

## COMMITTEE-OF-THE-WHOLE MEETING

### I. BCIU HONORS

- ◆ EMPLOYEE OF THE MONTH FOR APRIL 2020
  - Hope Kavka, Reading Specialist Nonpublic Schools,  
Office of Professional Development and Curriculum

### II. 2018-2019 FINANCIAL AUDIT – HERBEIN + COMPANY, INC.

- Nicholas L. Bieber, CPA, Manager, Herbein + Company, Inc.
- A. Berks County Intermediate Unit Financial and Compliance Report  
for Year Ended June 30, 2019
- B. Management Letter for Year Ended June 30, 2019

### III. INSIDE BCIU: THE BCIU CONNECTION – FEELING TOGETHER WHEN WE'RE APART

- Dr. Jill M. Hackman, Executive Director

### IV. EXECUTIVE DIRECTOR'S REPORT

- A. Executive Director Update
  - 1. Legislative Update
  - 2. Virtual Legislative Roundtable: "Keeping Connected"
  - 3. COVID-19: BCIU Update
    - a. Continuity of Education Plan
  - 4. Newslink
  - 5. IDEA Temporary Flexibility: Action Alert BCIU Letter
  - 6. 2020+ Strategic Plan
  - 7. Other Items
- B. Agenda Review

### V. EXECUTIVE SESSION

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## REGULAR MEETING

### 01. CALL TO ORDER

- A. Pledge to the Flag and Roll Call
- B. Resolved that due to COVID-19 pandemic, in order for the BCIU Board of Directors to hold its regular monthly meetings virtually, the board hereby waives the following Policy Sections:
  - 1. Policy 006 – Voting
    - a. Paragraph 3 – Limitation of Board Members Participating
    - b. Paragraph 5 – Notice to Secretary to Participate
  - 2. Policy 903 – Public Participation
    - a. Paragraph 3 – Allowing participation by citizen who did not provide 10 days' notice.  
The administration has provided an alternative method for citizen to present issue of concern through advertisement.

These waivers shall continue as long as the Board of Directors is required to hold its meetings virtually.

- C. Announcements
  - 1. Executive Session
  - 2. Agenda Update
  - 3. Persons Desiring to be Heard
- D. To seat Rev. Dr. Dennis Ritter as the BCIU representative from Kutztown Area School District to fill the unexpired term of James Shrawder, ending June 30, 2021.
- E. To acknowledge receipt of bids through the Berks County Joint Purchasing Board for the following:
  - 1. Physical Education Equipment & Supplies on Tuesday, February 25, 2020, at 11:00 A.M.
  - 2. Digital Media Equipment & Technology Supplies on Tuesday, March 3, 2020 at 11:00 A.M.

**02. APPROVAL OF MINUTES**

- A. Meeting February 20, 2020

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

SOURCE		PAGE	AMOUNT
February	2020 Ratifications IU	1-14	\$3,386,425.84
February	2020 Ratifications-PSDLAF	1-01	\$18,470.25
March	2020 Ratifications-IU	1-05	\$768,650.58
March	2020 Ratifications-IU	1-09	\$1,075,048.73
March	2020 Ratifications IU	1-09	\$778,306.86
March	2020 Ratifications-PSDLAF	1-01	\$17,190.40
April	2020 Ratifications IU	1-07	\$800,521.42
April	2020 Approvals	1-03	\$1,370,149.77
<b>TOTAL</b>			<b>\$8,214,763.85</b>

**04. INFORMATION ITEM – TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$6,000,000:**

Amount Outstanding
April 9, 2020
\$0

**05. INFORMATION ITEM – ACCOUNTS RECEIVABLE AGING REPORT AS OF APRIL 9, 2020:**

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$3,127,587.95	\$613,898.22	\$207,847.47	\$575.44	\$4,213.09
Commonwealth of PA	\$610,279.98	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue Sources	\$267,721.71	\$56,102.33	\$292,669.70	\$4,390.71	\$15,068.52
<b>TOTALS</b>	<b>\$4,005,589.64</b>	<b>\$670,000.55</b>	<b>\$500,517.17</b>	<b>\$4,966.15</b>	<b>\$19,281.61</b>
<b>GRAND TOTAL</b>	<b>\$5,200,355.12</b>				

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

- Supplemental Application and Budget Justification COLA 2020
- Supplemental Application to Support Quality Improvement 2020
- Head Start Notice of Awards 2020 Balance of Funds
- Head Start COLA and Quality Improvement Budget - 2020
- Office of Head Start COLA and Quality Improvement Funding Guidance
- Head Start 2020 Salary Scale
- Head Start Full Day Calendar 2020/2021
- Head Start Part Day Calendar 2020/2021
- Financial Statements (February and March 2020)
- Credit Card Purchases (February and March 2020)
- Non-Federal Share Report (February and March 2020)
- Policy Council Minutes/Resolutions (February and March 2020)
- Head Start Director's Report (March and April 2020)

