

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
NOVEMBER 19, 2020  
PAGE 2582**



The regular meeting of the Berks County Intermediate Unit Board of Directors was held on Thursday, November 19, 2020. The meeting was held in a hybrid fashion, with some board members attending in-person, and some attending virtually via Zoom due to the COVID-19 health emergency.

President Gary McEwen called the meeting to order at 7:34 p.m. Following the pledge of allegiance, Jan Krotee, recording secretary, called the roll. Attendance was as follows:

Intermediate Unit Board: Robin Costenbader-Jacobson; Jill A. Dennin; Dr. David Hemberger; Elizabeth S. Huhn; Dr. Amy Kennedy; Linda R. Lash; Randall R. Madara; Oscar Manbeck; Steven Miller; Ralph C. Richard; Rev. Dr. Dennis Ritter; Ann Sellers; Brian Specht; Terrie Taylor, LSW; James Ulrich; and Gary McEwen.

Absent: James Dotzenroth and Kevin L. Manmiller

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

Solicitor(s): John M. Stott, Esq. and James Mancuso, Esq.

Guest(s): None

Press: None

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Following the pledge of allegiance and roll call, President McEwen welcomed participants to the BCIU Board meeting. He announced that the meeting was being held in a hybrid fashion for board members due to the COVID-19 pandemic. He thanked those community members who attended via the livestream link provided. He stated that the 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. B. 3. Persons Desiring to be Heard.

**Announcements**

President McEwen then announced that an executive session was not necessary.

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. B. 3.**

A motion was made by Ulrich, seconded by Richard, to the minutes of the November 15, 2020 Board meeting.

**Approval of Minutes  
—Item 02**

Motion carried.	Voice Vote
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A motion was made by Dennin, seconded by Lash, to approve agenda items 03. through 08., as follows:

**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
October	2020 Ratification - IU	1-13	\$3,038,164.01
October	2020 Ratifications - PSDLAF	1-01	\$11,413.00
November	2020 Ratification - IU	1-04	\$642,669.59
November	2020 Approvals - IU	1-05	\$797,354.76
<b>TOTAL</b>			<b>\$4,489,601.36</b>

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

<b>Amount Outstanding</b>
November 13, 2020
\$0

**05. ACCOUNTS RECEIVABLE AGING REPORT AS OF NOVEMBER 13, 2020** *(Information item):*

Funding Source	Current	30 Days	60 Days	90 Days	120 Days
School Districts	\$1,624,384.33	\$92,439.84	\$11,317.26	\$20,807.52	\$24,434.93
Commonwealth of PA	\$7,270,168.86	\$85,639.30	\$0.00	\$0.00	\$25,624.18
Other Revenue Sources	\$147,921.62	\$72,773.58	\$824.53	\$0.00	\$20,091.00
<b>TOTALS</b>	<b>\$9,042,474.81</b>	<b>\$250,852.72</b>	<b>\$12,141.79</b>	<b>\$20,807.52</b>	<b>\$70,150.11</b>
<b>GRAND TOTAL</b>	<b>\$9,396,426.95</b>				

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

- Head Start 2020 Budget Revision
- Financial Statements (October 2020)
- Credit Card Purchases (October 2020)
- Non-Federal Share Report (October 2020)
- Policy Council Minutes/Resolutions (October 2020)
- Head Start Director’s Report (November 2020)

**07. COMBINED FINANCIAL REPORT**

**CASH**

<b>BEGINNING BALANCE OCTOBER 1, 2020</b>		<b>\$8,971,699.50</b>
<b>RECEIPTS</b>		
REVENUE RECEIPTS	\$8,776,405.70	
RETURNED CHECKS	\$0.00	
INVESTMENT REDEMPTIONS	<u>\$0.00</u>	<u>\$8,776,405.70</u>
		\$17,748,105.20

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DISBURSEMENTS		
PRE-BOARD RATIFICATIONS	\$466,679.36	
PRE-BOARD RATIFICATIONS-PSDLAF	\$0.00	
BOARD APPROVALS	\$2,725,945.98	
POST BOARD RATIFICATIONS		
PSDLAF	\$11,413.00	
POST BOARD RATIFICATIONS IU	<u>\$3,038,164.01</u>	
TOTAL CHECKS WRITTEN	\$6,242,202.35	
CHECKS VOIDED	(\$68,036.65)	
PAYROLL DISTRIBUTIONS	<u>\$4,891,596.48</u>	<u>\$11,065,762.18</u>
ENDING BALANCE -OCTOBER 31, 2020		\$6,682,343.02
<b>CASH AVAILABLE-OCTOBER 31, 2020</b>		<b>\$6,682,343.02</b>

**08. INVESTMENT OF FUNDS**

Interest earned on investments is as follows:

**October 2020**

Tompkins VIST	\$2,226.83
PNC	\$1.08

Yeas:	Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Madara; Manbeck; Miller; Richard; Ritter; Sellers; Specht; Taylor; Ulrich; McEwen	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

**09. COMMUNICATIONS**

Brian Specht, Secretary

Mr. Specht read notes of thanks from the following individuals:

1. Thank you from retiree Deborah Woodring, Paraeducator, Head Start, Office of Early Childhood and Student Services
2. Thank you from Annie Sullivan Award Recipient Jacqueline Westerfer, Paraprofessional from the Oley Valley School District

**COMMUNICATIONS  
—Item 09.**

**10. OLD BUSINESS**

*No Items to Consider*

**OLD BUSINESS  
PSBA Officer Elections  
—Item 10. 1.**

**11. REPORT OF NEGOTIATIONS COMMITTEE**

Mrs. Huhn reported that initial framework dialogue is underway with the Berks County Intermediate Unit Education Association (BCIUEA), whose contract expires on June 30, 2021. Conversations have been going well and the committee is optimistic in the way the discussions have been progressing.

**REPORT OF NEGOTIATIONS  
COMMITTEE —Item 11.**

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A motion was made by Richard, seconded by Manbeck, to approve agenda items 12. A. through., as follows:

**12. BUDGETS**

**A. New and Proposed Budgets**

**BUDGETS**

**1. ESSER NonPublic – Program 193**

Office of Professional Development and Curriculum  
3/13/20 – 9/30/22

\$62,968

The Non-Public ESSER program is one-time federal emergency funds to help private schools respond to COVID-19 impacts. These funds are intended to support COVID-19 response efforts and may be spent on 10 allocable activities. The Berks County school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for the eligible non-public schools within Berks County. The ESSER services for non-public schools are developed in consultation with officials of the school districts and in accordance with federal regulations (new).

