

**OFFICIAL PROCEEDINGS OF THE
BCIU BOARD OF DIRECTORS
APRIL 16, 2020
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The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, April 16, 2020. The meeting was held virtually due to the COVID-19 health emergency.

President Gary McEwen called the meeting to order at 7.44 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board:	Bill Carl; Jill A. Dennin; Dr. David Hemberger; Elizabeth S. Huhn; Jean Kelleher; Dr. Amy Kennedy; Linda R. Lash; Randall R. Madara; Oscar Manbeck; Kevin L. Manmiller; Steven Miller; Ralph C. Richard; Rev. Dr. Dennis Ritter; Ann Sellers; Brian Specht; James Ulrich; and Gary McEwen.
Absent:	Terrie Taylor, LSW
Intermediate Unit:	Dr. Jill M. Hackman; Donna DeLoretta; Scott Major; Michelle Reichard-Huff; Dan Richards; Rob Rosenberry; and Jan Krotee
Solicitor:	John M. Stott, Esq. and James Mancuso, Esq.
Guest/s:	Cherie Zimmerman and Beth Kozloski
Press:	None

Following the pledge of allegiance and roll call, President McEwen thanked Board members for attending the meeting virtually due to the COVID-19 health emergency. He welcomed the public who attended via the livestream link provided. He stated that the virtual meeting had been advertised and the agenda had been posted on the BCIU website prior to the meeting. A phone line was provided for those who wished to leave public comments and any public comments received via the phone line would be read during Agenda Item 01. C. 3. Persons Desiring to be Heard.

Announcements

President McEwen then announced that an executive session would be held after the meeting to discuss personnel matters.

A motion was made by Richard, seconded by Carl, to approve the following resolution:

Resolution – Virtual Board Meeting Due to COVID-19 Pandemic – Waive Policy Sections—Item 01. 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:

Policy 006 – Voting

1. Paragraph 3 – Limitation of Board Members Participating
2. Paragraph 5 – Notice to Secretary to Participate

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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.

Motion carried.	Voice Vote
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President McEwen announced that no one had left a public comment on the phone line provided to be shared at the meeting.

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

A motion was made by Kelleher, seconded by Dennin, 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.

**Seating of Rev. Dr. Dennis
Ritter—Item 01. D.**

Motion carried.	Voice Vote
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A motion was made by Manbeck, seconded by Carl, to approve agenda items 01. E. through 14. E., as follows:

To acknowledge receipt of bids for the following through the Berks County Joint Purchasing Board:

3. Physical Education Equipment & Supplies on Tuesday, February 25, 2020, at 11:00 A.M.
4. Digital Media Equipment & Technology Supplies on Tuesday, March 3, 2020 at 11:00 A.M.

**Receipt of Bids for Physical
Education Equipment and
Supplies and Digital Media
Equipment and Supplies
—Item 01. E.**

To approve the minutes of the February 20, 2020 meeting.

**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.**
*(Detailed list of bills available
for review.)*

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
TOTAL			\$8,214,763.85

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04. TOMPKINS/VIST REVENUE ANTICIPATION NOTE – \$6,000,000 (Information Item):

Amount Outstanding
April 9, 2020
\$0

05. ACCOUNTS RECEIVABLE AGING REPORT AS OF APRIL 9, 2020 (Information item):

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
TOTALS	\$4,005,589.64	\$670,000.55	\$500,517.17	\$4,966.15	\$19,281.61
GRAND TOTAL	\$5,200,355.12				

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

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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
CASH AVAILABLE-February 29, 2020		\$3,165,741.19

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
CASH AVAILABLE-March 31, 2020		\$6,112,244.97

08. INVESTMENT OF FUNDS

Interest earned on investments is as follows:

	February 2020	March 2020
Tompkins VIST	\$9,872.37	\$4,500.93
PNC	\$28.55	\$13.57

09. COMMUNICATIONS

No Items to Report

**COMMUNICATION
—Item 09.**

10. OLD BUSINESS

No Items to Consider

Old Business—Item 10.

11. REPORT OF NEGOTIATIONS COMMITTEE

No Items to Report

**Report of Negotiations
Committee —Item 11.**

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A. New and Proposed Budgets

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.

