

COMMITTEE-OF-THE-WHOLE MEETING

I. BCIU HONORS

◆ EMPLOYEE OF THE MONTH FOR FEBRUARY 2023

— Lakia Harris, Transportation Driver and CDL Instructor, Office of Business Services / Operations

II. FEATURED PROGRAM

◆ INSIDE BCIU | Fostering a Culture of Belonging

— Dr. Jill Hackman, Executive Director

III. HEAD START PROGRAM GOVERNANCE BOARD TRAINING

— Dr. Michelle Reichard-Huff, Director, Office of Early Childhood and Student Services

— Dr. Christi Weitzel, Assistant Director, Office of Early Childhood and Student Services

A. Training Video

B. Head Start Management Systems Wheel

C. Head Start Program Highlights | 2022-2023

IV. EXECUTIVE SESSION

V. EXECUTIVE DIRECTOR'S REPORT

A. Executive Director Update

1. Newslink

2. Legislative Update

3. State Mandates and Checklist Documents

4. Annie Sullivan Awards | Wednesday, April 5, 2023 | 5:00 P.M. to 6:00 P.M.
BCIU Main Office

5. Other Items

VI. AGENDA REVIEW

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

02. APPROVAL OF MINUTES

A. Meeting of January 19, 2023

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

SOURCE		PAGE	AMOUNT
January	2023 Ratifications – IU	1-15	\$2,923,818.24
January	2023 Ratifications – PSDLAF	1-00	\$0.00
January	2023 Ratifications – IU Wires	1-01	\$3,000.00
February	2023 Ratifications – IU	1-07	\$834,761.26
February	2023 Ratifications – IU Wires	1-01	\$0.00
February	2023 Ratifications – PSDLAF	1-01	\$7,049.59
February	2023 Approvals - IU	1-08	\$1,359,249.75
TOTAL			\$5,127,878.84

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

Amount Outstanding
February 9, 2023
\$0

05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF FEBRUARY 9, 2023:

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$2,657,414.86	\$1,755,243.15	\$12,280.83	\$100,841.09	\$37,420.26
Commonwealth of PA	\$1,884,507.08	\$1,883,402.08	\$25,000.00	\$0.00	\$2,857.15
Other Revenue Sources	\$536,609.82	\$830,015.95	\$2,423.28	\$80,129.52	\$36,828.93
TOTALS	\$5,078,531.76	\$4,468,661.18	\$39,704.11	\$180,970.61	\$77,106.34
GRAND TOTAL	\$9,844,974.00				

06. APPROVAL/RATIFICATION OF HEAD START:

- 2023 Notice of Award – Change of Scope
- Financial Statements (January 2023)
- Credit Card Purchases (January 2023)
- Non-Federal Share Report (January 2023)
- Policy Council Minutes/Resolutions (January 2023)
- Head Start Director's Report
- Priority Rating Scale

07. COMBINED FINANCIAL REPORT

CASH

BEGINNING BALANCE JANUARY 1, 2023 **\$12,067,420.30**

RECEIPTS

REVENUE RECEIPTS	\$8,218,922.47	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$8,218,922.47</u>
		\$20,286,342.77

DISBURSEMENTS

PRE-BOARD RATIFICATIONS	\$1,001,556.16	
PRE-BOARD RATIFICATIONS-WIRES	\$0.00	
BOARD APPROVALS	\$1,031,967.79	
BOARD APPROVAL WIRES	\$0.00	
POST BOARD RATIFICATIONS PSDLAF	\$0.00	
POST BOARD RATIFICATIONS IU	\$2,923,818.24	
POST-BOARD RATIFICATIONS WIRES	\$3,000.00	
TOTAL CHECKS WRITTEN	\$4,960,342.19	
CHECKS VOIDED	(\$35,836.14)	
CURRENT PAYROLL DISTRIBUTIONS	<u>\$5,355,449.97</u>	<u>\$10,279,956.02</u>
ENDING BALANCE - JANUARY 31, 2023		\$10,006,386.75

