

**TUSCARORA INTERMEDIATE UNIT
BOARD OF DIRECTORS' MEETING**

Minutes

Thursday, July 11, 2019 - 7:00 P.M.

REGULAR BOARD MEETING

**TIU CONFERENCE ROOM
2527 US HIGHWAY 522 SOUTH
MCVEYTOWN, PA 17051-9717**

I. CALL TO ORDER - President Janice R. Metzgar

The Tuscarora Intermediate Unit Board of Directors met in regular session on Thursday, July 11, 2019 in the Conference Room at the Tuscarora Intermediate Unit, 2527 US Highway 522 South, McVeytown, PA 17051-9717. President Metzgar called the meeting to order at 7:00 p.m.

II. ROLL CALL OF BOARD MEMBERS

Board Members Present:

Linda L. McClure - Mount Union Area
Janice R. Metzgar - Huntingdon Area
Krista L. Reihart - Juniata Valley
Mary Lou M. Sigler - Mifflin County
Danny R. Snyder - Juniata County

Board Members Absent:

Julia E. E. Dovey - Central Fulton
Dulce Hall - Forbes Road
Timothy A. Mellott - Southern Fulton
Benjamin F. Whitsel - Southern Huntingdon County

Others in Attendance:

Dr. Shawn L. Kovac - Executive Director
Sandra A. Dinardi - Director for Special Education
Dr. Brett A. Gilliland - Director for Ed. Support Services, HR, and Principal of Nonpublic Schools
Thomas L. McClain - Director for Technology Services
Lisa A. Watson - Director for Management Services
Michele A. Huntsman - Board Secretary

III. PUBLIC COMMENTS

This is an opportunity for scheduled presentations or requests from the public. There were no guests present.

IV. ROLL CALL VOTING

On a Reihart/Sigler motion, approval was granted that, as the president of the board conducts this meeting, it is not necessary to announce each director's name for each roll call vote. If, however, a director or directors wish to comment or have his/her comment or vote specifically recorded, the director(s) shall have the opportunity to so state.

The chairperson of the meeting, the president of the board, should announce before each roll call vote, that if she hears no objections from any member of the board present, the vote will be considered a unanimous roll call vote and so recorded. Roll call vote - Voting Yes: Mrs. Reihart, Ms. Sigler, Mr. Snyder, Mrs. McClure, and Mrs. Metzgar. The motion passed with five yes votes and four board members absent.

V. MINUTES OF PREVIOUS MEETING

On a Snyder/McClure motion, approval was granted of the minutes of the reorganization meeting of June 13, 2019, and minutes of the regular board meeting of June 13, 2019. Roll call vote - no objections, unanimous vote.

VI. REPORTS

A. Treasurer's Report

On a Sigler/Reihart motion, approval was granted of the Treasurer's Report for June 2019. Roll call vote - no objections, unanimous vote. (See Attachment #1.)

B. Budget Transfers (none)

C. Payment of Bills

On a McClure/Snyder motion, approval was granted of the payment of bills for June 2019. Roll call vote - no objections, unanimous vote.

VII. STAFF PRESENTATION (none)

EXECUTIVE SESSION

On a Reihart/McClure motion, an Executive Session of the Board of Directors of Tuscarora Intermediate Unit was held for personnel and pending litigation purposes on Thursday, July 11, 2019 beginning at 7:04 p.m. in the Conference Room at the Tuscarora Intermediate Unit. Present at the Executive Session were: Mrs. McClure, Mrs. Metzgar, Mrs. Reihart, Ms. Sigler, Mr. Snyder, and Dr. Kovac. On a Reihart/Snyder motion the executive session ended at 7:34 p.m.

VIII. TIU BOARD

A. Activities - election of board members, conventions, meetings, etc.

1. The Tuscarora Intermediate Unit received notification from David DePeau, Accountant, Audit Resolution Section, Pennsylvania Department of Human Services, that the Office of the Budget, Bureau of Audits, functioning as the Single Audit Coordinator for the Commonwealth of Pennsylvania's subrecipients received the single audit report of the Tuscarora Intermediate Unit for year ended June 30, 2018. The review disclosed that the single audit report contains the necessary elements and has been accepted. Also, the review and evaluation of the program information contained in the single audit report contains no findings that pertain to, or require action by, the Department. Information item, no action required.
(See Attachment #2.)