**07. COMBINED FINANCIAL REPORT**

**CASH**

**BEGINNING BALANCE February 1, 2020** **\$3,538,498.88**

**RECEIPTS**

REVENUE RECEIPTS	\$10,727,663.68	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,727,663.68</u>
		\$14,266,162.56

**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$589,595.25	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$1,691,041.04	
POST BOARD RATIFICATIONS PSDLAF	\$18,470.25	
POST BOARD RATIFICATIONS IU	<u>\$3,386,425.84</u>	
TOTAL CHECKS WRITTEN	\$5,685,532.38	
CHECKS VOIDED	(\$11,975.63)	
PAYROLL DISTRIBUTIONS	<u>\$5,426,864.62</u>	<u>\$11,100,421.37</u>
ENDING BALANCE - February 29, 2020		\$3,165,741.19
<b>CASH AVAILABLE-February 29, 2020</b>		<b>\$3,165,741.19</b>

**CASH**

**BEGINNING BALANCE March 1, 2020** **\$3,165,741.19**

**RECEIPTS**

REVENUE RECEIPTS	\$10,881,934.34	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$10,881,934.34</u>
		\$14,047,675.53

**DISBURSEMENTS**

PRE-BOARD RATIFICATIONS	\$0.00
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00
BOARD APPROVALS	\$0.00

POST BOARD RATIFICATIONS		
PSDLAF	\$17,190.40	
POST BOARD RATIFICATIONS IU	<u>\$2,622,006.17</u>	
TOTAL CHECKS WRITTEN	\$2,639,196.57	
CHECKS VOIDED	(\$10,203.95)	
PAYROLL DISTRIBUTIONS	<u>\$5,306,437.94</u>	<u>\$7,935,430.56</u>
ENDING BALANCE - March 31, 2020		\$6,112,244.97
<b>CASH AVAILABLE-March 31, 2020</b>		<b>\$6,112,244.97</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

	<b>February 2020</b>	<b>March 2020</b>
Tompkins VIST	\$9,872.37	\$4,500.93
PNC	\$28.55	\$13.57

**09. COMMUNICATIONS**

Brian Specht, *Secretary*

**10. OLD BUSINESS**

*No Items to Consider*

**11. REPORT OF NEGOTIATIONS COMMITTEE**

Elizabeth S. Huhn, *Chair*

**12. BUDGETS**

**A. New and Proposed Budgets**

*No Items to Consider*

**B. Initial Budgets**

**1. Auxiliary Services to Non-Public Schools (Act 89) – Program 189**

Office of Professional Development and Curriculum

7/1/20 – 6/30/21

\$2,546,767

Funded by the state, the Act 89 program provides support to approximately 5,500 students in nonpublic schools. Act 89 staff includes 11 remedial teachers who provide reading and mathematics and 3 psychologists (since 1974).

**C. Changes to Initial Budgets**

**1. PA Key - Program 225**

Office of Professional Development and Curriculum

7/1/19 – 6/30/20

\$587,807

**Total Proposed Revised Budget: \$18,017,898**

The PDE Office of Child Development and Early Learning and the BCIU collaborate to provide statewide leadership in the development of an integrated system of quality early childhood education programs. PA Key works to develop a statewide quality improvement plan that includes professional development, technical assistance, career lattices, and a data management system for all preschool, childcare, and Head Start centers. This program is federally funded through Child Care Development Fund, the

Head Start Fund, the American Reinvestment and Recovery Act (ARRA) Child Development Fund, and the Affordable Care Act (ACA) Maternal, Infant and Early Childhood Home Visiting Program Fund (since 2005). This change is necessary due to an increase in funding from OCDEL for PDO support in the advancement of Pennsylvania's Early Childhood Education Apprenticeship: Associates Level program as well as the Infant/Toddler Pilot Project.