CASH AVAILABLE-JANUARY 31, 2023 **\$10,006,386.75**

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

JANUARY 2023	
TOMPKINS	\$34,400.28
CHASE	\$4.36

09. BUDGETS

A. New and Proposed Budgets

1. Professional Services – Reading School District – Program 602

Office of Professional Learning

7/1/22 – 6/30/23

\$310,436

The BCIU Office of Professional Learning through an agreement with the Reading School District will provide professional services to recruit qualified staff for traditionally hard-to-fill positions and potentially short-term grant-funded positions. Currently, this includes the roles of ESL Supervisors and a Grant and Program Coordinator. Through these services, BCIU will employ and supervise staff that reports daily to a dedicated Reading School District location.

B. Initial Budgets

No Items to Consider

C. Changes to Initial Budgets

1. PA Science Standards Revision – Program 217

Office of Professional Learning

7/1/22 – 6/30/23

\$101,834

Total Proposed Revised Budget: \$215,234

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 the facilitation of initial information gathering and creation of a landscape report, stakeholder engagement sessions, steering committee, writing workgroups, community feedback, and presentation to the State Board of Education. BCIU will support and supply technical assistance to the Pennsylvania Department of Education throughout the revision process (since 2019). These changes are necessary due to additional funding.

D. Budgetary Transfers

1. The Pennsylvania Key Early Head Start Home Visiting (EHS-HV)

Program 22-287

Office of Professional Learning

1/1/22 – 12/31/22

\$29,785

This program consists of funding for the administration and facilitation of OCDEL's Early Head Start Home Visiting Program which serves 168 children and families in Lawrence, Lebanon, and Lancaster counties. Early Head Start programs provide family-centered services for low-income families tailored to the unique needs of infants and toddlers to promote their physical, cognitive, social, and emotional development. 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. The Pennsylvania Key staff partners with Lancaster-Lebanon IU#13 and the Children's Advocacy Center of Lawrence County and provides monitoring, assistance, training & oversight to give a full report to OCDEL's Early Head Start Policy Council and Governing Body. Each year, we resubmit our plan for this grant, #03CH3474 on behalf of OCDEL. It is considered a non-competing application contingent on program compliance (since 2019). These budget transfers were necessary to make year-end adjustments.

10. COMMUNICATIONS

No Items to Report

11. OLD BUSINESS

No Items to Report

12. REPORT OF NEGOTIATIONS COMMITTEE

Elizabeth S. Huhn, *Chair*

13. PERSONNEL MATTERS

—ROB ROSENBERRY, DIRECTOR

A. General

1. To ratify the unpaid internships as noted below:
 - a. Alexa Goodwin, Towson University undergraduate student majoring in Speech-Language Pathology and Audiology, under the supervision of Molly Lenko, Speech Therapist, effective February 6, 2023, through May 12, 2023.
 - b. Madison Krape, Kutztown University undergraduate student majoring in Elementary Education / Special Education, under the supervision of Catherine Skrocki, Specialized Preschool Teacher – Classroom, effective January 23, 2023, through May 12, 2023.
 - c. Tiffany Weitzel, Salus University graduate student majoring in Orientation and Mobility, under the supervision of John Ford, Special Education Teacher – Itinerant, effective January 19, 2023, through April 28, 2023.
2. To approve the unpaid internships as noted below:
 - a. Morgan Kauffman, University of Connecticut undergraduate student majoring in Speech, Language, and Hearing Sciences, under the supervision of Molly Lenko, Speech Therapist, effective May 22, 2023, through July 27, 2023.
3. To approve the following position descriptions:
 - a. Communications Coordinator, The Pennsylvania Key
 - b. Preschool Development Grant Birth to Five (PDG B-5) Program Manager, The Pennsylvania Key
 - c. Preschool Development Grant Birth to Five (PDG B-5) Program Specialist, The Pennsylvania Key