**2. CARES ACT Funding - County of Berks – Program 134**

Office of Business Services  
7/1/20 – 9/30/20

\$84,947

The purpose of the Berks County CARES Grant Program is to assist educational institutions and educational services in the County that have been negatively impacted by the COVID-19 public health crisis. The BCIU will utilize this grant towards defraying the costs of employee paid leave due to COVID-19 illness or quarantine, increased technology requirements, and additional cleaning supplies, labor and PPE required for the safe operation of our student transportation services. This is federal funding through the CARES Act provided by the County of Berks (new).

**B. Initial Budgets**

**1. Berks County Intermediate Unit Child Care – Program 551**

Office of Early Childhood and Student Services  
7/1/20 – 6/30/21

\$3,000,439

Funded through a combination of federal, state, and local dollars from the Department of Public Welfare, the United Way, and private fees, BCIU Child Care operates before and after school programs and preschool programs serving over 250 children, ages three through twelve years (since 1971).

**2. Driver Education – Program 633**

Office of Early Childhood and Student Services  
7/1/20 – 6/30/21

\$115,664

This proprietary program offers a PDE approved after-school and/or weekend standardized driver training course of students in Berks County area school districts. Thirty hours of in-class instruction and six hours of behind-the-wheel training is featured. Fees are paid directly by parents or the school district. Driver education theory is available online through an arrangement with Edward Savioz Driver Training School (since 1993).

- 3. Title II Non-Public – Program 20-191**  
Office of Professional Development and Curriculum  
7/1/20 – 9/30/21 \$124,627  
The Title II Non-Public program coordinates funding to provide private school personnel with high-quality, personalized professional development that is evidence-based and focused on improving teaching and student learning and achievement. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title II professional development services for non-public school teachers and administrators are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017).
- 4. Title IV Non-Public – Program 20-192**  
Office of Professional Development and Curriculum  
7/1/20 – 9/30/21 \$87,148  
The Title IV Non-Public program coordinates funding to improve academic achievement of private schools by increasing the capacity of non-public schools to:
1. Provide all students with access to a well-rounded education;
  2. Improve school conditions for student learning;
  3. Improve the use of technology in order to improve the academic achievement and digital literacy of all students.
- The Berks County Public school districts may choose to contract with the Berks County Intermediate Unit to manage these funds for eligible non-public schools within Berks County. The Title IV services for non-public school students are developed in consultation with officials of the non-public schools and in accordance with federal regulations (since 2017).
- 5. Berks Online Learning – Program 680**  
Office of Professional Development and Curriculum  
7/1/20 – 6/30/21 \$3,324,686  
This proprietary program is a partnership between the Berks County Intermediate Unit (BCIU) and multiple cyber course providers to offer local school districts online education options for K-12 students (since 2008).
- 6. Crisis Go – Program 180**  
Office of Business Services  
9/1/20 – 8/31/22 \$95,000  
A grant agreement between the Berks County Intermediate Unit (BCIU) and the Pennsylvania Department of Human Services, for the BCIU to coordinate efforts and to renew the CrisisGo application for years three and four (2020-2022) that provides Berks County education entities with training and resources in essential emergency preparedness for students, staff, and administrators. CrisisGo provides a global-safety platform for schools to access up-to-date information to properly respond to various incidents. This application also provides a two-way multimedia communication platform that allows communications with various groups as determined by the school entity (since 2018).

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**7. Special Education Core – Program 304**

Office of Early Childhood and Student Services

7/1/20 – 6/30/21

\$2,815,998

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

**C. Changes to Initial Budgets**

**1. Educational Stability for Foster Care Youth – Program 19-149**

Office of Early Childhood and Student Services

7/1/19 – 9/30/20

\$5,461

**Total Proposed Revised Budget: \$55,461**

The Berks County Intermediate Unit (BCIU) has been allocated the above amount to manage Region 2 of the Educational Stability for Foster Care Youth program through the PA Department of Education. There are eight grantees in the Commonwealth that receive these funds to form a management team through regional offices. The goal of the regional office is to provide technical assistance, training, and support to all public school districts and county children and youth agencies with regards to the education of children in foster care. Region 2 consists of Berks, Chester, Dauphin, Lancaster, Lebanon and Schuylkill counties. The grant is allocated through Title I, Part A funds annually (since 2017 These changes are necessary to make year-end adjustments.

**2. Early Head Start Child Care Partnership – Program 20-168**

Office of Early Childhood and Student Services

8/1/20 – 7/31/21

\$8,722

**Total Proposed Revised Budget: \$526,953**

The Commonwealth of Pennsylvania, Office of Child Development and Early Learning (OCDEL) has contracted with the Berks County Intermediate Unit (BCIU) to partner with two local Child Care Centers to provide Early Head Start services. The Early Head Start Child Care Partnership (EHS-CCP) will provide full day, full year services designed to promote the development of young children birth to three. Early Head Start promotes the school readiness of low-income children (since 2015). This change is necessary due to additional funding for Quality Improvement and Health and Safety funds.

**3. Title I - Neglected – Program 18-261**

Office of Early Childhood and Student Services

7/1/18 – 9/30/20

\$27

**Total Proposed Revised Budget: \$58,575**

Funded by the federal government through the Pennsylvania Department of Education, this program offers remedial reading and math instruction to students in the Immigration Family Shelter facility during the summer of 2020 (since 1996). These changes are necessary to make year-end adjustments.

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- 4. Early Intervention - School Age Program - Program 300**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$72,565  
**Total Proposed Revised Budget: \$685,189**  
Mandated by the Department of Education and contracted through a MAWA (Mutually Agreed Upon Written Agreement), this program serves preschool children identified with special education needs who are transitioning to placement in their respective districts. In the year prior to eligibility for school age placement, parents have the option to maintain placement for their child in the Early Intervention Program for an additional year. Educational costs for school age students who remain in the EI Program is the responsibility of the home district (since 1983). These changes are necessary to reflect year-end projections.
- 5. Special Education Contracted Services – Program 302**  
Office of Early Childhood and Student Services  
7/1/20 – 6/30/21 \$29,855  
**Total Proposed Revised Budget: \$5,526,511**  
This proprietary program provides to local school districts special education instructional programs and services including Hearing Impaired classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991). These changes are necessary due to the addition of the Keystone Telepresence Education Grant.
- 6. Special Education Core – Program 304**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$50,977  
**Total Proposed Revised Budget: \$2,716,331**  
Funded by the Pennsylvania Department of Education, this budget covers costs for management, federal/state mandates for special education, direct services, child tracking (Penn Data) services, and administrative functions designed to support the Special Education programs throughout the Berks County Intermediate Unit and our school districts (since 1991). These changes are necessary to make year-end adjustments.
- 7. Alternative Education Program – Learning Academy at Thomas Ford  
Program 626**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$37,437  
**Total Proposed Revised Budget: \$2,831,273**  
This proprietary program provides alternative education services at Learning Academy at Thomas Ford to students from grades seven through twelve. A full range of academic courses are provided and there is close staff collaboration with juvenile probation, children and youth services, Service Access Management (SAM), community mental health providers, and drug and alcohol agencies (since 1995). These changes are necessary to make year-end adjustments.
- 8. Berks Online Learning – Program 680**  
Office of Professional Development and Curriculum  
7/1/19 – 6/30/20 \$56,664  
**Total Proposed Revised Budget: \$845,560**  
This proprietary program is a partnership between the Berks County Intermediate Unit (BCIU) and multiple cyber course providers to offer local school districts online education options for K-12 students (since 2008). These changes are necessary to reflect year-end projections.

