

The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, February 16, 2023, at the BCIU Main Office.

In the absence of President McEwen, Vice President Huhn called the meeting to order at 7:45 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Mark Detterline; Michael Gierula; Christopher Heck; Dr. David Hemberger; Lisa Hogan; Elizabeth S. Huhn; Todd Hummel; Nancy Jackson; Dr. Amy Kennedy; Linda R. Lash; Kevin L. Manmiller; Rev. Dr. Dennis Ritter; Bret A.B. Sabold; James Ulrich; and Miguel Vasquez

Absent: Russell Jirik; Gary McEwen; and Terrie Taylor, LSW

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

Solicitor: James Mancuso, Esq.

Guest(s): John Ford, BCIUEA President; and Hope Kavka, BCIUEA Treasurer

Press: None

Following the pledge of allegiance and roll call, Vice President Huhn, in the absence of President McEwen, welcomed Board members and BCIUEA leaders John Ford, BCIUEA President; and Hope Kavka, BCIUEA Treasurer. She indicated that an executive session was held prior to the meeting to discuss personnel and contracts.

**Announcements
—Item 01. B. 1.**

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

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

A motion was made by Ritter, seconded by Heck, to approve the Items 02. Minutes through 09. D., as follows:

To approve the minutes of the meeting of January 19, 2023.

**Approval of Minutes
—Item 02.**

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

**IU Bills and Financial
Reports—Items 03., 04., 05.,
06., 07., 08., and 09.**
*(Detailed list of bills available
for review.)*

SOURCE		PAGE	AMOUNT
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

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

Amount Outstanding
February 9, 2023
\$0

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF FEBRUARY 9, 2023 (Information item):

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:

- a. 2023 Notice of Award – Change of Scope
- b. Financial Statements (January 2023)
- c. Credit Card Purchases (January 2023)
- d. Non-Federal Share Report (January 2023)
- e. Policy Council Minutes/Resolutions (January 2023)
- f. Head Start Director's Report
- g. 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

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08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

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

09. BUDGETS

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

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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.

Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Hummel; Jackson; Kennedy; Lash; Manmiller; Ritter; Sabold; Ulrich; Vasquez; Huhn	Roll Call Vote
Nays:	None. Motion carried.	

10. COMMUNICATIONS
No Items to Report

COMMUNICATIONS
—Item 10.

11. OLD BUSINESS
No Items to Report

OLD BUSINESS
—Item 11.

12. REPORT OF NEGOTIATIONS COMMITTEE
No Items to Report

REPORT OF NEGOTIATIONS COMMITTEE—Item 12.

A motion was made by Ulrich, seconded by Heck, to approve the following items under 13. A. through 13. N. Personnel Matters:

13. PERSONNEL MATTERS
—ROB ROSENBERRY, DIRECTOR
A. General

PERSONNEL MATTERS

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.

Unpaid Internships of Alexa Goodwin, Madison Krape, and Tiffany Weitzel
— Item 13. A. 1.

To approve the unpaid internship of 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.

Unpaid internship of Morgan Kauffman
— Item 13. A. 2.

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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.

**Approval of Pennsylvania
Key Position Descriptions
— Item 13. A. 3.**

B. Employment – Ratifications

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

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

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- 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

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

- 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

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- 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

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2. 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

**Ratifications - Additions
to 2022-2023 Approved
Substitute Lists
—Item 13. D.**

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

Head Start

Melissa Singleton – Effective November 16, 2022

**Ratifications – Out of Class
2022-2023 Approved Substitute
Lists —Item 13. E.**

F. Remove from 2022-2023 Approved Substitute Lists

Alternative Education

Syed Ahmed, Teacher – Effective January 10, 2023

**Remove from 2022-2023
Approved Substitute Lists
—Item 13. F.**

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

Approvals – Employment

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

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H. Change of Status – Approvals

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

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

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

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 Cedenó – 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

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

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

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K. Retirements

**Retirements
—Item 13. K.**

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

L. Resignations

**Resignations
—Item 13. L.**

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

**Terminations
—Item 13. M.**

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

Other—Item 13. N.

No Items to Consider

Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Hummel; Jackson; Kennedy; Lash; Manmiller; Ritter; Sabold; Ulrich; Vasquez; Huhn
Nays:	None. Motion carried.

Roll Call Vote

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A motion was made by Hummel, seconded by Heck, to approve the following items under 14. A. through E. Other Matters for Consideration:

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—DR. MICHELLE REICHARD-HUFF, DIRECTOR

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.

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.

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 DEVELOPMENT & CURRICULUM

—DR. DANIEL RICHARDS, DIRECTOR

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.

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.

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.

OTHER MATTERS FOR CONSIDERATION

Addendum to Agreement with Bayada Health Care, Inc. / Compensation / Reimbursement for Services—Item 14. A. 1.

**Agreement with EDU Healthcare / Compensation Reimbursement for Services
—Item 14. A. 2.**

**Agreement with CHORS-YFS / Community Prevention Partnership Due to Merger
—Item 14. A. 3.**

**Agreement with Hamburg Area School District / Curriculum Design in English Language Arts
—Item 14. B. 1.**

**Agreement with Schuylkill Valley School District / Curriculum Design in English Language Arts
—Item 14. B. 2.**

Agreement with Abington Heights School District / Early Numeracy and Differentiated Instruction—Item 14. B. 3.