B. Employment – Ratifications

1. Business Services/Operations Office
 - a. Stephany A. Bautista Suero – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – January 30, 2023
Replacement
 - b. Craig W. Huntsinger – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$25.50, \$18.15, \$14.85, and \$17.45
Effective Date – February 6, 2023
Replacement
 - c. Julio A. Jaquez, Jr. – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – January 16, 2023
Replacement

- d. Laitisthia Sanchez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – January 30, 2023
Replacement
- e. David Zamora Ramirez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Recommended Hourly Rates – \$18.15, \$14.85, and \$17.45
Effective Date – January 30, 2023
Replacement
- 2. Early Childhood & Student Services Office
 - a. Christina M. Blimline – Paraeducator, Early Intervention
Recommended Hourly Rate – \$13.87
Effective Date – January 30, 2023
Replacement
 - b. Mary K. Bogert – Nolde Aide, Nolde
Recommended Hourly Rate – \$15.00
Effective Date – January 30, 2023
Replacement
 - c. Erin E. Cammarano – Special Education Teacher – Itinerant, Special Education
Recommended Annual Salary – Column 3, Step 16, \$78,090 (to be prorated)
Effective Date – February 13, 2023
Replacement
 - d. Kierston D. Coleman Allen – Level V Program Secretary, Special Education
Recommended Hourly Rate – \$15.53
Effective Date – January 30, 2023
Replacement
 - e. Dilcia D. Lopez – Paraeducator, Head Start
Recommended Hourly Rate – Level I, Entry, \$13.71
Effective Date – February 6, 2023
Replacement

C. Change of Status – Ratifications

- 1. Business Services/Operations Office
 - a. Rhonda Bernard – Transportation Trainer, Transportation
Recommended Hourly Rate – \$25.78
Effective Date – January 9, 2023
Additional Assignment
 - b. Rosa Polanco
Change from Part-time Driver w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
No Change in Recommended Hourly Rates
Effective Date – January 23, 2023
Voluntary Reassignment

- c. Jason Rivera
Change from Part-time School Bus Driver Trainee, Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$22.00, \$18.15, \$14.85, and \$17.45
Effective Date – January 11, 2023
Obtained CDL
 - d. Luis Rochet – Part-time Driver with Bus License, Transportation
Effective Date – January 17, 2023
Removal of Assignment
 - e. Amy Rodriguez
Change from Part-time School Bus Driver Trainee, Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.90 to \$18.15, \$14.85, and \$17.45
Effective Date – January 3, 2023
Voluntary Reassignment
 - f. Miguel Saez – Part-time Driver with Bus License, Transportation
Effective Date – January 19, 2023
Removal of Assignment
 - g. Miguel Saez – Part-time Driver with Bus License, Transportation
Recommended Hourly Rate – \$23.95
Effective Date – February 3, 2023
Additional Assignment
 - h. Kelsey Travis
Change from Part-time School Bus Driver Trainee, Transportation to Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rate from \$16.55 to \$17.75, \$14.50, and \$13.33
Effective Date – May 16, 2022
Voluntary Reassignment
 - i. Kelsey Travis – Substitute Driver w/o Bus License, Assistant, and Misc. Transportation
Change Recommended Hourly Rates from \$17.75, \$14.50, and \$13.33 to \$18.15, \$14.85, and \$17.45
Effective Date – July 1, 2022
Salary Adjustment per Transportation Compensation and Benefit Agreement
2. Early Childhood & Student Services Office
- a. Madeline Martin – Speech Therapist, Early Intervention
Recommended Hourly Rate – \$46.93
Effective Date – August 11, 2022
Additional Hours (not to exceed 7 hours)
 - b. Melody McCulley – Teacher, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$22.98 to Level III, Entry, \$24.70
Effective Date – December 10, 2022
Salary Adjustment per Head Start Salary Schedule