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**9. Information Technology Software Services – Program 671**

Office of Information and Technology

7/1/19 – 6/30/20

\$285,862

**Total Proposed Revised Budget: \$2,106,500**

Comprised of two sub-budgets, this proprietary fund accounts for expenditures and revenue related to supplemental services internal and external to the Berks County Intermediate Unit. These services include software as a service hosting, application development, software support and training, documentation, and technology consultation (since 1994). This change is necessary due to an increase in revenue.

**10. Educational Stability for Foster Care Youth – Program 18-149**

Office of Early Childhood and Student Services

7/1/18 – 9/30/20

\$7,001

**Total Proposed Revised Budget: \$57,001**

The Berks County Intermediate Unit (BCIU) has been allocated the above amount to manage Region 2 of the Educational Stability for Foster Care Youth program through the PA Department of Education. There are eight grantees in the Commonwealth that receive these funds to form a management team through regional offices. The goal of the regional office is to provide technical assistance, training, and support to all public school districts and county children and youth agencies with regards to the education of children in foster care. Region 2 consists of Berks, Chester, Dauphin, Lancaster, Lebanon and Schuylkill counties. The grant is allocated through Title I, Part A funds annually (since 2017 These changes are necessary to make year-end adjustments.

**D. Budgetary Transfers**

**1. Head Start – Program 20-165**

Office of Early Childhood and Student Services

1/1/20 – 12/31/20

\$893,837

Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983). These budget transfers are necessary for year-end projections.

**2. Project ELECT/Fatherhood Initiative**

**(Education Leading to Employment and Career Training) – Program 235**

Office of Early Childhood and Student Services

7/1/19 – 6/30/20

\$46,867.34

Funded by state, local, and federal monies through the Family Support Act which is designed to enable families with dependent children to become financially independent of public assistance, this budget helps ELECT participants to complete high school and train for a job. Additionally, the fatherhood initiative provides education resources to custodial and non-custodial fathers under the age of 22 who are enrolled in middle school, high school, or GED programs (since 1993). These changes are necessary to reflect year-end projections.

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

Office of Early Childhood and Student Services

7/1/19 – 6/30/20

\$327,739

This proprietary program provides to local school districts special education instructional programs and services including Hearing Impaired classrooms, Life Skills Support classrooms, Interpreter services, and Itinerant services (since 1991). These transfers are necessary to make year-end adjustments.



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- 4. Prison Program – Program 307**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$246  
Funded by the participant’s resident district, this program provides education services to adjudicated adolescents who are housed in the Adult Prison Program, including young adults with disabilities who have not yet reached their 21st birthday and have not finished high school (since 1997). These transfers are necessary to make year-end adjustments.
- 5. Alternative Education Program – GED Preparation – Program 19-308**  
Office of Early Childhood and Student Services  
1/1/19 – 12/31/19 \$4,898  
The GED Preparation program and support classes are designed to provide an educationally conducive instructional environment for adults on behalf of the Berks County Jail System. The GED Preparation class, Adult Basic Education class, and English Language Support class are designed so that inmates age 18 or older, or those age 16-17 that have officially withdrawn from secondary education, are able to continue their educational progress while incarcerated with the goal of obtaining their GED or high school diploma equivalency. There is close staff collaboration with the officials at the Berks County Jail System for supports and services. This program is funded by the Berks County Jail System (since 2018). These budget transfers are necessary to make year-end adjustments.
- 6. Alternative Education Program for Immigration & Customs Enforcement at Berks Heim – Program 309**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$17,200  
Funded by the federal government through the County of Berks, this program provides education services for youth who have been taken into custody along with adult family members by Immigration Customs Enforcement personnel. Following adjudication, these students and their families may return to their homeland or may be placed with family members in the United States (since 1998). These budget transfers are necessary to adjust expenditures to year-end projections.
- 7. Early Intervention – Program 348**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$418,739  
Funded by the state, this program provides services to newly identified, preschool handicapped children in Berks County (since 1983). These budget transfers are necessary to adjust expenditures to year-end projections.
- 8. Berks County Intermediate Unit Child Care – Program 551**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$84,824  
Funded through a combination of federal, state, and local dollars from the Department of Public Welfare, the United Way, and private fees, BCIU Child Care operates before and after school programs and preschool programs serving over 250 children, ages three through twelve years (since 1971) These budget transfers are necessary to adjust expenditures to year-end projections.

- 9. Driver Education – Program 633**  
Office of Early Childhood and Student Services  
7/1/19 – 6/30/20 \$632  
This proprietary program offers a PDE approved after-school and/or weekend standardized driver training course of students in Berks County area school districts. Thirty hours of in-class instruction and six hours of behind-the-wheel training is featured. Fees are paid directly by parents or the school district. Driver education theory is available online through an arrangement with Edward Savioz Driver Training School (since 1993). These budget transfers were necessary to make year-end adjustments.
- 10. Auxiliary Services to Non-Public Schools (ACT 89) – Program 189**  
Office of Professional Development and Curriculum  
7/1/19 – 6/30/20 \$85,411  
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 three psychologists (since 1974). These transfers are necessary to adjust to year-end projections.
- 11. Title I Nonpublic – Program 190**  
Office of Professional Development and Curriculum  
7/1/19 – 6/30/20 \$72,176  
Funded by the federal government, the Title I program provides supplemental educational services so that all children have a fair, equal, and significant opportunity to obtain a high-quality education. The Berks County Public School Districts may choose to contract with the Berks County Intermediate Unit to provide these services to eligible students attending nonpublic schools within Berks County (since July 2007). These transfers are necessary to adjust to year-end projections.
- 12. Eastern Pennsylvania Innovation Catalyst (EPIC) Network – Program 19-266**  
Office of Professional Development and Curriculum  
1/1/19 – 6/30/20 \$41,557  
This program is part of the PAsmart initiative – an innovative approach to expanding access to high-quality computer science and STEM education across the Commonwealth with a focus on workforce development. The Berks County Intermediate Unit (BCIU), in partnership with the Kutztown Area School District, has been awarded this grant to establish a hub of innovation in Berks County rooted in STEM and CS education. Major initiatives to be implemented with these funds include: (1) STEM Resource Lending Libraries – regional equipment lending centers, (2) Catalyst Spaces – for regional professional development, (3) Ecosystem Empowerment – utilizing master teachers to coach emerging CS practitioners in the field and in their classrooms, and (4) Camp\*CS – summer camps providing experiences for students K-5, 6-8 and 9-12 to explore STEM/CS related career fields. These funds must be expended by June 30, 2020 (new). These transfers are necessary to adjust expenditures to year-end projections.

