium, which is led by the BCIU, includes Schuylkill, Colonial, and Carbon-Lehigh Intermediate Units (since 2005).

   $119,500
5. **BCIU Print Service Center – Program 605**  
Office of Information Technology  
7/1/21 – 6/30/22  
This proprietary program provides printing and duplicating services to school districts and to all BCIU departments and programs (since 1980).  

$483,732

C. **Changes to Initial Budgets**

1. **Head Start State Supplemental Assistance Program**  
   *(The Pennsylvania Key) – Program 170*  
Office of Professional Development and Curriculum  
7/1/21 – 6/30/22  
**Total Proposed Revised Budget: $749,128**  
Funded by the federal government through the Pennsylvania Department of Education and the Head Start State Collaboration Office, this program provides monitoring and technical assistance to Head Start State Supplemental grantees throughout the state (since 2005). This change is necessary due to an increase in administrative funding for statewide support of program initiatives. This is the first administrative increase for HSSAP in approximately 5 years.  

$100,000

2. **PA Pre-K Counts - OCDEL – Program 228**  
Office of Professional Development and Curriculum  
7/1/21 – 6/30/22  
**Total Proposed Revised Budget: $2,905,300**  
Funded by the Pennsylvania Department of Education through a contract with the BCIU, this program provides monitoring, technical assistance, consultation, and training and materials for all Pennsylvania Pre-K Counts approved providers. In addition, the BCIU will administer a sub-grant program for two faith-based Pennsylvania Pre-K Counts approved providers (since 2007). The change is necessary due to an increase of administrative funding for the FY 21/22 Pre-K Counts expansion.  

$478,125

3. **BCIU School Safety & Security - Trauma Informed Care – Program 20-177**  
Office of Business Services  
3/1/20 – 2/28/22  
**Total Proposed Revised Budget: $257,783**  
The School Safety and Security Committee Grant Program was established to make school entities within the Commonwealth safer places. BCIU received this grant to maintain a safe, secure, and nurturing learning environment for all students, staff, faculty, and school visitors by improving security measures across Berks County. These funds are specifically being utilized to provide a comprehensive Trauma-Informed Train-the-Trainer professional development model to reach 5,000 educators, and to improve building security through an upgraded card access system and security cameras. This is state funding provided by the Pennsylvania Commission on Crime and Delinquency (PCCD) (since 2020). These changes are necessary to reflect a budget modification with additional state subsidy revenue.  

$3,050
D. Budgetary Transfers

   Office of Early Childhood and Student Services  
   3/13/20 – 9/30/21  
   As a result of the CARES Act, Early Intervention has been awarded a  
   supplemental grant for activities in response to COVID-19. This supplement  
   contains funding for staff training, policy development, equipment, and support  
   to meet the public health guidelines for reopening. This includes  
   cleaning/sanitation guidelines, providing personal protective equipment (PPE) for  
   staff, and establishing other protocols designed to ensure the health and safety of  
   children and adults. To support staff social distancing, an unused area of the  
   Lower Alsace Learning Center will be renovated to accommodate office space,  
   phones, and internet connections for 10 staff members (since 2020). These  
   budget transfers are necessary to adjust expenditures to year-end projections.  
   
   2. Early Head Start Child Care Partnership – Program 20-168  
   Office of Early Childhood and Student Services  
   8/1/20 – 7/31/21  
   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). These  
   budget transfers are necessary to adjust expenditures to year-end projections.  

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

10. COMMUNICATIONS  
   No Items to Report  

11. OLD BUSINESS  
   The slate of candidates for the 2022 Election of PSBA officers was  
   again reviewed. Consensus was reached and the secretary was  
   directed to register the votes on behalf of the BCIU for the  
   following candidates:  
   • President-Elect: David Schaap  
   • Vice President: Allison Mathis  
   • East Zone Representative: Edward Brown  
   • PSBA Insurance Trust Trustees: Nathan Mains; William LaCoff; Richard Frerichs  
   • Forum Steering Committee: Jennifer Davidson; Deana Lancenese; Jaime Lynn Zimerofsky  

12. REPORT OF NEGOTIATIONS COMMITTEE  
   No Items to Report
A motion was made by Lash, seconded by Costenbader-Jacobson, to approve the following items under Personnel Matters – Items 13. A. through 13. N:

13. PERSONNEL MATTERS
—ROB ROSENBERRY, DIRECTOR

A. General

To award a professional contract to Taylor A. D’Antonio, Speech Therapist, Early Intervention, who has completed three years of satisfactory service, effective September 10, 2021.