**2. Preschool Development Grant Birth Through Five (PDG B-5) - Program 19-286**

Office of Professional Development and Curriculum

1/1/19 – 6/30/20

\$2,896,602

**Total Proposed Revised Budget: \$5,137,603**

This program consists of a federal grant from the Department of Health and Human Services passed through Pennsylvania Department of Education to OCDEL and the BCIU PA Key to accelerate systems-building to benefit priority populations including infants, toddlers, vulnerable children, children transitioning to kindergarten, migrant families, children with special needs and the ECE workforce who serve children and families across PA. Major initiatives the PA Key is focusing on include bringing on additional staff to support Mental Health and Professional Development, awarding additional stipends to Quality Coaches at the ELRCs in collaboration with education provided by Better Kid Care (Penn State University), and partnering with the University of Wisconsin (WIDA) and the University of Pennsylvania to carry out research, meetings, workshops and modules that will help Pennsylvania to better serve our children and families statewide. PDE and OCDEL have the option to apply for a three-year grant renewal (This is the final year for this grant which was extended through June 30, 2020). This change is necessary due to an increase in funding from OCDEL.

**D. Budgetary Transfers**

*No Items to Consider*

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**A. General**

1. To ratify a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and District Council 88, American Federation of State, County, and Municipal Employees, AFL-CIO, Local 1160 (AFSCME) which provides for regularly scheduled, active, AFSCME members to be paid at their standard hourly rate based on their primary assignment as if such members had been actively at work for their full normal schedule for the period beginning March 16, 2020, and ending March 27, 2020, as a result of the closing of schools by Pennsylvania Governor Wolf.
2. To ratify a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit and Pennsylvania Social Services Union, Local 668, Service Employees International Union, AFL-CIO (SEIU) which provides for regularly scheduled, active, SEIU members to be paid at their standard hourly rate or biweekly salary based on their primary assignment as if such members had been actively at work for their full normal schedule for the period beginning March 16, 2020, and ending March 27, 2020, as a result of the closing of schools by Pennsylvania Governor Wolf.

3. To approve the revised Berks County Head Start Salary Schedule, effective January 1, 2020.
4. To acknowledge receipt of the list containing the salaries for Head Start employees, effective January 1, 2020.
5. To award a professional contract to Samson M. Gausch, Teacher, Alternative Education, who has completed three years of satisfactory service, effective March 6, 2020.
6. To approve the following position descriptions:
  - a. Pennsylvania Quality Assurance System (PQAS) Reviewer, PA Key
  - b. Software Support Specialist I, Office of Information Technology
7. To approve the Pennsylvania Quality Assurance System (PQAS) Reviewer, PA Key wage rate of \$50 per review.

**B. Employment – Ratifications**

1. Business Services/Operations Office
  - a. Melissa Beltran Del Rio – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$14.00, \$11.85, and \$10.83  
Effective Date – February 24, 2020  
*Replacement*
  - b. Anny G. Fabre Sanchez – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.90  
Effective Date – February 24, 2020  
*Replacement*
  - c. Kevin C. Hart – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.90  
Effective Date – February 24, 2020  
*Replacement*
  - d. Elidania C. Reyes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$14.00, \$11.85, and \$10.83  
Effective Date – March 9, 2020  
*Replacement*
  - e. Linda J. Rimes – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rates – \$14.00, \$11.85, and \$10.83  
Effective Date – March 9, 2020  
*Replacement*
  - f. Eliezer Velazquez – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.90  
Effective Date – February 24, 2020  
*Replacement*

g. Samuel H. Weidenhammer – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$11.85, and \$10.83  
Effective Date – February 24, 2020  
*Replacement*

h. Robert S. Wineman – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$11.90  
Effective Date – March 9, 2020  
*Replacement*

2. Early Childhood & Student Services Office

a. Jessica N. Disney – Family Engagement Worker, Head Start  
Recommended Hourly Rate – Level V, Probationary, \$19.96  
Effective Date – April 1, 2020  
*Replacement*

b. Jason A. Kraft – Alternative Education Teacher, Alternative Education  
Recommended Annual Salary – Column 4, Step 16, \$86,080 (to be prorated)  
Effective Date – March 16, 2020  
*Replacement*

3. Information Technology Office

a. Bennett R. Steinle – Service Center Specialist  
Recommended Annual Salary – \$51,037 (to be prorated)  
Effective Date – February 24, 2020  
*Replacement*

**C. Change of Status – Ratifications**

1. Business Services/Operations Office

a. Mellonie Brooks – Part-time Driver w/ Bus License  
Recommended Hourly Rate – \$16.70  
Effective Date – February 24, 2020  
*Obtained CDL*

b. Patricia Care  
Change from Part-time School Bus Driver Trainee to  
Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$11.90 to \$16.70, \$14.00, \$11.85, and \$10.83  
Effective Date – February 21, 2020  
*Obtained CDL*

c. Jeanette Carlo DelValle – Part-time Driver w/o Bus License  
Recommended Hourly Rate – \$14.00  
Effective Date – March 2, 2020  
*Additional Assignment*