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D. Budgetary Transfers
No Items to Consider

13. PERSONNEL MATTERS
—ROB ROSENBERRY, DIRECTOR

A. General

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.

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.

To approve the revised Berks County Head Start Salary Schedule, effective January 1, 2020.

To acknowledge receipt of the list containing the salaries for Head Start employees, effective January 1, 2020.

To award a professional contract to Samson M. Gausch, Teacher, Alternative Education, who has completed three years of satisfactory service, effective March 6, 2020.

To approve the following position descriptions:

- a. Pennsylvania Quality Assurance System (PQAS) Reviewer, PA Key
- b. Software Support Specialist I, Office of Information Technology

To approve the Pennsylvania Quality Assurance System (PQAS) Reviewer, PA Key wage rate of \$50 per review.

**PERSONNEL MATTERS
GENERAL**

**MOU with AFSCME RE:
School Closings
—Item 13. A. 1.**

**MOU with SEIU RE: School
Closings
—Item 13. A. 2.**

**Approve Head Start Salary
Schedule—Item 13. A. 3.**

**Receipt of Head Start Salary
List—Item 13. A. 4.**

**Professional Contract for
Samson M. Gausch
—Item 13. A. 5.**

**Approve Position
Descriptions for PA Quality
Assurance System (PQAS)
Reviewer, PA Key, and
Software Support Specialist I
(IT)—Item 13. A. 6.**

**Approve Wage Rate for PA
Quality Assurance System
(PQAS) Reviewer, PA Key,
Item 13. A. 7.**

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B. Employment – Ratifications

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

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

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- 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

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

- 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

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- 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

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- 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

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- 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

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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

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

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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

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

**Ratifications - Additions
to Approved 2019-2020
Out-of Class Substitute
Lists—Item 13. E.**

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

**Remove from 2019-2020
Approved Substitute Lists
Lists—Item 13. F.**

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

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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

**Approvals – Employment
—Item 13. G.**

H. Change of Status – Approvals

No Items to Consider.

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

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. Yolette 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

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

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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

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

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 an
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

**Retirements
—Item 13. K.**

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L. Resignations

**Resignations
—Item 13. L**

- a. 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. Glynn 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
 - b. Effective Date – March 10, 2020
 - c. 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

**Terminations
—Item 13. M.**

1. Business Services/Operations Office
 - b. 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

Other—Item 13. N.

14. OTHER MATTERS FOR CONSIDERATION

A. EARLY CHILDHOOD & STUDENT SERVICES

—MICHELLE REICHARD-HUFF, DIRECTOR

To approve the Special Education, Early Intervention, and Student Services Rates schedule effective July 1, 2020, through June 30, 2021.

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.

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit 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

—DAN RICHARDS, DIRECTOR

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.

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.

**OTHER MATTERS
FOR CONSIDERATION**

**Special Education, Early
Intervention, and Student
Services Rates Schedule
—Item 14. A. 1.**

**Federal Grant Application /
Supplemental Funding for
Head Start During COVID-19
Pandemic—Item 14. A. 2.**

**Agreement with Sweet,
Stevens, and Williams LLP /
Andrew Faust as Legal
Consultant—Item 14. A. 3.**

**Agreement with County of
Berks / Business Education
Partnership Grant
—Item 14. B. 1.**

**Agreement with Dr. Maurice
Elias / Leadership Series 2020
—Item 14. B. 2.**

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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).

**Agreement with Nancy Aronson/ Early Childhood Education Workforce Development Summit (PA Key)
—Item 14. B. 3.**

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).

**Agreement with Capital Area IU / Rapid Response Program (PA Key)
—Item 14. B. 4.**

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).

**Amendment with Shippensburg University / PA Early Childhood Education Apprenticeship: Associates Level (PA Key)
—Item 14. B. 5.**

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).

**Amendment #1 to Current Agreement with New World Now (PA Key)
—Item 14. B. 6.**

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).

**Amendment #1 to Current Agreement with Pennsylvania State University (PA Key)
—Item 14. B. 7.**

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).

**MOU with Executive Office Creative Team / Promotion of Child Care Provider Safety Campaign (PA Key)
—Item 14. B. 8.**

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C. INFORMATION TECHNOLOGY

—SCOTT MAJOR, DIRECTOR

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.