B. Policy/School Calendars

1. On a McClure/Reihart motion, approval was granted of the second reading and adoption of the listed TIU Board Policies. Roll call vote - Voting Yes: Mrs. McClure, Mrs. Reihart, Ms. Sigler, Mr. Snyder, and Mrs. Metzgar. The motion passed with five yes votes and four board members absent. (See Attachment #3.)
 - a. 220 Student Expression/Distribution and Posting of Materials
 - b. 335 Family and Medical Leaves
 - c. 702.1 Crowdfunding
 - d. 709 Building Security
 - e. 800 Records Management
 - f. 803 Intermediate Unit Calendar
 - g. 804 School Day
 - h. 805 Emergency Preparedness
 - i. 805.1 Relations with Law Enforcement Agencies
 - j. 807 Opening Exercises/Flag Displays
 - k. 808 Food Services
 - l. 810 Transportation
 - m. 811 Bonding
 - n. 812 Property Insurance
 - o. 813 Other Insurance
 - p. 814 Copyright Material
 - q. 815 Acceptable use of Electronic Communications Systems, Devices, Network & Internet
 - r. 818 Contracted Services Personnel
 - s. 819 Suicide awareness, Prevention and Response
 - t. 822 Automated External Defibrillator/Cardiopulmonary Resuscitation
 - u. 823 Naloxone
 - v. 824 Maintaining Professional Adult/Student Boundaries
 - w. 827.1 Contractor Integrity Provisions When Working with the Commonwealth of PA
 - x. 828 Fraud
 - y. 829 Electronic Records/Signatures
 - z. 830 Data Breach Notification

2. TIU Administrative Regulations and/or Attachments are attached for your information. Information only, no action required. (See Attachment #4.)
 - a. 220 Student Expression/Distribution and Posting of Materials
 - b. 335-AR-0 Family and Medical Leaves
 - c. 707 Application for Rental - Meeting and Conference Rooms at TIU
 - d. 800-AR-1 Records Retention Schedule
 - e. 805 Safe2Say Something Procedures
 - f. 810-AR-0 Motor Vehicle Idling
 - g. 810-AR-1 Student Transportation
 - h. 810-AR-2 Bus Schedules/Bus Stops

VIII. TIU BOARD

B. Policy/School Calendars

2.

- i. 810-AR-3 Transportation Change Request
- j. 810-AR-4 Student Conduct on Buses and School Vehicles
- k. 810-AR-5 Bus or School Vehicle Conduct Incident Report
- l. 810-AR-6 Transportation for school-Related Trips
- m. 810-AR-7 Request for Transportation for School-Related Trips
- n. 810-AR-8 School Bus Accidents
- o. 810-AR-9 Driver's Accident Report
- p. 810-AR-10 School Bus Accident Report
- q. 810-AR-11 School/Bus Vehicle Incident Information Form
- r. 819 Attachment: Suicide Prevention Resources for Schools

C. Contracts

On a Snyder/McClure motion, approval was granted of the following: VIII-C-1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-D-1-2-3. Roll call vote - no objections, unanimous vote.

1. Approval was granted of Home Based Coaching Awards with the agencies listed. The goal of the award is the Infant Toddler county and providers will enter into an exploratory stage of implementing coaching as a service delivery model for early intervention services in the home. The Awards are effective July 1, 2019 in the amount of \$3,000. Funding source: Early Intervention Technical Assistance.
 - a. Philadelphia Infant/Toddler Program
 - b. Lycoming/Clinton County Early Intervention

2. Approval was granted of Agreements between Tuscarora Intermediate Unit and the agencies listed for Early Intervention Evidence Based Preschool Autism. The overarching program goal is to support children with autism using evidence based teaching practices (specifically prompting procedures) derived from applied behavior analysis. The Agreements are effective July 1, 2019 through June 30, 2020. Maximum reimbursement amount is \$10,000 per agency. Funding source: Early Intervention Technical Assistance.
 - a. Carbon Lehigh Intermediate Unit 21
 - b. Beaver Valley Intermediate Unit 27
 - c. Colonial Intermediate Unit 20
 - d. Allegheny Intermediate Unit 3
 - e. Intermediate Unit 1
 - f. Tuscarora Intermediate Unit 11
 - g. BLaST Intermediate Unit 7