- c. Melody McCulley
Change from Teacher, Head Start to Teacher, Pre-K Counts
Change Recommended Hourly Rate from Level III, Entry, \$24.70 to
Annual Salary, Column 1, Step 1, \$43,414 (to be prorated)
Effective Date – January 30, 2023
Replacement
- d. Melissa Singleton – Paraeducator, Head Start
Change Recommended Hourly Rate from Level I, Entry, \$13.71 to Level II, Entry, \$14.73
Effective Date – November 16, 2022
Obtained CDA

3. Executive Office

- a. Marielle Bozzini – Marketing Communications Specialist, Executive Office
Recommended Annual Stipend – \$312.50
Effective Date – February 1, 2023 – June 30, 2023
Additional Responsibilities

4. Professional Learning Office

- a. Emily Sadowski
Change from Level IV Clerk / Level V Accounting Clerk / Level VI Clerk, Fiscal Services
to Fiscal Data Specialist, The Pennsylvania Key
Change Recommended Hourly Rates from \$15.07, \$15.53, and \$16.03 to
Annual Salary, \$54,122 (to be prorated)
Effective Date – February 13, 2023
Additional Position

D. Additions to 2022-2023 Approved Substitute Lists – Ratifications

Transportation

Stephanie Carter, Substitute Driver with Bus License – Effective January 23, 2023

E. Additions to Approved 2022-2023 Out-Of-Class Substitute Lists – Ratifications

Head Start

Melissa Singleton – Effective November 16, 2022

F. Remove from 2022-2023 Approved Substitute Lists

Alternative Education

Syed Ahmed, Teacher – Effective January 10, 2023

Early Intervention

Syed Ahmed, Teacher – Effective January 10, 2023

Brenda Newcomer, Teacher – Effective January 23, 2023

Head Start

Syed Ahmed, Teacher – Effective January 10, 2023

Brenda Newcomer, Teacher – Effective January 23, 2023

Pre-K Counts

Syed Ahmed, Teacher – Effective January 10, 2023

Brenda Newcomer, Teacher – Effective January 23, 2023

Special Education

Syed Ahmed, Teacher – Effective January 10, 2023

Transportation

Santa Moncion, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – December 15, 2022

Yajaira Rivera, Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective – January 20, 2023

G. Employment – Approvals

1. Professional Learning Office
 - a. Joanne B. Salvatore – ESL Supervisor, Professional Learning
Recommended Annual Salary – \$87,000 (to be prorated)
Effective Date – To be determined pending pre-employment process
Additional Position

H. Change of Status – Approvals

1. Early Childhood & Student Services Office
 - a. Lauren Hammond – PA's Education for Children and Youth Experiencing Homelessness
and Foster Care Education Specialist, ECYEH
Recommended Monthly Stipend – \$500.00
Effective Date – March 1, 2023 – June 30, 2023
Additional Responsibilities

I. Leave of Absence Requests

1. Business Services/Operations Office

Personal Leave (unpaid – without benefits – FMLA)

 - a. Giselle Fargas – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 23, 2023

Personal Leave (unpaid – without benefits – Not FMLA)

 - b. David Gouck – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – December 1, 2022
2. Early Childhood & Student Services Office

Personal Leave (unpaid – with benefits – FMLA)

 - a. Laury Cedeno – Enrollment Specialist, Pre-K Counts
Effective Date – January 9, 2023
 - b. Eileen LaScala – Assistant Program Administrator, Early Intervention
Effective Date – January 24, 2023

J. Return from Leave of Absence Requests

1. Business Services/Operations Office

Personal Leave (unpaid – without benefits – Not FMLA)

 - a. David Gouck – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 4, 2023
2. Early Childhood & Student Services Office

Personal Leave (unpaid – with benefits – FMLA)

 - a. Erica Felty – Teacher, Pre-K Counts
Effective Date – January 23, 2023

3. Professional Learning Office
Personal Leave (unpaid – with benefits – Not FMLA)
 - a. Kimberly Kline – Grant and Program Coordinator I, Professional Learning
Effective Date – January 23, 2023