**Agreement with
IntegraONE / HP Host
Server and VMWare
Licensing—Item 14. C. 1.**

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.

**Agreement with Dellicker
Strategies / Regional Wide
Area Network
—Item 14. C. 2.**

To authorize the appropriate officers to execute an 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.

**Agreement with Comcast
Cable Communications /
Increase in Internet
Bandwidth for PA Keys
Office
—Item 14. C. 3.**

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.

**Three-Year Lease with HP /
50 Laptop Computers
—Item 14. C. 4.**

D. BUSINESS SERVICES/OPERATIONS

—DONNA DELORETTA, CFO / COO

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).

**Financial Entities as
Depositories—Item 14. D. 1.**

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.

**Continuation of Legal
Services of Brumbach,
Mancuso, and Fegley P.C. /
John Stott, Esq. and James
Mancuso, Esq. as Solicitors
—Item 14. D. 2.**

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.

**Continuation of Tompkins
Insurance as Broker of
Record for Insurance
Services—Item 14. D. 3.**

**OFFICIAL PROCEEDINGS OF THE
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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.

**Resolution / Intent to Issue
Taxable Revenue
Anticipation Note, Series of
2020—Item 14. D. 4.**

To award contracts through the Berks County Joint Purchasing Board for the following:

**Award Contracts for
Physical Education and
Digital Media Equipment
and Supplies—Item 14. D. 5.**

- a. Physical Education Equipment and Supplies
- b. Digital Media Equipment and Technology Supplies

To request permission to solicit bids for the purchase/lease of the following:

**Permission to Solicit Bids for
Purchase / Lease of Vehicles
—Item 14. D. 6.**

- +/- (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) five 72-passenger school buses
- +/- (1) one box truck with lift

E. ADMINISTRATION

—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR

To approve the first reading of the following policies:

**First Reading of Policies
006.1, 334/435/535, and 626
—Item 14. E. 1.**

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

Yeas:	Carl; Dennin; Hemberger; Huhn; Kelleher; Kennedy; Lash; Madara; Manbeck; Manmiller; Miller; Richard; Ritter; Sellers; Specht; Ulrich; McEwen.
Nays:	None. Motion carried.

Roll Call Vote

Dr. Hackman welcomed Reverend Dr. Dennis Ritter to the Board and noted that Dr. Ritter previously served on the Board in the early 2000s. She gave a special thank you to Attorneys Stott and Mancuso for their continued guidance and support.

**Board Members Desiring to
be Heard**

She also thanked Board members for their support and flexibility during the unprecedented and challenging times of the COVID-19 health emergency and the mandated closing of schools. She offered the assistance of the BCIU to Berks County schools to serve however needed.

A motion was made by Carl, seconded by Kelleher, to adjourn the meeting at 7:51 p.m.

Adjournment

Motion carried.

Voice Vote

Approved by,

Brian R. Specht, Secretary

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

Teresa Schutt, Program Administrator, Office of Professional Development and Curriculum, introduced Hope Kavka to the Board as the Employee of the Month for April. Hope is a Nonpublic School K-5 Reading Specialist who began her career at the BCIU in September 2012. Mrs. Schutt told Board members that Hope has built positive relationships with her students and their families and has received many letters of thanks for her efforts. She has a special gift for making her students feel valued and successful. She is also the first to volunteer when her fellow colleagues need support.

Hope told the Board that she loves her job and connecting with her students and parents. She feels fortunate to work with an amazing group of teachers and administrators who value and support her growth as an educator.

The Board viewed a video highlighting the work BCIU staff is doing remotely during the COVID-19 health emergency and mandated closures. Essential staff has been reporting when necessary while observing CDC health and safety recommendations and guidance. Administrators have been meeting virtually with district / school job-alike groups to collaborate on best practices and find solutions to assist each other. Educators have been continuing instruction virtually to teach and keep connected with their students. Additionally, BCIU employees continue to meet via zoom with other team and office members to so that work moves forward.

**EMPLOYEE OF THE
MONTH – APRIL 2020
— Hope Kavka, Office of
Professional Development
and Curriculum**

**FEATURED PROGRAM
— The BCIU Connection –
Feeling Together When
We're Apart**