- d. Hector Centeno  
Change from Part-time School Bus Driver Trainee to  
Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$11.90 to \$16.70, \$14.00, \$11.85, and \$10.83  
Effective Date – December 19, 2019  
*Obtained CDL*
- e. Jennifer Colon  
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 – February 11, 2020  
*Replacement*
- f. Timothy Devlin  
Change from Part-time School Bus Driver Trainee to  
Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$11.90 to \$16.70, \$14.00, \$11.85, and \$10.83  
Effective Date – January 7, 2020  
*Obtained CDL*
- g. Liliana Farisato-Folk  
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 – March 6, 2020  
*Voluntary Reassignment*
- h. Galen Koller  
Change from Part-time School Bus Driver Trainee to  
Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$11.90 to \$16.70, \$14.00, \$11.85, and \$10.83  
Effective Date – February 26, 2020  
*Obtained CDL*
- i. Mariluz Montanez  
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 – March 3, 2020  
*Replacement*
- j. Freddie Morales Soto  
Change from Part-time School Bus Driver Trainee to  
Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Change Recommended Hourly Rate from \$11.90 to \$14.00, \$11.85, and \$10.83  
Effective Date – February 28, 2020  
*Replacement*



- k. Joyce Orr – Level II Custodian, Facilities  
Recommended Hourly Rate – \$18.47  
Effective Date – March 16, 2020  
*Additional Assignment*
- l. Dale Shiffer  
Change from Level II Custodian and Level III Custodian, Facilities to  
Custodial Supervisor, Facilities  
Change Recommended Hourly Rates from \$14.47 and \$14.97 to  
an Annual Salary of \$39,820 (to be prorated)  
Effective Date – March 2, 2020  
*Replacement*
- m. Shanice Towles  
Change from Part-time Driver w/o Bus License, Assistant, Misc., and Trainer, Transportation to  
Substitute Driver w/o Bus License, Assistant, Misc., and Trainer, Transportation  
No Change in Recommended Hourly Rates  
Effective Date – February 19, 2020  
*Voluntary Reassignment*
- n. Charles Weaver  
Change from Part-time Driver w & w/o Bus License, Assistant, Misc., and Trainer, Transportation to  
Substitute Driver w & w/o Bus License, Assistant, Misc., and Trainer, Transportation  
No Change in Recommended Hourly Rates  
Effective Date – February 24, 2020  
*Voluntary Reassignment*
- o. Jordan Whaley  
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 27, 2018  
*Correction*
- p. Stephanie Wolfe – Part-time Driver w/ Bus License  
Recommended Hourly Rate – \$16.70  
Effective Date – March 6, 2020  
*Obtained CDL*
- 2. Early Childhood & Student Services Office
  - a. Ashley Anderson – Special Education Itinerant Teacher, Special Education  
Change Recommended Annual Salary from Col. 4, Step 9, \$65,279 to Col. 5, Step 9, \$65,972  
(to be prorated)  
Effective Date – February 1, 2020  
*Salary Adjustment per BCIUEA Agreement*

- b. Megan Griffin – Pre-K Counts Enrollment Specialist, Pre-K Counts  
Recommended Hourly Rate – \$14.25  
Effective Date – February 17, 2020  
*Additional Assignment*
- c. Taylor Hartline – Teacher, Head Start  
Change Recommended Hourly Rate from Level III, Probationary, \$19.96 to Level III, Entry, \$20.51  
Effective Date – March 3, 2020  
*Completed Probationary Period*
- d. Nikolette Lawrence  
Change from Alternative Education Teacher, Alternative Education to  
Special Education Teacher, Alternative Education  
No Change in Recommended Annual Salary  
Effective Date – April 6, 2020  
*Replacement*
- e. Cynthia Quirindongo – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Probationary, \$12.11 to Level I, Entry, \$12.67  
Effective Date – February 9, 2020  
*Completed Probationary Period*
- f. Neishlarie Santiago-Cabrera  
Change from Level IV Clerk/Level V Program Secretary, Fiscal Services to  
Level V Program Secretary, Child Care  
Change Recommended Hourly Rates from \$14.47 and \$14.93 to \$14.93  
Effective Date – March 9, 2020  
*Replacement*
- g. Denali Shook – Pre-K Counts Teacher, Pre-K Counts  
Change Recommended Annual Salary from Col. 1, Step 4, \$39,416 to Col. 2, Step 4, \$44,477  
(to be prorated)  
Effective Date – February 1, 2020  
*Salary Adjustment per SEIU Agreement*
- h. Erika Tarnoski  
Change from Software Support Specialist, Software Support Services to  
Specialized Preschool Teacher – Itinerant, Early Intervention  
Change Recommended Annual Salary from \$57,713.64, to Col. 3, Step 1, \$47,668  
(to be prorated)  
Effective Date – March 2, 2020  
*Replacement*
- i. Maria Velazquez Guerrero – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.67 to Level II, Entry, \$13.21  
Effective Date – March 16, 2020  
*Obtained CDA*