- 13. PA Career Readiness State Training Plan – Program 272**  
Office of Professional Development and Curriculum  
7/1/19 – 6/30/20 \$65  
The Berks County Intermediate Unit (BCIU), through an agreement with the Allegheny Intermediate Unit (AIU3), will serve as the liaison for Career Ready Region 10 for the PA Career Readiness State Training Plan. Region 10 includes Berks County IU (14), Bucks County IU (22), Chester County IU (24), Delaware County IU (25), Montgomery County IU (23), and Philadelphia IU (26). The BCIU, under this agreement, is charged with facilitating LEA trainings designed by State Training Plan Partners, providing Teacher in the Workplace training, and supporting schools in strategies, action planning, and technical assistance as it relates to career readiness (new). These transfers are necessary due to year-end adjustments.
- 14. Career Readiness – Program 273**  
Office of Professional Development and Curriculum  
7/1/19 – 6/30/20 \$12,931  
The Berks County Intermediate Unit (BCIU) will provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with Every Student Succeeds Act, the Future Ready PA Index, and proposed Pennsylvania graduation requirements (since 2018). These transfers are necessary due to year-end adjustments.
- 15. Berks Teacher in the Workplace Grant – Program 19-283**  
Office of Professional Development and Curriculum  
4/1/19 – 6/30/20 \$293  
The Berks County Intermediate Unit (BCIU), through an agreement with the County of Berks, will provide contracted services to recruit businesses to be part of the Career Ready Berks initiatives, develop employer/educator relationships, plan professional development and implement two Educator in the Workplace programs in support of K-12 educators in Berks County (new). This transfer is necessary due to year-end projections.
- 16. Comprehensive Support and Improvement – Program 284**  
Office of Professional Development and Curriculum  
7/1/19 – 6/30/20 \$7,700  
The Berks County Intermediate Unit (BCIU) will provide technical assistance to operationally define and manage the training, technical support, program planning, evidence collection, and monitoring necessary to implement the College and Career Readiness indicators associated with Every Student Succeeds Act, the Future Ready PA Index, and proposed Pennsylvania graduation requirements (since 2018). These transfers are necessary for year-end projections.

**17. PA KEY EHS-CCP – Program 19-288**

Office of Professional Development and Curriculum  
8/1/19 – 7/31/20

\$14,660

This program consists of funding for the administration and facilitation of OCDEL’s Early Head Start-Child Care Partnership (EHS-CCP) Program that serves 368 low-income, at-risk children and their families. The EHS-CCP programs provide funded enrollments and services at the local level, prioritizing partnerships between community-based organization and local child care providers. The funding supports contracted professional Nutrition, Health & Mental Health coaches, and portions of the EHS Manager, EHS Specialist, and other staff positions to administer the grant, along with appropriate travel and supplies. PA Key staff partners with seven (7) agencies to provide monitoring, assistance, training & oversight to give full report to OCDEL’s Early Head Start Policy Council and Governing Body. These partner agencies receive pass-thru funding as part of this grant. Each year, we resubmit our plan for this grant, #03HP000326 on behalf of OCDEL (new). These budget transfers were necessary to make year-end adjustments.

**18. BCIU Print Center – Program 605**

Office of Information and Technology  
7/1/19 – 6/30/20

\$19,530

This proprietary program provides printing and duplicating and document imaging services to all BCIU programs and to school districts choosing these services (since 1971). These budget transfers are necessary to make year-end adjustments.

**19. Network and Computer Services – Program 670**

Office of Information and Technology  
7/1/19 – 6/30/20

\$50

Comprised of two sub-budgets including the Berks County Wide Area Network (WAN) project, this program combines networking, PAIUNET and other technology related services for external customers (since 1989). These transfers are necessary for year-end adjustments.

**20. Intermediate Unit General Fund – Program 115**

Office of Business Services  
7/1/19 – 6/30/20

\$763,135

This budget is the general operating budget for the Berks County Intermediate Unit (BCIU). The BCIU provides mandated services for the school districts of Berks County, along with providing support services for all the programs at the Intermediate Unit. These transfers are necessary for year-end adjustments.

**21. Operation and Maintenance of Buildings – Program 116**

Office of Business Services

7/1/19 – 6/30/20

\$317,675

This program accounts for the operation and maintenance of the Berks County Intermediate Unit Rivers Chase building, the BCIU Learning Center at Hamburg, the Reading Crest building, the BCIU Learning Center at Lower Alsace, the BCIU Learning Center at St. Paul's, the BCIU Learning Center at the Education Centre and the BCIU Transportation Center. Expenditures include salaries and benefits for building and maintenance staff, custodians, safety coordinator, utilities, insurance, contracted repairs, maintenance, supplies, equipment, and interest and principal payments. Revenues include rent from programs, meeting room rental income, repair services, first aid/CPR fees, and the state share of FICA and Retirement (since 1989). These transfers are necessary for year-end adjustments.

**22. Vehicle Maintenance – Program 630**

Office of Business Services

7/1/19 – 6/30/20

\$8,300

This proprietary fund accounts for all expenditures for vehicle maintenance including such items as mechanics, service helpers, vehicle washers, contracted repairs and maintenance, supplies, and fuel. Revenue is derived from other Berks County Intermediate Unit programs, which will utilize these vehicle maintenance items (since 1990). These transfers are necessary to adjust expenditures to year-end projections.

**23. BCIU Contracted Transportation – Program 632**

Office of Business Services

7/1/19 – 6/30/20

\$277,507

This proprietary fund accounts for all contracted transportation services including the contracted transportation portion of Special Education students, deliveries, field trips, and the transportation of Reading School District, Muhlenberg School District, Antietam School District and Tulpehocken Area School District regular education students. In addition, this program provides transportation for the BCIU Head Start program in the city of Reading and to all rural Berks County classrooms (since 1990). These transfers are necessary to adjust expenditures to year-end projections.

Yeas:	Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Madara; Manbeck; Miller; Richard; Ritter; Sellers; Specht; Taylor; Ulrich; McEwen	<b>Roll Call Vote</b>
Nays:	None. Motion carried.	