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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.

**Agreement with Wyomissing Area School District / Math Instructional Review
—Item 14. B. 4.**

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.

**Agreement with Riverview IU 6 / STEMInPA Projects
—Item 14. B. 5.**

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).

Agreement with Public Health Management Corporation / Replication of IECHMC Consultation Project (The Pennsylvania Key)—Item 14. B. 6.

To ratify an agreement between 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).

**Agreement with Kathy Trainor / Coaching Services / OCDEL's Head Start Child Care Partnership (The Pennsylvania Key)
—Item 14. B. 7.**

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).

**Amendment #1 to Agreement between Erie Indemnity Insurance and Creative Child Care Solutions / The Pennsylvania Key / BCIU (The Pennsylvania Key)
—Item 14. B. 8.**

To ratify an 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).

**Agreement with Living Strong Consulting / Modify Scope of Services re: Early Head Start Home Visiting Services / Early Head Start Trauma-Informed Practice and Community Assessment Mapping (The Pennsylvania Key)
—Item 14. B. 9.**

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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).

**Amendment #1 to Agreement
with Mary Ellen Mannix /
Early Head Start Home
Visiting Program
(The Pennsylvania Key)
—Item 14. B. 10.**

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).

**Amendment #1 to Agreement
with Cindy Sunderland /
Early Head Start Child Care
Partnership Program
(The Pennsylvania Key)
—Item 14. B. 11.**

C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, DIRECTOR

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.

**Agreement with Douglass
Township of Montgomery
County / eTaxTrax
—Item 14. C. 1.**

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.

**Purchase of Exhibit Space
and Sponsorship / PASBO
Annual Conference
—Item 14. C. 2.**

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

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.

**Appoint Lucille Gallis /
BCIU Representative to the
Berks County Joint
Purchasing Board with Tillie
Panneton as Alternate
—Item 14. D. 1.**

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.

**Permission to Purchase /
Lease School Buses from
Brightbill Body Works
—Item 14. D. 2.**

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E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

**Appoint Alexis Luckhart as
Pandemic Coordinator
— Item 14. E. 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).

Yeas:	Detterline; Gierula; Heck; Hemberger; Hogan; Hummel; Jackson; Kennedy; Lash; Manmiller; Ritter; Sabold; Ulrich; Vasquez; Huhn
Nays:	None. Motion carried.

Roll Call Vote

Vice President Huhn thanked Board members and guests for their attendance and asked if anyone desired to comment before the conclusion of the meeting. No one desire to speak.

**Board Members Desiring to
be Heard**

A motion was made by Lash, seconded by Heck, to adjourn the meeting at 7:50 p.m.

Adjournment

Motion carried.

Voice Vote

Approved by,

James Ulrich, Secretary

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**THE FOLLOWING TOOK PLACE PRIOR TO THE REGULAR BOARD MEETING,
DURING COMMITTEE-OF-THE-WHOLE:**

Mrs. Donna DeLoretta, CFO / COO, introduced Mr. Matt Comfort, Transportation Assistant Program Administrator, who attended the Board meeting to acknowledge Mrs. Lakia “Kia” Harris as Employee of the Month for February 2023. Mr. Comfort told Board members that Kia has 16 years of service with the BCIU. She began as an assistant, and currently serves as a CDL Driver and Instructor. Kia is a familiar face as she is part of the recruitment efforts and appears in the transportation recruitment video and billboards across the county. She brings a positive attitude and contagious energy to her position every day. She is highly regarded, as evidenced by the number of guests, co-workers, and family who joined the Board meeting as Kia was honored.

Kia told Board members that she loves her job. The BCIU is very special to her, offering her a schedule so she is able to volunteer for causes important to her; the opportunity to work at the BCIU came at a great time to enable her flexibility for family; and she met her husband at the BCIU who also worked as a driver before her. She said that her supervisors, parents, and “her kids” are her superheroes!

Dr. Christi Weitzel, Assistant Director, Office of Early Childhood and Student Services, provided the required training to Board members on **Head Start Program Governance** and shared the Board Governance training video, information on the Head Start Management Systems Wheel, and an overview of 2022-2023 Head Start Program Highlights.

Dr. Jill Hackman introduced the InsideBCIU video which highlighted the organization’s commitment to nurturing a positive workplace culture. The video provided an overview of the organization’s 1-2-4² model, developed by the BCIU leadership team to act as a framework and blueprint to guide efforts for **fostering a culture of belonging**. The video also detailed opportunities and programs offered to support staff and engage employees to enhance employee wellbeing. Any questions and input can be directed to Mrs. Antonia Cramp, Program Administrator in the Office of the Executive Director; and Carissa Noel, Program Administrator in the Office of Professional Learning.

**EMPLOYEE OF THE MONTH ·
FEBRUARY 2023
— Lakia (Kia) Harris,
Office of Business Services /
Operations**

**HEAD START PROGRAM
GOVERNANCE BOARD
TRAINING**

**FEATURED PROGRAM
FOSTERING A CULTURE
OF BELONGING**