3. Information Technology Office
  - a. Justin Lodek  
Change from Data and Reporting Specialist, Office of Human Resources to  
Software Support Specialist I, Software Support Services  
Change Recommended Annual Salary from \$40,770 to \$51,037 (to be prorated)  
Effective Date – March 30, 2020  
*Replacement*
  - b. Monica Willett  
Change from Compliance Specialist, Office of Human Resources to  
Software Support Specialist I, Software Support Services  
Change Recommended Annual Salary from \$46,625 to \$51,037 (to be prorated)  
Effective Date – March 30, 2020  
*Replacement*
4. Professional Development & Curriculum Office
  - a. Jeanne Frantz  
Change from Infant Early Childhood Mental Health Consultant, PA Key to  
Infant Early Childhood Mental Health Supervisor, PA Key  
Change Recommended Annual Salary from \$55,845 to \$61,710 (to be prorated)  
Effective Date – March 2, 2020  
*Additional Position*
  - b. Julie Innis James – Remedial Teacher, Act 89  
Change Recommended Hourly Rate to an Annual Salary, from Col. 4, Step 4, \$45.39 to  
\$59,095 (to be prorated)  
Effective Date – March 9, 2020  
*Additional Responsibilities*
  - c. Rebecca Lamar – Manager of Higher Education Initiatives, PA Key  
Recommended Stipend – \$5,000  
Effective Date – March 30, 2020 – June 30, 2020  
*Additional Responsibilities*
  - d. Dianne Plaza  
Change from Family Engagement Worker, Head Start to  
Infant Early Childhood Mental Health Consultant, PA Key  
Change Recommended Hourly Rate from \$21.62 to an Annual Salary of \$55,080  
(to be prorated)  
Effective Date – April 13, 2020  
*Additional Position*

**D. Additions to 2019-2020 Approved Substitute Lists – Ratifications**

Alternative Education

Katharine DeMotta, Specialist – Effective March 9, 2020  
Sally Derr, Teacher – Effective March 2, 2020  
Kayla Nettleton, Specialist – Effective March 2, 2020  
Jocelyne Richardson, Specialist – Effective February 3, 2020  
Michael Siaway, Specialist – Effective March 9, 2020

Child Care

Katharine DeMotta, Paraeducator – Effective March 9, 2020  
Kayla Nettleton, Paraeducator – Effective March 2, 2020

Driver Education

Brian Hocking, Driver Education Certified Instructor – Effective February 17, 2020

Early Intervention

Katharine DeMotta, Paraeducator – Effective March 9, 2020  
Sally Derr, Teacher – Effective March 2, 2020  
Kayla Nettleton, Paraeducator – Effective March 2, 2020  
Jocelyne Richardson, Paraeducator – Effective February 3, 2020  
Michael Siaway, Paraeducator – Effective March 9, 2020

Head Start

Katharine DeMotta, Paraeducator – Effective March 9, 2020  
Sally Derr, Teacher – Effective March 2, 2020  
Kayla Nettleton, Paraeducator – Effective March 2, 2020  
Jocelyne Richardson, Paraeducator – Effective February 3, 2020  
Michael Siaway, Paraeducator – Effective March 9, 2020

PA Key

Nicole Williams, PQAS Reviewer – Effective January 1, 2020

Pre-K Counts

Katharine DeMotta, Paraeducator – Effective March 9, 2020  
Sally Derr, Teacher – Effective March 2, 2020  
Kayla Nettleton, Paraeducator – Effective March 2, 2020  
Jocelyne Richardson, Paraeducator – Effective February 3, 2020  
Michael Siaway, Paraeducator – Effective March 9, 2020

Special Education

Katharine DeMotta, Specialist – Effective March 9, 2020  
Sally Derr, Teacher – Effective March 2, 2020  
Kayla Nettleton, Specialist – Effective March 2, 2020  
Jocelyne Richardson, Specialist – Effective February 3, 2020  
Michael Siaway, Specialist – Effective March 9, 2020

Transportation

Darigrey Delorbe Rosa, Substitute Driver w/o Bus License, Assistant, and Miscellaneous  
Effective – March 9, 2020  
Luis Huertas-Cirino, Substitute Driver w/o Bus License, Assistant, and Miscellaneous  
Effective – March 10, 2020