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A motion was made by Manbeck, seconded by Huhn, to approve the following items under items 13. Personnel Matters and 14. Other Matters for Consideration:

**13. PERSONNEL MATTERS**

—ROB ROSENBERRY, DIRECTOR

**A. General**

1. To award professional contracts to the following employees who have completed three years of satisfactory service, as noted below:
  - a. Mackenzie M. Boltz, Speech Therapist, Early Intervention, effective November 20, 2020
  - b. Lynda A. Drasher, Specialized Preschool Teacher - Classroom, Early Intervention, effective November 15, 2020
  - c. Dr. Joy C. Polignano, Assistant Program Administrator, Early Intervention, effective August 14, 2020
2. To ratify the unpaid Level I field experience of Jenn Maloney, Berks Technical Institute student majoring in Early Childhood Education, under the supervision of Sharon Levensgood, Head Start Teacher, effective October 19, 2020, through December 21, 2020.
3. To approve the unpaid internships as noted below:
  - a. Emily Blumetti, Kutztown University graduate student majoring in School Counseling, under the supervision of Sara George, Assistant Director Student Services and K-12 Education; and Andrew Johnson, Guidance Counselor, effective January 19, 2021, through May 8, 2021.
  - b. Cynthia Cruz, Pennsylvania State University undergraduate student majoring in Applied Psychology, under the supervision of Dan Gordon, Special Education Teacher, effective January 18, 2021, through April 30, 2021
4. To approve the 2021-2022 BCIU Holiday Calendar.
5. To ratify a Memorandum of Understanding between the Board of Directors of the Berks County Intermediate Unit (BCIU) and District Council 88, American Federation of State, County, and Municipal Employees, AFL-CIO, Local 1160 (AFSCME) which provides for AFSCME member, Nancy Wroblewski, to be temporarily transferred from Level V Program Secretary, Transportation to a Level V Bilingual Program Secretary, Early Childhood and Student Services, at her same hourly rate until such time the position is filled by a qualified candidate or until Nancy Wroblewski is recalled to the Level V Program Secretary, Transportation position, whichever occurs first.

**PERSONNEL MATTERS**

**Award Professional  
Contracts to Mackenzie M.  
Boltz, Lynda A. Drasher,  
and Dr. Joy C. Polignano  
— Item 13. A. 1.**

**Unpaid Level I Field  
Experience of Jenn Maloney  
— Item 13. A. 2.**

**Unpaid Internships of Emily  
Blumetti and Cynthia Cruz  
— Item 13. A. 3.**

**BCIU 2021-2022 Holiday  
Calendar — Item 13. A. 4.**

**MOU with AFSCME re:  
Nancy Wroblewski  
— Item 13. A. 5.**

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6. To acknowledge receipt of the list containing substitute wage rates for substitutes for Board Approval.

**Receipt of Lists for  
Substitute Wage Rates  
— Item 13. A. 4.**

**B. Employment – Ratifications**

1. Business Services/Operations Office
  - a. Robert W. Fair, Jr. – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$12.15 and \$11.08  
Effective Date – October 19, 2020  
*Replacement*
  - b. Sophia S. King – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$12.15 and \$11.08  
Effective Date – November 2, 2020  
*Replacement*
  - c. Orsola Kirby – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$12.15 and \$11.08  
Effective Date – October 19, 2020  
*Replacement*
  - d. Aimee M. Morello – Part-time Bus/Van Assistant and Misc. Transportation  
Recommended Hourly Rates – \$12.15 and \$11.08  
Effective Date – November 2, 2020  
*Replacement*
  - e. Kelly L. Scholl – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$12.20  
Effective Date – October 19, 2020  
*Replacement*
  - f. Aaron J. Schutter – Part-time School Bus Driver Trainee  
Recommended Hourly Rate – \$12.20  
Effective Date – October 19, 2020  
*Replacement*
2. Early Childhood & Student Services Office
  - a. Ramon V. Borrero, Jr. – Security Specialist, Alternative Education  
Recommended Annual Salary – \$32,000 (to be prorated)  
Effective Date – November 2, 2020  
*Replacement*

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

3. Information Technology Office
  - a. Lori A. Bogumil – Systems Analyst / Developer I  
Recommended Annual Salary – \$60,568 (to be prorated)  
Effective Date – November 9, 2020  
*Replacement*
  - b. Bradley S. Hill – Systems Analyst / Developer II  
Recommended Annual Salary – \$70,000 (to be prorated)  
Effective Date – November 9, 2020  
*Replacement*
4. Professional Development & Curriculum Office
  - a. Tatiana D. Favors – Customer Experience Specialist, PA Key  
Recommended Annual Salary – \$41,720 (to be prorated)  
Effective Date – October 19, 2020  
*Replacement*

**C. Change of Status – Ratifications**

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

1. Business Services/Operations Office
  - a. Debra Anderson  
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – September 25, 2020  
*Replacement*
  - b. Jose Cintron-Silva  
Change from Substitute Bus/Van Assistant and Misc. Transportation to Part-time Bus/Van Assistant and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – October 27, 2020  
*Replacement*
  - c. Erlie Ann 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 – September 14, 2020  
*Replacement*
  - d. Christina Cooper  
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 – September 1, 2020  
*Voluntary Reassignment*



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- e. Robert Cotten  
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 – November 2, 2020  
*Replacement*
- f. Robert Fair, Jr. – Part-time Driver w/o Bus License  
Recommended Hourly Rate – \$14.35  
Effective Date – November 9, 2020  
*Additional Assignment*
- g. Clarence Lash  
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 – September 1, 2020  
*Voluntary Reassignment*
- h. Rosa Lopez-Echevarria  
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – October 12, 2020  
*Replacement*
- i. Josefina Marte  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – November 6, 2020  
*Voluntary Reassignment*
- j. Michael Molina – Bus/Van Deep Cleaner  
Recommended Hourly Rate – \$17.50  
Effective Date – October 2, 2020  
*Additional Assignment*
- k. Michael Molina  
Change from Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation to Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – October 5, 2020  
*Replacement*
- l. Michael Molina  
Change from Part-time Driver w & w/o Bus License, Assistant, Misc. Transportation, and Bus/Van Deep Cleaner to Substitute Driver w & w/o Bus License, Assistant, Misc. Transportation, and Bus/Van Deep Cleaner  
No Change in Recommended Hourly Rates  
Effective Date – October 29, 2020  
*Voluntary Reassignment*

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- m. Amiee Morello  
Change from Part-time Bus/Van Assistant and Misc. Transportation to  
Part-time School Bus Driver Trainee  
Change in Recommended Hourly Rates from \$12.15 and \$11.08 to \$12.20  
Effective Date – November 3, 2020  
*Replacement*
- n. Joyce Orr – Level III Custodian, Facilities  
Effective Date – October 30, 2020  
*Removal of Assignment*
- o. Elidania Reyes  
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 – November 3, 2020  
*Replacement*
- p. Leslie Rhodes  
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 – October 14, 2020  
*Replacement*
- q. Luz Ruiz  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to  
Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – September 1, 2020  
*Voluntary Reassignment*
- r. Naomi Smith  
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 – September 1, 2020  
*Voluntary Reassignment*
- s. Franciela Urena  
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 – September 1, 2020  
*Voluntary Reassignment*
- t. Martiza Vargas  
Change from Substitute Bus/Van Assistant and Misc. Transportation to  
Part-time Bus/Van Assistant and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – September 25, 2020  
*Replacement*