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C. Contracts

3. Approval was granted of Agreements between Tuscarora Intermediate Unit and the agencies listed for Early Intervention Evidence Based Preschool PBIS. This agreement is appropriate for Infant Toddler or Preschool Early Intervention programs that are interested in partnering with Early Childhood programs to implement PW-PBIS. The agreements are designed to increase the social emotional development of children who are enrolled in early childhood and early intervention programs and to assist early childhood programs in implementing PW-PBIS. The Agreements are effective July 1, 2019 through June 30, 2020. Maximum reimbursement amount is \$15,000/agency for continuation agreements, and \$20,000/agency for new agreements. Funding source: Early Intervention Technical Assistance.
 - a. Beaver Valley Intermediate Unit 27 (continuation)
 - b. Montgomery County Intermediate Unit 23 (continuation)
 - c. Central Intermediate Unit 10 (continuation)
 - d. Northwest Tri-County Intermediate Unit 5 (continuation)
 - e. Midwestern Intermediate Unit 4 (continuation)
 - f. Chester County Intermediate Unit 24 (continuation)
 - g. Altoona Area School District (new)
 - h. Erie School District (new)
 - i. Tuscarora Intermediate Unit 11 (new)

4. Approval was granted of Agreements between Tuscarora Intermediate Unit and the agencies listed for Infant Toddler Evidence Based Preschool PBIS. This agreement is appropriate for Infant Toddler or Preschool Early Intervention programs that are interested in partnering with Early Childhood programs to implement PW-PBIS. The agreements are designed to increase the social emotional development of children who are enrolled in early childhood and early intervention programs and to assist early childhood programs in implementing PW-PBIS. The Agreements are effective July 1, 2019 through June 30, 2020. Maximum reimbursement amount is \$15,000/agency for continuation agreements, and \$20,000/agency for new agreements. Funding source: Early Intervention Technical Assistance.
 - a. Butler County Early Intervention (continuation)
 - b. Washington County Early Intervention (continuation)
 - c. Dauphin County Early Intervention (continuation)
 - d. Cumberland/Perry Early Intervention (continuation)
 - e. Bradford/Sullivan Early Intervention (continuation)
 - f. York/Adams Early Intervention (continuation)
 - g. Westmoreland Early Intervention (continuation)
 - h. Lancaster Early Intervention (new)

5. Approval was granted of an Agreement between Tuscarora Intermediate Unit and **Montgomery County Early Intervention**. The agreement is a special pilot for Montgomery County Early Intervention to serve as a model site since no other infant toddler program is trying inclusion in child care. The agreement is appropriate for infant toddler or preschool early intervention programs that are interested in partnering with an early childhood program to promote high quality inclusive opportunities for children. Early intervention staff who provide services for children in early childhood programs will use an itinerant consultant model to deliver services. Effective date is July 1, 2019 through June 30, 2020. Maximum reimbursement amount is \$25,000. Funding source: Early Intervention Technical Assistance.

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6. Approval was granted of an Agreement between Tuscarora Intermediate Unit and **PSBA Insurance Trust** - Mechanicsburg, PA 17050 to join the Better Unemployment Compensation Service Comprehensive Plan for July 1, 2019 through June 30, 2020. Cost for this service is \$13,396.10. Funding source: TIU General Operating Budget and all program funds. Services will include the following:
 - Analysis of all claims for accuracy
 - Consultation on when to appeal a claim
 - Experienced representation at UC hearings
 - TIU stop loss point is the first \$94,374 of claims (TIU pays)
 - PSBA BUCS Claims Stop Loss Insurance coverage is up to a maximum of \$750,000

7. Approval was granted of a Contract between Tuscarora Intermediate Unit and **PA Coalition Against Domestic Violence**, Attention: Jessa Winas - 3605 Vartan Way, Suite 101, Harrisburg, PA 17110 to provide Domestic Violence 101 Live Webinar; in-person training; co-branded online resource; toolkit, research, writing, development and design; ongoing technical assistance; and quarterly webinar development and delivery. The contract is effective June 20, 2019 through June 30, 2020 at an amount not to exceed \$14,023.65. Funding source: Early Intervention Technical Assistance.

8. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Dr. Robert W. Clark** 804 Paddington Drive, Lancaster, PA 17601 to provide educational consulting and technical assistance related to the development of a work plan for the PA Commission for Agricultural Education Excellence. Effective date is July 1, 2019 through June 30, 2020. Reimbursement is at the rate of \$500 per day, not to exceed 100 days. Related pre-approved travel will be reimbursed in accordance with TIU policies. Funding Source: PDE Statewide Educational Initiatives Purchase Order. Dr. Clark will provide the following services:
 - Coordinate the implementation for related agricultural education programming within the PA Departments of Agriculture and Education.
 - Keep records of official actions of the Commission.
 - Develop a statewide model of curriculum of agricultural education based on high priority occupations.
 - Consult with Transfer and Articulation Oversight Committee.
 - Issue annual report on status of agricultural education.
 - Effective date is July 1, 2019 through June 30, 2020. Reimbursement is at the rate of \$500 per day not to exceed 100 days. Related pre-approved travel will be reimbursed in accordance with TIU policies.

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9. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Mr. Saxon B. Nelson** 5211 Weber Street, Philadelphia, PA 19143 to provide educational consulting and technical assistance to the PA Department of Education specifically for the Office of Postsecondary and Higher Education. Effective date is July 1, 2019 through June 30, 2020. Reimbursement will be at the rate of \$500 per day, not to exceed 210 days or \$105,000. Related pre-approved travel may also be reimbursed in accordance with TIU policies. Funding source: PDE Statewide Educational Initiatives Purchase Order. Mr. Nelson will provide the following:
 - Coordination of activities with relevant bureaus and offices in basic and higher education, with other agencies, with professional organizations, and with governing boards of various kinds.
 - Plan, coordinate and presents workshops and seminars, as needed, for institutions of higher education regarding relevant Commonwealth laws, regulations and policies.
 - Advise and consult with all concerned constituencies (colleges, universities, professional associations) regarding the higher education policies, regulations and standards.
 - Initiates and conducts periodic review and revision of standards, regulations and/or laws that pertain to the higher education as requested by the Secretary of Education and the State Board of Education.
 - Independently design, plan and conducts studies, research and/or carries out special assignments to provide information and recommendations to the Deputy Secretary for Postsecondary & Higher Education on issues related to postsecondary and higher education.
 - Research and prepare outlines and talking points for the Deputy Secretary in preparation for meetings, speeches and presentations.
 - Meet with personnel from other state agencies, PDE bureaus, professional organizations, and interest groups to obtain data and information concerning postsecondary concerns.
 - Analyze and evaluate reports, studies and fiscal information to determine impact on postsecondary students and the various sectors.
 - Assists in policy and strategic planning activities for the Office of Postsecondary and Higher Education.

10. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Mr. Christopher Baldrige** - 2619 N 2nd Street Harrisburg, PA 17110 to provide a variety of technical advisory and related services to support the PDE School Improvement Office to include, and not be limited to, activities associated with ESSA School Improvement Planning, CSI Goals, Academic Recovery Plan, and supports for School Districts identified for Improvement. Effective date is July 1, 2019 through June 30, 2020. Reimbursement is at the rate of \$500 per day, not to exceed 130 days or \$65,000. Related pre-approved travel will also be reimbursed in accordance with TIU policies. Funding source: PDE Statewide Educational Initiatives Purchase Order.

11. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Reflective Wisdom**, Attention: Mr. Antonio Hernandez, Jr. - 130 Roosevelt Boulevard, Lancaster, PA 17601 to develop Professional Development courses designated as Equity Courses as required by Act 45 and 48 which include the following tasks: Assist in developing content for blended courses; review content design of course outline, facilitation guides and learning activities; participate in design planning and debrief meetings; and provide input during evaluation and review of course implementation. Effective date is July 1, 2019 through June 30, 2020. Reimbursement is at the rate of \$500 per day based on an eight (8) hour day. Reimbursement shall not exceed 30 days or \$15,000. Related pre-approved travel will also be reimbursed in accordance with TIU policies. Reimbursement will be made monthly upon submission of invoice and an executive summary of completed activities. Funding source: PDE Statewide Educational Initiatives Purchase Order.