**E. Additions to Approved 2019-2020 Out-Of-Class Substitute Lists – Ratifications**

Head Start

Maggie Herndon, Paraeducator – Effective March 16, 2020  
Maria Velazquez Guerrero, Paraeducator – Effective March 16, 2020

**F. Remove from 2019-2020 Approved Substitute Lists**

Alternative Education

Melodie Bartashus, Specialist – Effective March 9, 2020  
Hunter Black, Specialist – Effective March 16, 2020  
Yadnery Morales, Specialist – Effective March 9, 2020  
Jennifer Sweigert, Teacher/Specialist – Effective March 30, 2020

Child Care

Melodie Bartashus, Paraeducator – Effective March 9, 2020  
Hunter Black, Aide – Effective March 16, 2020  
Ralph Ganter, Jr., Teacher – Effective March 9, 2020  
Stephanie Maier, Teacher – Effective March 18, 2020  
Jennifer Sweigert, Teacher – Effective March 30, 2020

Early Intervention

Melodie Bartashus, Paraeducator – Effective March 9, 2020  
Hunter Black, Paraeducator – Effective March 16, 2020  
Yadnery Morales, Paraeducator – Effective March 9, 2020  
Jennifer Sweigert, Teacher – Effective March 30, 2020

Head Start

Melodie Bartashus, Paraeducator – Effective March 9, 2020  
Hunter Black, Paraeducator – Effective March 16, 2020  
Yadnery Morales, Paraeducator – Effective March 9, 2020  
Jennifer Sweigert, Teacher – Effective March 30, 2020

Pre-K Counts

Melodie Bartashus, Paraeducator – Effective March 9, 2020  
Hunter Black, Paraeducator – Effective March 16, 2020  
Yadnery Morales, Paraeducator – Effective March 9, 2020  
Jennifer Sweigert, Teacher – Effective March 30, 2020

Special Education

Melodie Bartashus, Specialist – Effective March 9, 2020  
Hunter Black, Specialist – Effective March 16, 2020  
Melissa Hershey, Communication Facilitator – Effective March 16, 2020  
Yadnery Morales, Specialist – Effective March 9, 2020  
Kimberly Smith, Teacher – Effective February 24, 2020  
Jennifer Sweigert, Teacher – Effective March 30, 2020

**G. Employment – Approvals**

1. Business Services/Operations Office
  - a. Michelle M. Monk – Fiscal Specialist, Fiscal Services  
Recommended Annual Salary – \$44,797 (to be prorated)  
Effective Date – to be determined pending pre-employment process  
*Replacement*

**H. Change of Status – Approvals**

*No Items to Consider*

**I. Leave of Absence Requests**

1. Business Services/Operations Office  
Personal Leave (unpaid - without benefits – not FMLA)
  - a. Clarence Lash – Part-time Driver w/o Bus License, Assistant and Miscellaneous Transportation  
Effective Date – January 28, 2020
  - b. Yvette Thomas – Part-time Driver w/o Bus License, Assistant and Miscellaneous Transportation  
Effective Date – February 18, 2020
2. Early Childhood & Student Services Office  
Personal Leave (unpaid - with benefits – not FMLA)
  - a. Sherry Ann Epler – Paraeducator, Early Intervention  
Effective Date – February 21, 2020
  - b. Melissa Montanez-Rodriguez – Enrollment Specialist, Child Care  
Effective Date – February 27, 2020
3. Professional Development & Curriculum Office  
Personal Leave (unpaid - with benefits – FMLA)
  - a. Antoinette Kopenhaver – Communications Coordinator, PA Key  
Effective Date – February 27, 2020

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

1. Business Services/Operations Office  
Personal Leave (unpaid – without benefits – not FMLA)
  - a. Evelyn Arce – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – February 14, 2020
  - b. Clarence Lash – Part-time Driver w/o Bus License, Assistant and Miscellaneous Transportation  
Effective Date – April 6, 2020
  - c. Nannette Waid – Part-time Driver w/o Bus License, Assistant and Misc. Transportation  
Effective Date – March 9, 2020
  - d. Charles Weaver – Part-time Driver w & w/o Bus License, Assistant, Misc., and Trainer, Transportation  
Effective Date – February 24, 2020
2. Early Childhood & Student Services Office  
Personal Leave (unpaid - with benefits – FMLA)
  - a. Jamie Kingsbury – Special Education Itinerant Teacher, Special Education  
Effective Date – March 25, 2020
  - b. Lindsay Nester – Speech Therapist, Early Intervention  
Effective Date – April 2, 2020
  - c. Jennifer St. Clair – Educational Interpreter, Special Education  
Effective Date – April 1, 2020