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- u. Jeffrey Webber  
Change from Part-time Driver w & w/o Bus License, Assistant, and Misc. Transportation to Level III, Custodian, Facilities and Substitute Driver w & w/o Bus License, Assistant, and Misc. Transportation  
Recommended Hourly Rate, Level III Custodian, Facilities – \$13.57  
No Change in Recommended Hourly Rates, Transportation positions  
Effective Date – November 2, 2020  
*Replacement / Voluntary Reassignment*
- v. Samuel Weidenhammer  
Change from Substitute Bus/Van Assistant and Misc. Transportation to Part-time Bus/Van Assistant and Misc. Transportation  
No Change in Recommended Hourly Rates  
Effective Date – October 29, 2020  
*Replacement*
- w. Sylvan Witmer  
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 – September 8, 2020  
*Replacement*
- 2. Early Childhood & Student Services Office
  - a. Ashley Anspach – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$30.83  
Effective Date – October 27, 2020  
*Additional Hours (not to exceed 4.5 hours)*
  - b. Kathryn Bates – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$39.91  
Effective Date – October 27, 2020  
*Additional Hours (not to exceed 4.5 hours)*
  - c. Stacy Elias – Paraeducator, Head Start  
Change Recommended Hourly Rate from Level I, Entry, \$12.67 to Level II, Entry, \$13.21  
Effective Date – October 22, 2020  
*Obtained CDA*
  - d. Melanie Lozenski – Teacher, Pre-K Counts  
Recommended Hourly Rate – \$34.65  
Effective Date – October 27, 2020  
*Additional Hours (not to exceed 4.5 hours)*
  - e. Michelle Whitehouse – Special Education Itinerant Teacher, Special Education  
Change Recommended Annual Salary from Column 6, Step 8, \$66,052 to Column 7, Step 8, \$67,438  
Effective Date – September 1, 2020  
*Salary Adjustment per BCIUEA Agreement*

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**D. Additions to 2020-2021 Approved Substitute Lists – Ratifications**  
*No Items to Consider*

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

**E. Additions to Approved 2020-2021 Out-of-Class Substitute Lists –  
Ratifications**  
Head Start  
Stacy Elias – Effective October 22, 2020

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

**F. Remove from 2020-2021 Approved Substitute Lists**  
Alternative Education  
Christine Spraut, Teacher – Effective October 22, 2020

**Remove from Approved  
Substitute Lists—Item 13. F.**

Child Care  
Sherry Epler, Teacher – Effective October 23, 2020  
Cynthia Smith, Paraeducator – Effective October 23, 2020  
Christine Spraut, Teacher – Effective October 22, 2020

Early Intervention  
Jolene Gino, Paraeducator – Effective October 23, 2020  
Christine Spraut, Teacher – Effective October 22, 2020

Education of Children & Youth Experiencing Homelessness  
Katharine DeMotta, Intern – Effective October 12, 2020

Head Start  
Majida Gieringer, Paraeducator – Effective October 23, 2020  
Christine Spraut, Teacher – Effective October 22, 2020

Pre-K Counts  
Majida Gieringer, Paraeducator – Effective October 23, 2020  
Melissa Hassler, Teacher – Effective October 23, 2020  
Christine Spraut, Teacher – Effective October 22, 2020

Special Education  
Susan Hertzog Paraeducator – Effective October 23, 2020  
Christine Spraut, Teacher – Effective October 22, 2020

Transportation  
Raymond Hernandez, Substitute Bus Driver Trainee  
Effective Date – October 13, 2020

**G. Employment – Approvals**

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

1. Business Services/Operations Office
  - a. Dennis Ryan – Program Administrator, Transportation  
Recommended Annual Salary – \$79,500 (to be prorated)  
Effective Date – December 7, 2020  
*Replacement*

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**H. Change of Status – Approvals**

1. Early Childhood & Student Services Office
  - a. Esmeralda Calderon  
Change from Substitute Pre-K Counts Enrollment Specialist,  
Pre-K Counts to Enrollment Specialist, Pre-K Counts  
No Change in Recommended Hourly Rate  
Effective Date – December 1, 2020  
*Replacement*

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

**I. Leave of Absence Requests**

1. Business Services/Operations Office  
Personal Leave (paid – without benefits – FMLA)
  - a. Nedelka Pina – Part-time Driver w & w/o Bus License,  
Assistant, and Misc. Transportation  
Effective Date – October 12, 2020
2. Early Childhood & Student Services Office  
Personal Leave (paid – with benefits – FMLA)
  - a. Holly Loscig – Paraeducator, Pre-K Counts  
Effective Date – September 28, 2020  
Personal Leave (unpaid – with benefits – FMLA)
  - b. Bonnie Bibbus – Paraeducator, Child Care  
Effective Date – October 15, 2020  
Personal Leave (unpaid – with benefits – not FMLA)
  - c. Deja King – Paraeducator, Child Care  
Effective Date – October 14, 2020
  - d. Kara Robinson – Paraeducator, Child Care  
Effective Date – October 20, 2020  
Personal Leave (unpaid – without benefits – not FMLA)
  - e. Holly Loscig – Paraeducator, Pre-K Counts  
Effective Date – November 18, 2020

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

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

1. Business Services/Operations Office  
Personal Leave (unpaid – without benefits – not FMLA)
  - a. Arialis Caballero-Hernandez – Part-time Bus/Van Assistant  
and Misc. Transportation  
Effective Date – September 14, 2020
  - b. Yollette Thomas – Part-time Driver w/o Bus License, Assistant,  
and Misc. Transportation  
Effective Date – August 3, 2020
2. Early Childhood & Student Services Office  
Personal Leave (paid – with benefits – FMLA)
  - a. Luis Huertas-Cirino – Security Specialist, Alternative  
Education  
Effective Date – October 26, 2020
  - b. Holly Loscig – Paraeducator, Pre-K Counts  
Effective Date – November 2, 2020

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

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Personal Leave (unpaid – with benefits – FMLA)

- c. Bonnie Bibbus – Paraeducator, Child Care  
Effective Date – November 2, 2020
  - d. Megan Pankonien – Education Supervisor, Head Start  
Effective Date – October 13, 2020
3. Professional Development & Curriculum Office
- Personal Leave (paid – with benefits – FMLA)
- a. Ingrid Russell – Program Quality Assessor, PA Key  
Effective Date – September 14, 2020
- Personal Leave (unpaid – with benefits – FMLA)
- b. Chrysan Buck – Remedial Teacher, Act 89  
Effective Date – October 15, 2020