To approve the Customer Success Specialist, Office of Information Technology position description.

To ratify receipt of the list containing the salaries of Transportation employees, effective August 2, 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 2021-2022 fiscal year:

a. Van Driver
   i. Oscar Buten-Martinez – Effective Date – September 8, 2021
   ii. Leonardo Cabrera – Effective Date – September 1, 2021
   iii. Daniel Herrara – Effective Date – September 7, 2021
   iv. Nieves Santana – Effective Date – September 7, 2021

B. Employment – Ratifications

1. Business Services/Operations Office
   a. Michele M. Booth – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates – $17.75, $14.50, and $13.33
      Effective Date – August 23, 2021
      Replacement

   b. Jose Echavarria – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates – $17.75, $14.50, and $13.33
      Effective Date – September 7, 2021
      Replacement

   a. Casey E. Frasca – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
      Recommended Hourly Rates – $17.75, $14.50, and $13.33
      Effective Date – September 7, 2021
      Replacement
d. Brandi L. Hartman – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – August 30, 2021
   Replacement

e. Joseph Heywood – Part-time School Bus Driver Trainee, Transportation
   Recommended Hourly Rate – $16.55
   Effective Date – August 30, 2021
   Replacement

f. Nancy S. Jimenez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – September 7, 2021
   Replacement

g. Yolanda Pinkney – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – August 23, 2021
   Replacement

h. William C. Rey, Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – August 30, 2021
   Replacement

i. Jelisa L. Rhodes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – September 7, 2021
   Replacement

j. Giselle S. Rojas – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $21.55, $17.75, $14.50, and $13.33
   Effective Date – August 23, 2021
   Replacement

k. Melissa M. Rump – Part-time School Bus Driver Trainee, Transportation
   Recommended Hourly Rate – $16.55
   Effective Date – August 23, 2021
   Replacement
1. Hargrey A. Saul – Part-time School Bus Driver Trainee, Transportation
   Recommended Hourly Rate – $16.55
   Effective Date – August 24, 2021
   Replacement

m. Tim C. Speck – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – August 30, 2021
   Replacement

n. Dedre J. Stein-Colter – Part-time Driver w/o Bus License, Assistant, Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – August 30, 2021
   Replacement

o. Archie J. Ulshafer – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
   Recommended Hourly Rates – $25.05, $17.75, $14.50, and $13.33
   Effective Date – September 7, 2021
   Replacement

p. Kathy J. Wise – Part-time Driver w/o Bus License, Assistant, Misc. Transportation
   Recommended Hourly Rates – $17.75, $14.50, and $13.33
   Effective Date – September 7, 2021
   Replacement

2. Early Childhood & Student Services Office
      Recommended Hourly Rate – Level III, Probationary, $20.20
      Effective Date – August 30, 2021
      Replacement

   b. Stephanie Ebling – Level V Bilingual Program Secretary, Early Intervention
      Recommended Hourly Rate – $14.43
      Effective Date – August 16, 2021
      Replacement

   c. Kelli N. Ernst – Disabilities / Transition Specialist, Head Start
      Recommended Hourly Rate – Level I, Probationary, $23.50
      Effective Date – September 7, 2021
      Replacement
d. Alicia K. Hornberger – Special Education Teacher – Itinerant, Special Education
   Recommended Annual Salary – Column 4, Step 5, $64,717
   Effective Date – August 16, 2021
   Replacement

e. Devin P. McFerren – Alternative Education Teacher, Alternative Education
   Recommended Annual Salary – Column 4, Step 16, $88,205
   Effective Date – August 23, 2021
   Additional Position

f. Kate H. Rathman – Level V Program Secretary, Special Education
   Recommended Hourly Rate – $14.43
   Effective Date – September 7, 2021
   Replacement

3. Professional Development & Curriculum Office
   a. Nicole Good Zawidski – Continuing Professional Education (CPE) Instructor
      Recommended Rate – $750 per credit
      Effective Date – August 16, 2021
      Additional Position

      Recommended Annual Salary – $58,102 (to be prorated)
      Effective Date – August 30, 2021
      Replacement