Personal Leave (unpaid - with benefits – not FMLA)

- d. Sherry Ann Epler – Paraeducator, Early Intervention  
Effective Date – March 23, 2020
  - e. Melissa Montanez-Rodriguez – Enrollment Specialist, Child Care  
Effective Date – March 2, 2020
3. Professional Development & Curriculum Office  
Personal Leave (unpaid - with benefits – FMLA)
- a. Antoinette Kopenhaver – Communications Coordinator, PA Key  
Effective Date – March 16, 2020

**K. Retirements**

*No Items to Consider*

**L. Resignations**

- 1. Business Services/Operations Office
  - a. Keisha R. Brown – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 3, 2020
  - b. Evelyn L. McDowell – Part-time Bus/Van Assistant and Misc. Transportation  
Effective Date – March 20, 2020
  - c. William W. Mealing – Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 9, 2020
  - d. Paul W. Moll – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 27, 2020
  - e. Tammi S. Phillips – Part-time Driver w/o Bus License, Assistant, Misc., and Trainer, Transportation  
Effective Date – March 6, 2020
  - f. Annette Rodriguez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – February 26, 2020
- 2. Early Childhood & Student Services Office
  - a. Samantha A. DeLong – Paraeducator, Child Care  
Effective March 11, 2020
  - b. Sue E. Drzal – Teacher, Head Start  
Effective March 13, 2020
  - c. Arlin D. Hernandez – Level V Program Secretary, Child Care  
Effective Date – February 28, 2020
  - d. M. Glynnnes Smith – Assistant Program Administrator, Early Intervention  
Effective Date – March 25, 2020
- 3. Information Technology Office
  - a. Michelle B. Enright – Software Support Specialist, Software Support Services  
Effective Date – March 10, 2020
  - b. Jennifer M. Langan – Software Support Specialist, Software Support Services  
Effective Date – March 13, 2020
- 4. Professional Development & Curriculum Office
  - a. Justin T. Moyer – Administrative Specialist, PA Key  
Effective Date – March 13, 2020



**M. Terminations**

1. Business Services/Operations Office
  - a. Emely Melendez – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – April 17, 2020  
*Expiration of Leave*

**N. Other**

1. Business Services/Operations Office
  - a. James E. Mahoney – Part-time Driver w/o Bus License, Assistant, and Misc. Transportation  
Effective Date – March 5, 2020  
*Deceased*
2. Professional Development & Curriculum Office
  - a. Colleen Rios – Educational Consultant, Training and Consultation  
Recommended Annual Salary – Col. 4, Step 16, \$86,080 (to be prorated)  
Effective Date – April 13, 2020  
*Date Amended*

**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, DIRECTOR

1. To approve the Special Education, Early Intervention, and Student Services Rates schedule effective July 1, 2020, through June 30, 2021.
2. To authorize the BCIU Head Start Program Administration to submit a federal grant application for one-time supplemental funding to support the program response to the COVID-19 pandemic.
3. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Sweet, Stevens, Katz, and Williams LLP, for the firm to continue to provide the services of Andrew E. Faust, Esquire, as a legal consultant for special education to the BCIU and its constituent school districts, at a fee of \$73,500 (no increase), in effect for the 2020-2021 school year.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DANIEL RICHARDS, DIRECTOR

1. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the County of Berks, for the BCIU to provide services in accordance with the Business-Education Partnership Grant agreement, in the amount of \$28,000 effective January 1, 2020, through June 30, 2021.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Dr. Maurice Elias, for Dr. Elias to provide services in accordance with the Leadership Series 2020 agreement, in the amount of \$12,000 plus travel expenses effective June 1, 2020, through June 30, 2021.
3. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Nancy Aronson, for Nancy Aronson to provide professional services relative to the development and facilitation of a Summit to support various partners in solidifying Early Childhood Education Workforce Development across Pennsylvania for a fee of \$56,000 effective December 1, 2019, through June 30, 2020 (PA Key).