12. Approval was granted to end the Lease Agreement between Tuscarora Intermediate Unit and **Ryan and Georgia Wynn** - 79 Main Street, Richfield, PA 17086 effective September 30, 2019. The leased building is located at 14410 Route 35, Richfield, PA 17086 and is used for a Pre-K Counts classroom. Refer to Minutes of 09/13/2018 Board meeting, Item VIII-C-27.

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13. Approval was granted of a Memorandum of Understanding between Tuscarora Intermediate Unit and **Mifflin County Correctional Facility**, Attention Joshua E. Garver - 103 West Market Street, Lewistown, PA 17044. TIU will provide five hours of adult basic education instruction each week through Title II funding. Mifflin County Correctional Facility will pay \$7,500 to provide a third session (2.5 hours) of adult basic education instruction. Using Title I funding, TIU will provide three hours of workforce development services each week. The agreement is effective July 1, 2019 through June 30, 2020. Funding source: Community Education & Workforce Services.
14. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Literacy Pittsburgh**, Attention Lori Como - 411 Seventh Avenue, Suite 550, Pittsburgh, PA 15219 for Literacy Pittsburgh staff to support the Professional Learning Opportunities Statewide Leadership Project as follows: Gretchen Jacobs Costello will serve as course facilitator for Best Plus and Best Plus Refresher, not to exceed 126 hours at the rate of \$51.50/hour or \$6,489; and Rachel Baron will serve as CCRS Foundational Training Coach and STAR Reading Facilitator/Coach not to exceed 140 hours at the rate of \$51.50/hour or \$7,210. Effective date is July 1, 2019 through June 30, 2020. Funding source: Community Education & Workforce Services.
15. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Deanna Philpott** 29 Chapel Drive, Pittsburgh, PA 15236 to provide services to implement school-based strategies from the Preventative Health and Health Services Block Grant work plan from the Centers for Disease Control and Prevention through funding from the Pennsylvania Department of Health, Bureau of Health Promotion and Risk Reduction, Division of Nutrition and Physical Activity. Ms. Philpott will provide technical assistance to seven school districts to meet district's needs; professional development and training; marketing and grass roots promotion; planning and collaboration; and reporting. Effective date is July 1, 2019 through June 30, 2020. Reimbursement shall not exceed \$65,000. Funding source: Community Education & Workforce Services.
16. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Slippery Rock University**, Attention Dr. Hannah Brewer - 1 Morrow Way, Slippery Rock, PA 16056 to provide School Wellness Professional Development to a cohort of seven school districts. Summary of activities includes face-to-face training; coordinate training; facilitate training and coordinate training space; administer Act 48 credits; conduct six-hour training on school wellness; travel to participating districts to provide training and technical assistance; and reporting. Effective date is July 1, 2019 through June 30, 2020. Reimbursement shall not exceed \$20,000. Funding source: Community Education & Workforce Services.
17. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Pennsylvania Family Support Alliance (PFSA)**, Attention Angela Liddle - 2000 Linglestown Road, Harrisburg, PA 17110 to develop professional development for staff working in agencies serving children and families. The training will be offered in one six-hour session at three locations across Pennsylvania for a total of 30 participants per training. The training will be conducted by senior level staff who are subject matter experts in Pennsylvania's Child Protective Services Law/Child Welfare System and family systems. The PFSA will reinforce transference of learning by expanding upon the six primary objectives through the delivery of two 90 minute web-based learning seminars offered at three and six month intervals. Effective date is August 1, 2019 through June 30, 2020. Reimbursement shall not exceed \$150,000. Funding source: Early Intervention Technical Assistance.