C. Change of Status – Ratifications

   1. Business Services/Operations Office
      a. Kariana Basabe Garay
         Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
         No Change in Recommended Hourly Rates
         Effective Date – August 30, 2021
         Replacement

      b. Jessenia Diaz
         Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Bus/Van Specialist, Transportation
         Change Recommended Hourly Rates from $21.55, $17.75, $14.50, and $13.33 to $26.75
         Effective Date – August 20, 2021
         New Position
c. Debra Gerhart
   Part-time Driver w/o Bus License, Transportation
   Recommended Hourly Rate – $17.75
   Effective Date – August 4, 2021
   Additional Assignment

d. Margaret Gitler
   Change from Part-time Driver w & w/o Bus License, Assistant, Misc., and School Bus Fueler, Transportation to Part-time Bus/Van Specialist, Transportation
   Change Recommended Hourly Rates from $21.55, $18.10, $14.80, $13.63, and $21.00 to $26.75
   Effective Date – August 20, 2021
   New Position

e. Tina Gring
   Change from Level IV Clerk / Level V Accounting Clerk / Level V Program Secretary, Fiscal Services to Level V Secretary – Vehicle Maintenance, Transportation
   Change Recommended Hourly Rates from $19.33, $19.83, and $19.83 to $19.83
   Effective Date – August 16, 2021
   Replacement

f. Alicia Kachel
   Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Dispatcher, Transportation
   Change Recommended Hourly Rates from $22.05, $18.10, $14.80, and $13.63 to $17.25
   Effective Date – August 28, 2021
   Replacement

g. Stephanie Mullarkey
   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 – August 19, 2021
   Replacement

h. Beverly Rivera
   Change from Substitute Bus/Van Assistant and Misc. Transportation to Part-time Bus/Van Assistant and Misc. Transportation
   No Change in Recommended Hourly Rates
   Effective Date – August 30, 2021
   Replacement
i. Naomi Smith
   Change from Substitute Bus/Van Assistant and Misc. Transportation to Part-time Bus/Van Assistant and Misc. Transportation
   No Change in Recommended Hourly Rates
   Effective Date – August 30, 2021
   Replacement

j. Naomi Smith
   Part-time Driver w & w/o Bus License, Transportation
   Recommended Hourly Rates – $21.55 and $18.10
   Effective Date – September 2, 2021
   Additional Assignments

k. Domingo Vega, Jr.
   Change from Substitute Driver w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
   No Change in Recommended Hourly Rates
   Effective Date – August 19, 2021
   Replacement

l. Erica Wolf
   Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Bus/Van Specialist, Transportation
   Change Recommended Hourly Rates from $22.05, $18.10, $14.80, and $13.63 to $26.75
   Effective Date – August 20, 2021
   New Position

m. Stephanie Wolfe
   Change from Part-time Driver w & w/o Bus License, Assistant, Misc., and Bus/Van Deep Cleaner, Transportation to Dispatcher, Transportation
   Change Recommended Hourly Rates from $21.55, $18.10, $14.80, $13.63, and $17.80 to $17.25
   Effective Date – September 1, 2021
   Replacement

2. Early Childhood & Student Services Office
   a. Karen Allen – Specialized Preschool Teacher – Classroom, Early Intervention
      Recommended Hourly Rate – $36.33
      Effective Date – July 1, 2021 – July 30, 2021
      Additional Hours (not to exceed 14 hours)

   b. Kathryn Bates – Teacher, Pre-K Counts
      Recommended Hourly Rate – $39.91
      Effective Date – August 10, 2021 – August 11, 2021
      Additional Hours (not to exceed 14 hours)
c. Megan Carr – Teacher, Pre-K Counts
   Recommended Hourly Rate – $26.32
   Effective Date – August 12, 2021 – August 13, 2021
   Additional Hours (not to exceed 14 hours)

d. Susan Garman – Teacher, Pre-K Counts
   Recommended Hourly Rate – $26.32
   Effective Date – August 11, 2021
   Additional Hours (not to exceed 7 hours)

e. Shelly Olexa Marino – Paraeducator, Pre-K Counts
   Recommended Hourly Rate – $12.89
   Effective Date – August 10, 2021 - August 11, 2021
   Additional Hours (not to exceed 7 hours)

f. Amber Sell – Teacher, Pre-K Counts
   Recommended Hourly Rate – $36.13
   Effective Date – July 1, 2021 – July 30, 2021
   Additional Hours (not to exceed 14 hours)

g. Denali Shook – Teacher, Pre-K Counts
   Recommended Hourly Rate – $34.65
   Effective Date – August 12, 2021
   Additional Hours (not to exceed 7 hours)