**K. Retirements**

- 1. Business Services/Operations Office
  - a. Gary M. Schumacher – Program Administrator, Transportation  
Effective Date – March 19, 2021
- 2. Professional Development & Curriculum Office
  - a. Suzanne P. Glenn – Regional Program Quality Assessor,  
PA Key  
Effective Date – January 8, 2021

**Retirements  
—Item 13. K.**

**L. Resignations**

- 1. Business Services/Operations Office
  - a. Janice Flores-Mejia – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Effective Date – October 13, 2020
  - b. Cristina L. Tejada – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Effective Date – October 23, 2020

**Resignations  
—Item 13. L.**

**M. Terminations**

- 1. Business Services/Operations Office
  - a. Erlie Ann Colon – Part-time Driver w/o Bus License,  
Assistant, and Misc. Transportation  
Effective Date – November 20, 2020  
*Job Abandonment*

**Terminations—Item 13. M.**

**N. Other**

*No Items to Consider*

**Other—Item 13. N.**

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**14. OTHER MATTERS FOR CONSIDERATION**

**A. EARLY CHILDHOOD & STUDENT SERVICES**

—MICHELLE REICHARD-HUFF, DIRECTOR

To ratify a partner agency agreement between the Berks County Intermediate Unit (BCIU) and the Early Learning Community, Inc. (the Pre-K Counts Partner Agency), for the Early Learning Community, Inc. to administer Pre-K Counts services to execute and implement the PA Department of Education Office of Child Development and Early Learning (OCDEL) Grant Plan to serve nineteen (19) full-day children, five (5) days a week, five (5) hours per day, for 180 days at their facility on behalf of the BCIU for the grant amount of \$158,745 effective July 1, 2020, through June 30, 2021.

To approve the Early Intervention Program Calendar for July 1, 2021, through June 30, 2022.

To ratify an agreement between Berks County Intermediate Unit (BCIU) and the Reading School District, for the Reading School District to provide services to the ELECT students at a cost of \$71,000 effective July 1, 2020, through June 30, 2021.

**B. PROFESSIONAL DEVELOPMENT & CURRICULUM**

—DAN RICHARDS, DIRECTOR

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts for the BCIU to provide Title I services to students who reside within Title I eligible schools and attend nonpublic schools, effective August 1, 2020, through June 15, 2021:

<b>School District</b>	<b>Total Services</b>
Schuylkill Valley	7,699.00
Wilson	9,870.00

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts for the BCIU to provide Title II services to students who reside within Title II eligible schools and attend nonpublic schools, effective August 1, 2020, through August 31, 2021:

<b>School District</b>	<b>Total Services</b>
Schuylkill Valley	3,829.65
Wilson	5,866.70

**OTHER MATTERS FOR CONSIDERATION**

**Agreement with Early Learning Community, Inc. / Administration of Pre-K Counts Services —Item 14. 1.**

**EI Program Calendar —Item 14. A. 2.**

**Agreement with Reading School District / ELECT —Item 14. A. 3.**

**Title I Services for Schuylkill Valley and Wilson School Districts—Item 14. B. 1.**

**Title II Services for Schuylkill Valley and Wilson School Districts —Item 14. B. 2.**

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To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts for the BCIU to provide Title IV services to students who reside within Title IV eligible schools and attend nonpublic schools, effective August 1, 2020, through August 31, 2021:

**Title IV Services for  
Schuylkill Valley and Wilson  
School Districts  
—Item 14. B. 3.**

<b>School District</b>	<b>Total Services</b>
Schuylkill Valley	1,572.90
Wilson	2,244.60

To ratify agreements between the Berks County Intermediate Unit (BCIU) and the following school districts for the BCIU to provide Elementary and Secondary School Emergency Relief (ESSER) Fund / Coronavirus Aid, Relief, and Economic Security (CARES) Act support services to districts who are required to provide Equitable Participation Funds to nonpublic schools, effective March 13, 2020, through September 30, 2022:

**Elementary and Secondary  
School Emergency Relief  
(ESSER) Fund / Coronavirus  
Aid, Relief, and Economic  
Security (CARES) Act  
Support Services to Districts  
/ Equitable Participation  
Funds for Nonpublic Schools  
—Item 14. B. 4.**

<b>School District</b>	<b>Total Services</b>
Antietam	19,475.92
Boyertown Area	2,388.67
Conrad Weiser Area	7,586.25
Fleetwood Area	8,432.00
Governor Mifflin	12,075.76
Oley Valley	4,196.98
Schuylkill Valley	3,743.00
Wyomissing Area	5,069.00

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and Public Health Management Corporation (PHMC), for the BCIU to replicate the established IECHMC Consultation Project in an effort to expand supports 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 \$132,020 for the period July 1, 2020, through June 30, 2021 (PA Key).

**Agreement with Public Health  
Management Corporation  
(PA Key)  
—Item 14. B. 5.**

To ratify an 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 Apprenticeships for a fee not to exceed \$52,815.51 for the period November 1, 2020, through June 30, 2021 (PA Key).

**Agreement with  
Shippensburg University  
(PA Key)  
—Item 14. B. 6.**



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**C. INFORMATION TECHNOLOGY  
—SCOTT MAJOR, DIRECTOR**

To authorize the appropriate officers to execute an agreement between the Berks County Intermediate Unit (BCIU) and the Lincoln Intermediate Unit for an Erate Consulting Services partnership to provide services to the schools of Berks County for the Erate Funding Year 2021-2022. The BCIU will receive a one-time stipend of \$250 for each successful school district referral in Berks County. The one-year agreement becomes effective at signing.

**Agreement with Lincoln IU / Erate Consulting Services Partnership—Item 14. C. 1.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Governor Mifflin School District for Erate Support Services for the 2021-2022 fiscal year, at costs reflected in the agreement for selected services. The term of the agreement commences October 2020 and will remain in place until all Erate filings and reimbursements for the 2021-2022 fiscal year are completed, approximately August 2022.

**Agreement with the Governor Mifflin School District / Erate Support—Item 14. C. 2.**

To authorize the appropriate officers to execute a lease (Schedule Number: 539730928200016) with HP Financials Services for a three-year lease for 115 laptop computers at a cost not to exceed \$115,000 effective upon receipt of equipment.

**Lease with HP Financials Services – 115 Laptop Computers—Item 14. C. 3.**

To approve a 12-month license agreement for the renewal purchase of 20 licenses of Wrike Project Management business licenses at a cost of \$5,300 for the term December 8, 2020, through December 7, 2021.

**Agreement with Wrike Project Management / Renewal Purchase—Item 14. C. 4.**

To approve an agreement between Canon Solutions America and the Berks County Intermediate Unit (BCIU) for the lease of 37 multi-function devices, Uniflow print services, and associated click and print maintenances costs. The term of the agreement will be for 65 months from signing, November 2020 through March 2026. The lease device costs and software shall not exceed \$246,000. The contract includes a buyout of the existing lease and no-minimum click count clause and associated click costs will be assessed monthly.