K. Retirements

1. Business Services Office
 - a. Debra M. Dombroski – Administrative Assistant, Fiscal Services
Effective Date – July 5, 2023

L. Resignations

1. Business Services/Operations Office
 - a. Iris E. Melendez Rosario – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – February 2, 2023
 - b. Richard C. Sternbergh – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 6, 2023
 - c. Dewilka V. Zarzuela – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation
Effective Date – January 20, 2023
2. Early Childhood & Student Services Office
 - a. Erin E. Greusel – Level V Program Secretary, Early Intervention
Effective Date – February 1, 2023
 - b. Carolyn Javier Ynfante – Paraeducator, Head Start
Effective Date – January 27, 2023
 - c. Samantha L. Moss – Specialized Preschool Teacher – Classroom, Early Intervention
Effective Date – March 10, 2023
 - d. Esmeralda Munoz – Level V Bilingual Program Secretary, Early Intervention
Effective Date – February 3, 2023

M. Terminations

1. Business Services/Operations Office
 - a. Morgan A. Hiester – Part-time School Bus Driver Trainee, Transportation
Effective Date – February 17, 2023
Violation of Policy

N. Other

No Items to Consider

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

1. To ratify an addendum to the current agreement between the Berks County Intermediate Unit (BCIU) and Bayada Home Health Care, Inc. (Bayada), to amend the language related to Compensation / Reimbursement for Services (Paraeducator, PCA, and Nursing) provided by Bayada, effective January 1, 2023.
2. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and EDU Healthcare, for Occupational Therapy / Physical Therapy / Speech-Language Services, Regular Education/Special Education Services, Psychological Services, and Paraeducator Services per the Compensation/Reimbursement for Services Attachment, effective February 1, 2023.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and CHORS-YFS / Community Prevention Partnership, terminating and replacing the prior agreement for services dated July 1, 2022, with the Community Prevention Partnership, due to the merger of the Community Prevention Partnership with CHOR-YSF, effective January 1, 2023.

B. PROFESSIONAL LEARNING

—DR. DANIEL RICHARDS, DIRECTOR

1. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Hamburg Area School District, for the BCIU to provide professional services related to curriculum design in English Language Arts, for a fee of \$2,400 according to the agreement, for services to be provided from July 1, 2023, through June 30, 2024.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Schuylkill Valley School District, for the BCIU to provide professional services related to curriculum design in English Language Arts, for a fee of \$19,200 according to the agreement, for services to be provided from March 1, 2023, through January 31, 2024.
3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Abington Heights School District, for the BCIU to provide professional services related to early numeracy and differentiated instruction, for a fee of \$550 according to the agreement, for services to be provided on March 13, 2023, or alternate date as needed.
4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Wyomissing Area School District, for the BCIU to provide professional services related to math instructional review, for a fee of \$1,200 according to the agreement, for services to be provided from February 15, 2023, through February 27, 2023.
5. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Riverview Intermediate Unit 6 (RIU6), for the BCIU to participate in and provide professional services related to STEMInPA projects including the Meaningful Watershed Educational Experience (MWEE), Pennsylvania Science Education Leadership (PennSEL), Distance/Student-Centered Learning Initiative, and PSU College of Education 3D Science Teaching and Learning, for an amount of \$21,500 according to the agreement, effective January 11, 2023.

6. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Public Health Management Corporation (PHMC), for the replication of the established statewide IECHMC Consultation Project in an effort to expand support in the Philadelphia area to early learning programs and to provide professional services through New World Now, LLC (NWN) for the Professional Development Registry for Philadelphia with total services in the amount not to exceed \$46,062.75 for the period of July 1, 2022, through June 30, 2023 (The Pennsylvania Key).
7. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Kathy Trainor, for Kathy Trainor 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 \$14,760 for the period of February 1, 2023, through July 31, 2023 (The Pennsylvania Key).
8. To ratify Amendment #1 between Erie Indemnity Insurance and Creative Child Care Solutions / The Pennsylvania Key / The Berks County Intermediate Unit, (CCCS), for CCCS to modify its scope of services to include professional services related to a request for proposal for child care operations for a fee of \$2,500 for a revised total fee not to exceed \$4,500 and to extend the term of the agreement to December 31, 2023 (The Pennsylvania Key).
9. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Living Strong Consulting, LLC., for Living Strong Consulting, LLC. to modify its scope of services to increase the number of hours of related Early Head Start Home Visiting Coaching services provided by 315 hours for a funding increase of \$27,877.50; to increase the funding by \$22,790 for services related to the Early Head Start Trauma-Informed Practice and Community Assessment mapping work; and to extend the term of the agreement to July 31, 2023. The total cost of the agreement is being increased by \$50,667.50 to a new total cost not to exceed \$86,860. Amendments to the work statement were also made. All other terms and conditions remain in force (The Pennsylvania Key).
10. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Mary Ellen Mannix, for Mary Ellen Mannix to modify the scope of services to increase the annual number of hours related to Early Head Start Home Visiting Program services provided to 240 hours and to extend the term of this portion of the agreement to July 31, 2023. This amendment provides for a funding increase of \$11,340 for a revised total of \$19,440 resulting in a total combined cost not to exceed \$58,320 (EHS-CCP, \$38,880; EHS-HV, \$19,440). Amendments to the work statement were also made. All other terms and conditions remain in force (The Pennsylvania Key).
11. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and Cindy Sunderland, for Cindy Sunderland to modify the scope of services to increase the annual number of hours related to Early Head Start Child Care Partnership Program coaching services provided to 251 hours. This amendment provides for a funding increase of \$2,870 for a revised total of \$20,582. Amendments to the work statement were also made. 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 Douglass Township of Montgomery County for provisioning of the BCIU's eTaxTrax software, support, and tax bill print services, for their 2023 township, county, and special item bills. The agreement is perpetual commencing on February 3, 2023, with automatic annual renewal on each January 1, unless written notification is provided by July 1 of any term year. Costs are assessed in accordance with the BCIU Board-approved IT Services Rate Schedule.
2. To ratify the purchase of exhibit space and sponsorship with the Pennsylvania Association of School Business Officials (PASBO) for the PASBO Annual Conference and Exhibits, March 14-17, 2023, at a total cost not to exceed \$2,550.

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

1. To appoint Mrs. Lucille Gallis, Chief Financial Officer, as the Berks County Intermediate Unit (BCIU) representative to the Berks County Joint Purchasing Board, and Mrs. Tillie Panneton, Supervisor-Purchasing and Logistics, as the alternate representative, effective February 27, 2023.
2. To request permission to purchase/lease ten (10) 2024 Blue Bird School Vision 72-Passenger School Buses from Brightbill Body Works for \$1,188,330 through Sourcewell Blue Bird Bus Contract #063020-BBB.

E. ADMINISTRATION

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

1. To approve the first reading of the following policies:

SUMMARY OF CHANGES

- | | |
|-----|--|
| 011 | Principles for Governance and Leadership (Revised) |
| 103 | Discrimination/Title IX Sexual Harassment Affecting Students (Revised) |
| 104 | Discrimination/Title IX Sexual Harassment Affecting Staff (Revised) |
| 201 | Admission of Students (New) |
| 202 | Eligibility of Nonresident Students (New) |
| 204 | Attendance (Revised) |
| 222 | Tobacco and Vaping Products (Revised) |
| 251 | Students Experiencing Homelessness and Other Educational Instability (Revised) |
| 610 | Purchases Subject to Bid/Quotation (Revised) |
| 808 | Food Services (Revised) |
| 819 | Suicide Awareness, Prevention, and Response (Revised) |

15. BOARD MEMBERS DESIRING TO BE HEARD

16. ADJOURNMENT