D. Additions to 2021-2022 Approved Substitute Lists – Ratifications
   Transportation
   Ruby Garcia-Aguirre, Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
   Effective – August 30, 2021

E. Additions to Approved 2021-2022 Out-of-Class Substitute Lists – Ratifications
   No Items to Consider

F. Remove from 2021-2022 Approved Substitute Lists
   Transportation
   Alexandra Iovanna, Substitute Driver w/o Bus License, Assistant, and Miscellaneous Transportation
   Effective – September 1, 2021
   Janice Lamm, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
   Effective – August 17, 2021
   Naomi Smith, Substitute Driver w & w/o Bus License, Transportation
   Effective – August 2, 2021

G. Employment – Approvals
   No Items to Consider
H. Change of Status – Approvals
1. Business Services/Operations Office
   a. Kyle Batz
      Change from Supervisor, Transportation, Tulpehocken to
      Substitute Driver w & w/o Bus License, Assistant, and Misc.
      Transportation
      Change Recommended Annual Salary from $50,723 to Hourly
      Rates $23.50, $19.75, $16.05, and $14.45
      Effective Date – November 3, 2021
      Voluntary Reassignment

I. Leave of Absence Requests
1. Business Services/Operations
   Personal Leave (unpaid – without benefits – Not FMLA)
   a. Amy Gantz – Part-time Driver w/o Bus License, Assistant, and
      Misc. Transportation
      Effective Date – August 11, 2021

2. Early Childhood & Student Services Office
   Personal Leave (unpaid – with benefits – FMLA)
   a. Ashley Anspach – Teacher, Pre-K Counts
      Effective Date – August 13, 2021
   b. Carmen Constanzo – Paraeducator, Head Start
      Effective Date – August 30, 2021
   c. Molly Lenko – Speech Therapist, Early Intervention
      Effective Date – August 27, 2021

3. Professional Development & Curriculum Office
   Personal Leave (unpaid – with benefits – FMLA)
   a. Cheryl Gregory – Level V Program Secretary, OPDC
      Effective Date – September 8, 2021

J. Return from Leave of Absence Requests
1. Early Childhood & Student Services Office
   Personal Leave (unpaid – with benefits – FMLA)
   a. Megan Lieb – Special Education Teacher – Itinerant, Special
      Education
      Effective Date – August 17, 2021
   b. Melanie Lozenski – Teacher, Pre-K Counts
      Effective Date – August 17, 2021

K. Retirements
1. Business Services / Operations Office
   a. Donna F. Moyer – Part-time Driver w/o Bus License, Assistant,
      and Misc. Transportation
      Effective Date – August 16, 2021

2. Early Childhood & Student Services Office
   a. Carol L. Fritz – Paraeducator, Early Intervention
      Effective Date – December 17, 2021
L. Resignations

1. Business Services/Operations Office
   a. Bobbi J. Behm – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
      Effective Date – August 18, 2021
   b. Lauren E. Morales Morillo – Level III Custodian, Custodial
      Effective Date – August 31, 2021
   c. Richard S. Shelton – Part-time Driver w/o Bus License, Assistant, Misc. Transportation
      Effective Date – August 30, 2021

2. Early Childhood & Student Services Office
   a. Araceli Castaneda – Teacher, Head Start
      Effective Date – August 16, 2021
   b. Brendan M. Hickey – Psychologist, Special Education
      Effective Date – August 16, 2021
   c. Lucia Martínez – Teacher, Head Start
      Effective Date – August 9, 2021
   d. Anelys Santos – Psychologist, Special Education
      Effective Date – October 22, 2021
   e. Rebecca C. Seel – Nolde Aide, Nolde
      Effective Date – August 23, 2021

3. Professional Development & Curriculum Office
   a. Michael Imburgia – Director of School Improvement Performance Management, OPDC
      Effective Date – September 3, 2021

M. Terminations

No Items to Consider

N. Other

No Items to Consider

Yeas: Costenbader-Jacobson; Dennin; Hemberger; Huhn; Lash; Lupia; Manbeck; Manmiller; Miller; Richard; Sabold; Sellers; Ulrich; McEwen
Nays: None. Motion carried.