**Agreement with Canon Solutions America / Lease of Uniflow Print Services—Item 14. C. 5.**

To ratify agreements between the Berks County Intermediate Unit (BCIU) and participating school districts for the provisioning of extended access to the static eSchoolPLUS/IEPPLUS Student Information Systems for the period November 2020 through June 2021 at a rate of \$3,750 per school district. Participating school districts include: Muhlenberg School District, Daniel Boone Area School District, Twin Valley School District, and Fleetwood Area School District.

**Agreements with Muhlenberg, Daniel Boone Area, Twin Valley, and Fleetwood Area School Districts / eSchoolPLUS, IEPPLUS Student Information Systems—Item 14. C. 6.**

To approve an agreement between the Berks County Intermediate Unit (BCIU) and DocuSign, Inc. for the consortium purchase of eSignature Enterprise Pro Edition subscription services to be utilized by participating member school districts, at a cost of \$35,000 for a 20,000 envelope allowance. The term of this agreement is one year beginning November 30, 2020, through November 29, 2021.

**Agreement with DocuSign, Inc.—Item 14. C. 7.**

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**D. BUSINESS SERVICES/OPERATIONS  
— DONNA DELORETTA, CFO / COO**

To approve the 2021-2022 proposed Budget Calendar.

**2021-2022 Budget Calendar  
—Item 14. D. 1.**

To ratify a Sixth Amendment to the original lease agreement dated February 24, 2012, between the Berks County Intermediate Unit and Third & Locust, LP, for rental of approximately 12,504 square feet of office space for the PA Key program. This is a reduction of 2,123 square feet due to vacating space in Suite M02 on the Mezzanine level. Additionally, the landlord agrees to extend the Lease Term for an additional three (3) years, commencing April 1, 2022, through March 31, 2025. The rate of \$15.25/square foot remains the same for this space located at 200 N. Third Street, Harrisburg, PA, through March 31, 2021, and shall increase \$.50/square foot to \$15.75/square foot on April 1, 2021, and subsequent anniversaries until termination on March 31, 2025, per Exhibit A of contract (PA Key).

**Amendment to Lease  
Agreement / Reduction of  
Office Space (PA Key)  
—Item 14. D. 2.**

To ratify an agreement between the Berks County Intermediate Unit (BCIU) and the Fleetwood Area School District, for the BCIU to provide transportation services for (3) three students to Hogan Learning Academy, effective 2020-2021 school year at \$228.60 per day.

**Agreement with Fleetwood  
Area School District /  
Transportation Services to  
Hogan Academy  
—Item 14. D. 3.**

To ratify the Cares Act Grant Funding Agreement between the Berks County Intermediate Unit (BCIU) and the County of Berks as the BCIU secured Cares Act COVID-19 funding of \$84,946.34 through a competitive grant application process. The funding covers additional expenditures the BCIU has incurred due to COVID-19 between, March 1, 2020, and September 30, 2020.

**Agreement with County of  
Berks / Cares Act Grant  
Funding—Item 14. D. 4.**

**E. ADMINISTRATION  
—DR. JILL M. HACKMAN, EXECUTIVE DIRECTOR**

To ratify the updated Berks County Intermediate Unit Health and Safety Plan, effective November 2, 2020.

**Updated Health and Safety  
Plan—Item 14. E. 1.**

To set the 2021 Berks County Intermediate Unit Board of Directors' regular meeting dates for the third Thursday of the month, with the Committee -of-the-Whole to begin at 6:15 P.M. and the regular meeting to begin no earlier than 7:00 P.M. immediately following the Committee-of-the-Whole, and to authorize the administration to advertise these meeting dates in accordance with Act 84 (Sunshine Law).

**Set 2021 BCIU Board Of  
Directors Meeting Dates  
—Item 14. E. 2.**

To cancel the December 17, 2020 meeting of the Berks County Intermediate Unit Board of Directors and to authorize the officers and administration to take the necessary steps to pay bills and salaries until the next regular meeting of the BCIU Board on January 21, 2021.

**Cancellation of December 17,  
2020 Meeting and  
Authorization to Pay Bills  
and Salaries—Item 14. E. 3.**

Yeas:	Costenbader-Jacobson; Dennin; Hemberger; Huhn; Kennedy; Lash; Madara; Manbeck; Miller; Richard; Ritter; Sellers; Specht; Taylor; Ulrich; McEwen
Nays:	None. Motion carried.

**Roll Call Vote**

**OFFICIAL PROCEEDINGS OF THE  
BCIU BOARD OF DIRECTORS  
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Dr. Hackman thanked Pandemic Team leaders Dr. Brenda Robertson, Mrs. Antonia Cramp, and Mrs. Alexis Luckhart and those working with them for their efforts during the pandemic.

**Board Members Desiring to  
be Heard**

She also thanked Mr. Scott Major and Mrs. Cherie Zimmerman for their work to set up the Board meetings and other technology assistance that goes on behind the scenes.

A motion was made by Richard, seconded by Costenbader-Jacobson, to adjourn the meeting at 7:45 p.m.

**Adjournment**

Motion carried.
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Voice Vote
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Approved by,

Brian R. Specht, Secretary

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

Mr. Scott Major, CIO and Director of the Office of Information Technology, introduced **Mr. Steve Dressel** as the Employee of the Month for November. Mr. Major shared that Steve is a Service Center Specialist whose role puts him in the center of providing customer service to BCIU staff and to our constituent school districts when requested. He epitomizes the definition of superior client service, always exceeding the customer's expectations with each interaction. In addition, he is the go-to person in IT, dependable, knowledgeable, and compassionate. Steve has also made himself available and has been extremely accommodating during the pandemic.

**EMPLOYEE OF THE  
MONTH – OCTOBER 2020  
—Steve Dressel, Office of  
Information Technology**

Mrs. Robin Costenbader-Jacobson stated that it is no surprise to her that Mr. Dressel is thought of so highly. She stated that she was previously a neighbor of his and she has witness his positivity and contributions as a neighbor.

Steve attended the meeting virtually. He thanked the Board members and his co-workers for the kind words and for recognizing him as employee-of-the month.

**Mr. Dan Richards** introduced the InsideBCIU video, which highlighted partnerships, specifically related to the Office of Professional Development and Development (OPDC). Partnerships have played a huge role and have helped the BCIU to continue their services during the pandemic. In the video, OPDC administrators shared how services have changed to continue services, shifting from scheduled professional development to professional development “on-the-go,” and the impact on administrators and educators. Testimonials were offered from leaders of the Berks Business Education Coalition, the United Way, RACC, and Albright – just a few of our valued partners.

**FEATURED PROGRAM  
—Partnering for Impact**