4. To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Capital Area Intermediate Unit (CAIU), for CAIU to provide professional services relative to creating a prototype of the Rapid Response Program and piloting two (2) components of the Rapid Response Program; a parent education series and training sessions for child care staff, for a fee of \$100,000 effective March 1, 2020, through June 30, 2020 (PA Key).
5. To ratify a revised agreement between the Berks County Intermediate Unit (BCIU) and Shippensburg University, for Shippensburg University to serve the Office of Child Development and Early Learning (OCDEL) in support of advancing Pennsylvania's Early Childhood Education Apprenticeship: Associates Level for a fee of \$200,000 effective September 1, 2019, through March 28, 2020 (PA Key).
6. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and New World Now, LLC (NWN), for NWN to modify the scope of services to provide annual support and maintenance relative to the Quality Rating and Improvement System and to extend the term through June 30, 2025. This amendment provides for a funding increase of \$372,189.48 for a revised total of \$1,165,839.48. All other terms and conditions remain in force (PA Key).
7. To ratify Amendment #1 to the current agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania State University (PSU), for the PSU to modify the scope of services to develop an online module and training on the topic of preparing for emergency events in a childcare program. This amendment provides for a funding increase of \$31,219 for a revised total of \$463,226. All other terms and conditions remain in force (PA Key).
8. To ratify a memorandum of understanding between the Berks County Intermediate Unit (BCIU) and the Berks County Intermediate Unit – Executive Office Creative Team, for the BCIU – Executive Office Creative Team to serve and support OCDEL and the PA Key in the development and execution of a Pennsylvania statewide campaign promoting child care provider safety, for a fee of \$650,000 for the period of March 16, 2020, through June 30, 2020 (PA Key).

**C. INFORMATION TECHNOLOGY**

—SCOTT MAJOR, CIO / DIRECTOR

1. To ratify an agreement between Berks County Intermediate Unit (BCIU) and IntegraONE for the purchase of an HP host server and associated VMWare licensing as replacement for existing end-of-life equipment, at a total cost of \$19,545.15.
2. To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and Dellicker Strategies, for Dellicker Strategies to provide consulting services supporting the assessment, analysis, and procurement of the 4th generation of the Berks County Regional Wide Area Network in the amount of \$37,500 for a period of 18 months commencing upon full execution of the agreement.
3. To authorize the appropriate officers to execute an amendment to the current agreement between the Berks County Intermediate Unit (BCIU) and Comcast Cable Communications Management, LLC, for an increase in internet bandwidth from 100Mbps to 200Mbps for the PA Keys Office at total cost of \$1,388.23/month (increase of \$513.23/month). The term of the contract amendment is July 1, 2020, through June 30, 2021, which will be coterminous with the original agreement.

4. To authorize the appropriate officers to execute a lease (Schedule Number: 539730928200014) with HP, Inc. for a three-year lease of 50 laptop computers at a cost not to exceed \$33,724.20 effective upon receipt of equipment.

**D. BUSINESS SERVICES/OPERATIONS**

—DONNA DELORETTA, CFO / COO

1. To approve the following financial entities as depositories, effective July 1, 2020, to June 30, 2021: Tompkins VIST Bank, PNC Bank, PAINVEST, PLGIT (Pennsylvania Local Government Investment Trust), and PSDLAF (Pennsylvania School District Liquid Asset Fund).
2. To approve the continuation of legal services of Brumbach, Mancuso & Fegley P.C., effective July 1, 2020, through June 30, 2021, with John M. Stott, Esquire and James E. Mancuso, Esquire as solicitors for the Berks County Intermediate Unit, at a fee of \$140/hour (no increase), plus the addition of a new category for labor negotiations of \$150/hour.
3. To approve the continuation of Tompkins Insurance as broker of record for insurance services to the Berks County Intermediate Unit, effective July 1, 2020, through June 30, 2021.
4. A resolution of the Board of Directors of the Berks County Intermediate Unit, setting forth its intent to issue a taxable Revenue Anticipation Note, Series of 2020, in a principal amount not to exceed \$10 million dollars (\$10,000,000) plus bank fees and interest, to be effective on or after July 1, 2020, with maturity date of June 30, 2021. The Board authorizes the administration to take steps to investigate terms, to be presented for approval at a future Board meeting.
5. To award contracts through the Berks County Joint Purchasing Board for the following:
  - a. Physical Education Equipment and Supplies
  - b. Digital Media Equipment and Technology Supplies
6. To request permission to solicit bids for the purchase/lease of the following:
  - +/- (5) five 9-passenger vans
  - +/- (5) five 29 passenger minibus
  - +/- (3) three 48 passenger with lift school buses
  - +/- (1) one 48 passenger school bus
  - +/- (2) two 72-passenger with lift school buses
  - +/- (5) eight 72-passenger school buses
  - +/- (1) one box truck with lift

**E. ADMINISTRATION**

—DR. JILL HACKMAN, EXECUTIVE DIRECTOR

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

**SUMMARY OF CHANGES**

006.1	Attendance at Meetings Via Electronic Communications (New)
335 / 435 / 535	Family and Medical Leave (Revised)
626	Federal Fiscal Compliance (Revised)

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

**16. ADJOURNMENT**