A motion was made by Huhn, seconded by Manbeck, to approve the following items under Other Matters for Consideration – Items 14. A. through 14. E.:

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES
   —DR. MICHELLE REICHARD-HUFF, DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Community Action Program, Inc., for the BCIU to operate the Pre-K Counts Program for 137 eligible Pre-K children, three and four years of age, in full-day programs, effective July 1, 2021, through June 30, 2022, with funding in the amount of $1,130,250.
To acknowledge receipt and submission of the 2020-2021 Program Information Report (PIR) Summary for the 2020-2021 school year.

To approve the 2020-2021 Berks County Head Start Annual Report.

To ratify the submission of the Locally Designed Option Duration Waiver Request to the Office of Head Start, U.S. Department of Health and Human Services for the 2021-2022 school year.

To approve the submission of the Berks County Head Start continuation grant application, 2022 proposed budget, and training plan by October 1, 2021.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts, for the BCIU to provide Title I services to students who reside within Title I eligible schools and attend nonpublic schools, effective August 1, 2021, through June 15, 2022:

<table>
<thead>
<tr>
<th>School District</th>
<th>$ Total Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conrad Weiser Area</td>
<td>5,142.00</td>
</tr>
<tr>
<td>Fleetwood Area</td>
<td>4,574.00</td>
</tr>
<tr>
<td>Muhlenberg</td>
<td>22,102.00</td>
</tr>
<tr>
<td>Twin Valley</td>
<td>1,819.54</td>
</tr>
<tr>
<td>Wilson</td>
<td>9,053.00</td>
</tr>
</tbody>
</table>

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 2021, through September 30, 2022:

<table>
<thead>
<tr>
<th>School District</th>
<th>$ Total Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muhlenberg</td>
<td>8,603.84</td>
</tr>
<tr>
<td>Wilson</td>
<td>6,231.06</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>School District</th>
<th>$ Total Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilson</td>
<td>2,334.38</td>
</tr>
</tbody>
</table>
To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the following vendor, for the BCIU to contract services on behalf of Berks County nonpublic schools in line with applications submitted under the Emergency Assistance to Non-Public Schools (EANS) program according to specifics of each individual agreement:

- Berks County Intermediate Unit (BCIU), LEA for the Berks Catholic High School

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Albright College / SRI, for the BCIU to provide services related to preparation of two Act 45 SRI-TEL applications for submission to the Pennsylvania Department of Education (PDE) for the amount of $1,600 according to the agreement, effective August 10, 2021.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Boyertown Area School District, for the BCIU to provide services related to the design and implementation of professional learning pathways for $7,500 plus additional components according to the agreement, effective August 13, 2021.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Eduprenuerial Solutions, LLC, for Dr. Carrie Soliday to provide statewide professional development related to the Classroom Diagnostic Tool (CDT), for the amount of $47,400 plus travel expenses according to the agreement, effective September 7, 2021, through June 30, 2022

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Berks Christian School, for the BCIU to provide professional development related to assessment reliability and validity for $900 according to the agreement, effective August 24, 2021.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Center for Schools and Communities (CSC), for CSC to provide a series of data collection, analysis, and reporting tasks to assess the landscape of Head Start activities in Pennsylvania for a fee of $23,000 for the period, July 1, 2021, through June 30, 2022 (The Pennsylvania Key).

To ratify agreements between the Berks County Intermediate Unit and the following contractors, for the Early Head Start Child Care Partnership program to expand high quality early learning opportunities to infants and toddlers, effective August 1, 2021, through July 31, 2022 (The Pennsylvania Key):

- Chester County Intermediate Unit d/b/a Chester County Head Start, for a fee of $2,158,782 to serve 144 children
- Child Development Centers, Inc., for a fee of $599,662 to serve 40 children
- Huntingdon County Child and Adult Development Corp., for a fee of $239,865 to serve 16 children
- Lancaster-Lebanon IU 13, for a fee of $1,319,256 to serve 88 children
- Lawrence County Social Services, Inc., d/b/a Lawrence County Community Action Partnership, for a fee of $599,662 to serve 40 children
- Pocono Services for Families and Children, for a fee of $119,932 to serve 8 children

EANS Program Agreement / BCIU as LEA for Berks Catholic High School

Agreement with Albright College / Act 45 SRI-TEL Applications
—Item 14. B. 5.

Agreement with Boyertown Area School District / Professional Learning Pathways

Agreement with Eduprenuerial Solutions, LLC / Dr. Carrie Soliday / Professional Development Related to Classroom Diagnostic Tool

Agreement with Berks Christian School / BCIU to Provide Professional Development

Agreement with the Center for Schools and Communities / Assessment of Landscape of PA Head Start Activities (The Pennsylvania Key)

Agreements with Contractors for Early Head Start Child Care Partnership Program (Chester County IU, Child Development Centers, Huntingdon County Child and Development Corp, Lancaster-Lebanon IU 13, Lawrence County Social Services, and Pocono Services for Families and Children (The Pennsylvania Key)
To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Head Start program, for the Early Head Start Child Care Partnership program for BCIU Head Start to expand high quality early learning opportunities to infants and toddlers, for a fee of $479,729 to serve 32 children, effective August 1, 2021, through July 31, 2022 (The Pennsylvania Key).

To ratify agreements between the Berks County Intermediate Unit and the following organizations, for the noted organizations to provide professional services related to the Pennsylvania Pre-K Counts Program, effective July 1, 2021, through June 30, 2022 (The Pennsylvania Key).

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>ALLOCATION</th>
<th>CHILDREN SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lancaster Mennonite School</td>
<td>$350,000</td>
<td>40 Full Day</td>
</tr>
<tr>
<td>Imani Christian School</td>
<td>$157,500</td>
<td>18 Full Day</td>
</tr>
</tbody>
</table>

C. INFORMATION TECHNOLOGY
—SCOTT MAJOR, DIRECTOR

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Brandywine Heights Area School District for renewal of hosting and software support services for the PowerSchool eFinancePLUS application. The term of the agreement is for one year, effective July 1, 2021, through June 30, 2022, at costs reflected in the agreement for selected services.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Muhlenberg School District, for renewal of hosting and software support services for the PowerSchool eFinancePLUS application. The term of the agreement is for one year, effective July 1, 2021, through June 30, 2022, at costs reflected in the agreement for selected services.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the named Berks County school districts to provide software support services for the Infinite Campus student information system. The term of the agreements are one year, effective July 1, 2021 through June 30, 2022, at costs reflected in the agreements for selected services. Participating school districts include Boyertown Area, Daniel Boone Area, Fleetwood Area, Muhlenberg, Oley Valley, and Twin Valley.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and CDWG, for the purchase of 341 PhishME licenses at a cost of $376 for the Wyomissing Area School District as part of a state-wide purchasing consortium. The term of the agreement is September 1, 2021, through February 1, 2023.
To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for the purchase of Financial Information System (FIS) licensing, hosting, and support services. The term of the agreement is five (5) years, effective July 1, 2021, through June 30, 2026, for a total cost of $144,770 over the five-year period, with the year one cost established at $18,908.

To approve a renewal agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for the purchase of Consumables Licensing and Software Support for a one (1) year term, effective July 1, 2021, through June 30, 2022, at a base cost of $1,500 for up to 735 items.

To approve a renewal agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for licensing, hosting, and support of SCView, an electronic document management system. The term of the agreement is one (1) year, effective July 1, 2021, through June 30, 2022, at a cost of $11,123.25.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for the purchase of software customization services to the Financial Information System (FIS) for a custom export/interface of staff data at a one-time cost of $425.

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Central Susquehanna Intermediate Unit (CSIU), for the purchase of software customization services to the Financial Information System (FIS) Long Term Disability component at a one-time cost not to exceed $6,700.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and eduBusiness Solutions for migration, licensing, hosting, and support services of PrintShop Pro, Design Conductor, and SAML Single Sign-On (SSO) software. The term of the agreement is one (1) year, effective November 1, 2021, through October 31, 2022, at a cost not to exceed $9,700.
D. BUSINESS SERVICES/OPERATIONS
— DONNA DELORETTA, CFO / COO

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Centro Hispano Daniel Torres, Inc., for Centro Hispano Daniel Torres, Inc. to provide food service for the BCIU Head Start and Pre-K Counts programs, effective October 1, 2021, through September 30, 2022, at the following rates:

- Breakfast $1.38 per meal
- Lunch $2.83 per meal
- Snack $.81 per meal
- Pantry Box $5.19 per meal (Breakfast / Lunch)
- Pantry Box $4.60 per meal (Lunch / Snack)

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following schools, for the schools to provide meals for Head Start, effective July 1, 2021, through June 30, 2022, as follows:

<table>
<thead>
<tr>
<th>Provider (lunches)</th>
<th>Rate/Child</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCTC East (Oley)</td>
<td>$2.60</td>
<td>$.04/child</td>
</tr>
<tr>
<td>BCTC West (Blue Marsh)</td>
<td>$2.60</td>
<td>$.04/child</td>
</tr>
<tr>
<td>Reading-Muhlenberg CTC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>$1.81</td>
<td>$.12/child</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.74</td>
<td>$.18/child</td>
</tr>
<tr>
<td>Snack</td>
<td>$1.21</td>
<td>$.08/child</td>
</tr>
<tr>
<td>Cumru and Mifflin Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>$2.35</td>
<td>$.09/child</td>
</tr>
<tr>
<td>Lunch</td>
<td>$3.66</td>
<td>$.15/child</td>
</tr>
</tbody>
</table>

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit and Conrad Siegel Actuaries, for Conrad Siegel Actuaries to provide professional services for the completion of Affordable Care Act (ACA) reporting for the 2021 calendar year at a fee of $7,500 (no increase).

To ratify a lease agreement between the Berks County Intermediate Unit (BCIU) and St. Daniel’s Lutheran Church, for the rental of one (1) classroom and the use of shared communal spaces, including access to the fenced outdoor playground area and parking spaces for Head Start, effective August 23, 2021, through August 22, 2022, at $550 per month for twelve months.

To authorize the appropriate officers to close the inactive PNC Bank Business Checking and PNC Business Premium Money Market accounts, with balances to be transferred to the Tompkins-VIST Bank USIF account.
To award a contract to Heidler Roofing at a cost of $151,310.85 to replace the roof at the Berks County Intermediate Unit Transportation Center.

To ratify an agreement between the Berks County Intermediate Unit and Atlas Transportation, for Atlas Transportation to provide transportation services, effective August 30, 2021 as follows:

a. To transport Special Needs students to TCHS Brandywine at a rate of $285 per day.
b. To transport Homeless students to Governor Mifflin School District at a rate of $190 (p.m. only) per day.
c. To transport Early Intervention students to BCIU Education Centre at a rate of $375 per day.
d. To transport Special Needs students to 13th & Green Elementary School at a rate of $350 per day.
e. To transport Special Needs students to Central Middle School and Reading High School at a rate of $475 per day (double shifts).
f. To transport Special Needs students to Northeast Middle School at a rate of $350 per day.
g. To transport Special Needs students to KidsPeace and Central Middle School at a rate of $475 per day (double shifts).
h. To transport Special Needs students to Reading High School and Central Middle School at a rate of $300 per day (double shifts).
i. To transport Special Needs students to New Story Perk at a rate of $250 per day.
j. To transport Special Needs students to Riverside Elementary School and Reading High School at a rate of $375 per day.
k. To transport Special Needs students to RMCTC at a rate of $375 per day.
l. To transport Special Needs students to Southwest Middle School at a rate of $225 per day.
m. To transport Special Needs students to New Story Wyomissing at a rate of $350 per day.
n. To transport Special Needs students to RMCTC at a rate of $375 per day.
o. To transport Special Needs students to Central Middle School at a rate of $250 per day.
p. To transport Special Needs students to Southern Middle School at a rate of $285 per day.
q. To transport Special Needs students to Capstones at a rate of $265 per day.
r. To transport Special Needs students to Hogan/Pal (with AIDE) at a rate of $400 per day.
s. To transport Special Needs students to Reading High School and Southwest Middle School at a rate of $475 per day (double shifts).
t. To transport Special Needs students to 10th & Penn Elementary and Northwest Middle School at a rate of $375 per day.
u. To transport Special Needs students to Millmont Elementary at a rate of $350 per day.
v. To transport Homeless students to Muhlenberg Middle School and Muhlenberg High School at a rate of $265 per day.
w. To transport Special Needs students to Reading High School and Northeast Middle School at a rate of $350 per day.
x. To transport Special Needs students Northeast Middle School and Reading High School at a rate of $475 per day.
To appoint Rob Rosenberry, Director of Human Resources, as the BCIU Management representative to the Berks County School Districts Health Trust (BCSDHT) Board of Trustees for a two-year term, effective July 1, 2021, through June 30, 2023.

RESOLVED, that the Board President is authorized to execute an agreement between the Berks County Intermediate Unit and Levin Legal Group, P.C., for the Levin Legal Group to represent the Berks County Intermediate Unit for the complaint of discrimination with the Pennsylvania Human Relations Commission – Case No. 202100121.
The Berks County Intermediate Unit (BCIU) Board of Directors recognized Mr. Brian Gottschall as the recipient of the 2021 BCIU Outstanding Community Partner Award. Dr. Hackman and President McEwen presented Mr. Gottschall with a proclamation highlighting his achievements and contributions to the BCIU, our schools, and the community. Dr. Hackman noted that Mr. Gottschall continues to serve as a key liaison between the Berks County Department of Emergency Services and the education communities, bringing his knowledge, experience, forethought, insight, and perspective; all instrumental in moving major health and safety initiatives forward successfully. His ongoing dedication, collaboration, and contributions to education initiatives such as emergency preparedness, all hazards planning, the countywide Keeping Kids Safe program, and the health and safety of our schools and communities have been critical. In addition, Mr. Gottschall has made himself available 24/7 to provide guidance and information during the COVID-19 health emergency; has offered updates, insight, and assistance during the quickly changing landscape during the health emergency; coordinated vaccination opportunities for school personnel; and has assisted in making valuable connections with community partners.

The Board of Directors and the BCIU Leadership expressed their sincere gratitude to Mr. Gottschall for his continuing support and collaboration. Mr. Gottschall’s name will be added to a plaque which will be displayed in the BCIU Main Office.

County Commissioners Christopher Leinbach and Michael Rivera also attended the meeting with Ms. Mary Buerer, Executive Assistant, to honor Mr. Gottschall. The Commissioners stated that Mr. Gottschall was instrumental to navigating the pandemic successfully. They both provided comments expressing their gratitude and appreciation for his contributions and collaboration.

Maryanne Helou, Head Start Assistant Program Administrator, introduced Ms. Jaime Wilcha, Employee of the Month for September. Ms. Helou shared that Jaime has served as a Head Start Educational Coach since September of 2019. She has taken the lead in implementing the Coaching Implementation Committee, a networking opportunity to help support teachers who were maneuvering virtual learning. Using the idea of a Zoom meeting to network, she instituted Teacher Talks. Meeting monthly on Zoom, she proposed conversation starters to allow collaboration and sharing of ideas especially for virtual learning. Jaime has consistently received positive feedback from teaching staff who she has worked with. In addition, Mrs. Wilcha has been willing to work on site to help retain and support staff who needed certification.

Mrs. Wilcha was accompanied by her husband as she received her honors. She expressed her appreciation to Ms. Helou, the BCIU Board, and BCIU leadership.
Mrs. Lucille Gallis, Assistant Director of Business Services, introduced Mrs. Terry Campbell, Fiscal Services Clerk, who retired in September 7. Mrs. Gallis noted that Terry served for 15 years in the Business Office. She shared that Terry knows her job well, is dependable, and efficient. She boosts morale will be missed very much by her co-workers and by the BCIU neighbors where she takes her daily walks. She also serves on the United Way Committee and is a positive communicator and collaborator representing her colleagues as an officer of AFSCME.

Terry was accompanied by her husband Jim. She stated that the BCIU is an excellent place to work and she appreciates the opportunities provided to grown and learn. Terry also thanked her supervisors, Mary Tobias, Donna DeLoretta, and Lucille Gallis, for always steering her in many different directions!

Mrs. Cherie Zimmerman, Assistant Director of Information Technology, attended the meeting to introduce Helenanne Drescher, who retired from her position as program administrator of software and reprographics services, software support services, in the Office of Information Technology on July 30, 2021. Mrs. Zimmerman shared that Helenanne came to the BCIU with a wealth of experience in October of 2018, knowing that she would conclude her career here. Helenanne exhibited strong commitment and dedication in her service to the BCIU and Berks County schools.

Helenanne thanked the Board and the Leadership Team for providing the opportunity to serve at the BCIU.

Dr. Jill Hackman introduced a video featuring the contributions of the 29 Pennsylvania intermediate units, their services, and their growth as they celebrate their 50 years of service.