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C. Contracts

18. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Zoom Video Communications Inc.** for annual renewal of the listed items. Effective date is July 13, 2019 through July 12, 2020. Reimbursement shall not exceed \$30,352. Funding source: Various school districts, intermediate units, and TIU programs.
- 2,220 educational licenses - \$17,760
 - 1 month audio - \$600
 - 2 Webinar 1,000 participants - \$6,800
 - 2 Webinar 500 participants - \$1,200
 - 8 Room Connector - \$3,992
19. Approval was granted of a Contract between Tuscarora Intermediate Unit and **The Learning Lamp, d/b/a Ignite Education Solutions** - 2025 Bedford Street, Johnstown, PA 15904 for technical support as listed. Effective date is July 1, 2019 through June 30, 2020. Funding source: Early Intervention Technical Assistance and Autism Initiative.
- Inclusion by Beth Fairchild: Not to exceed 96 hours at \$67/hour
 - Literacy/Inclusion by Patty Wirick: Not to exceed 192 hours at \$67/hour
 - Group Facilitation by Janice Belgredan: Not to exceed 40 hours at \$67/hour
 - Supervision & Technical Support by Valerie Postal: Not to exceed 192 hours at \$67/hour
 - Autism Consultant Miguel Ampuero: 15 hours/week at \$113.90/hour
20. Approval was granted of a Contract between Tuscarora Intermediate Unit and **PA Chapter of the American Academy of Pediatrics (PA AAP)** - Rose Tree Corporate Center, 1400 North Providence Road, Suite 3007, Media, PA 19063-2043 to provide technical assistance for the Child Care Wellness Mini-Grant Process. A staff member from PA AAP will work with the recipient programs to review the plans, identify resources, develop or improve policy based on best practices. Sixty-one programs will receive this support. In addition, onsite technical support on policy development and linkage with a Child Care Health Consultant for 39 Early Childhood Education programs will be provided. Reimbursement will be at an amount not to exceed \$52,500. Effective date is July 1, 2019 through June 30, 2020. Funding source: Department of Health grant.
21. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Private Industry Council of the Centre Corridor (PICCC)** - 2595 Clyde Avenue Suite 1, State College, PA 16801 to provide consultation and coordination for the Careerlink Operator Consortium. Reimbursement shall not exceed 340 hours at \$50/hour or \$17,000. Effective date is July 1, 2019 through June 30, 2020. Funding source: Agreement with Central PA Workforce Development.
22. Approval was granted for the Tuscarora Intermediate Unit to issue contracts as needed between the July and September 2019 Board Meetings.

D. Vendor Contracts

1. Approval was granted of Agreements between Tuscarora Intermediate Unit and the agencies listed for slots in the Practical Assessment Exploration System (PAES) for the 2019-2020 school year at the rate of \$2,024/slot.
- a. New Day Charter School (3 slots)
 - b. Huntingdon Area School District (6 slots)
 - c. Juniata Valley School District (1 slot)
 - d. Mount Union Area School District (6 slots)
2. Approval was granted an Agreement between Tuscarora Intermediate Unit and **Tussey Mountain School District** - 199 Front Street, Saxton, PA 16678 to provide onsite technical support on a monthly basis. Effective date is July 1, 2019 and is subject to renewal on a month to month basis. Reimbursement will be at an amount of \$7,100 per month.

VIII. TIU BOARD

D. Vendor Contracts

3. Approval was granted an Agreement between Tuscarora Intermediate Unit and **Juniata Valley School District** - 7775 Juniata Valley Pike, PO Box 318, Alexandria, PA 16611 to provide a school psychologist for two days per week not to exceed 76 days. Effective date is July 1, 2019 through June 30, 2020. Reimbursement will be at a daily rate of \$425, plus any incidental related travel.

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions

On a Reihart/McClure motion, approval was granted of the following: IX-B-1-X-B-1-2-3-4-5-D-1. Roll call vote - no objections, unanimous vote.

1. Approval was granted of the listed revised job description. (See Attachment #5.)
 - a. PAT - Parent Educator
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee

X. FISCAL

A. Budgets - new, revised (none)

B. Purchases/Bids/Leases

1. Approval was granted to purchase Fortinet Maintenance Renewals for one year for two 1500D UTM 8X5 Care for TIU 11 RWAN from **Integra One** - 7248 Tilghman Street, Suite 120, Allentown, PA 18106 at an amount not to exceed \$28,898.21. Pricing is per CoStars SW006-040. Funding source: Various TIU Programs.
2. Approval was granted to purchase 16 Dell Latitude 5590 Laptop Systems and Accessories from **Dell Computer** - One Dell Way, RR 8 Mail Stop 8716, Round Rock, TX 78682 at an amount not to exceed \$34,835.68. Pricing is per CoStars 78ADB/003-051. Funding source: Special Education.
3. Approval was granted to purchase OdysseyWare Online License Subscription Renewal from **Lincoln Intermediate Unit 12** - PO Box 70, New Oxford, PA 17350 at an amount not to exceed \$23,980. Pricing is per LIU12 OdysseyWare Academy. Funding source: Act 89 and Corrections Education.
4. Approval was granted to purchase Microsoft Enrollment for Education Solutions Agreement for Five years from **Lancaster Lebanon Intermediate Unit 13** - 1020 New Holland Avenue, Lancaster, PA 17601 at an amount not to exceed \$24,484.60 for year one. Pricing is per LLIU13 Statewide Software Sales. Funding source: Various TIU Programs.
5. Approval was granted to advertise for bid up to two (2) 30 Passenger School Buses with Integrated Car Seats for the Head Start Program. Bid is pending federal approval of one-time funding application with the Federal Head Start Program.

C. Special Education Transportation (none)

X. FISCAL

D. Juniata County Early Childhood Services

1. Approval was granted of the Juniata County Early Childhood Services Actual Expenditure Reports (Federal) for June 2019. (See Attachment #6.)
2. The Juniata County Early Childhood Services Monthly Report for June 2019 is attached for your information. Information item, no action required. (See Attachment #7.)
3. Sandra A. Dinardi presented information related to Juniata County Early Childhood Services.

Mrs. Dinardi distributed and reviewed a document that included links to available resources for expectant parents and families enrolled in the Early Head Start Program. The resources included links to services, dental care, health care, nutrition, and growth and development. The Early Head Start staff share the information with enrolled families as a way to promote a healthy environment.

XI. PERSONNEL

A. Resignations/Retirements

On a Snyder/Reihart motion, approval was granted of the following: XI-A-1-2-C-1-2-3-4-D-1-2-3-4-5-6-7-E-1-2-3-4-5-XII-1-2-3-4-5-6-7. Roll call vote - no objections, unanimous vote.

1. Approval was granted to accept, with regret, the resignation of **Cheryl R. Casner** - Huntingdon, PA 16652 as a Full-time Life Skills Instructor and Special Education Instructor for Correctional Education Faculties, effective at the end of the day on July 30, 2019. Ms. Casner has been employed by TIU since October 8, 1998.
2. Approval was granted to accept, with regret, the resignation of **Charlotte A. Krency** - Washington, PA 15301 as a Full-time Speech Therapist, effective at the end of the day on August 8, 2019. Ms. Krency has been employed by TIU since July 5, 2018.

B. Leaves of Absence

1. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2019-07-01) for child bearing/child rearing, using paid and/or unpaid leave time, effective on/about July 31, 2019 through on/about October 31, 2019. Information item, no action required.
2. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2019-07-02) for intermittent leave, using paid and/or unpaid leave time, effective on/about June 24, 2019 through on/about August 15, 2019. Information item, no action required.

XI. PERSONNEL

C. Transfers/Reassignments/Change in Employment Status, Termination of Employees

1. Approval was granted of a change in job title for **Cheryl L. Silks** - Port Royal, PA 17082 from a Full-time Cook to a Full-time Program Aide for the Juniata County Head Start Program. Ms. Silks has been employed by TIU since January 28, 2006.
 Terms of Employment:
 Assignment: Full-time Program Aide
 Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
 Effective Date: August 1, 2019
 Salary: No change
 Days in Work Year: No change
 Benefits: Usual benefits granted to special project head start employees

2. Approval was granted of a change in job title for **Angela J. Marker** - McAlisterville, PA 17049 from a Part-time Cook to a Part-time Program Aide for the Juniata County Head Start Program. Ms. Marker has been employed by TIU since December 1, 2016.
 Terms of Employment:
 Assignment: Part-time Program Aide
 Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
 Effective Date: August 1, 2019
 Salary: No change
 Days in Work Year: 20 to less than 25 hours/week
 Benefits: None unless required by state/federal mandates

3. Approval was granted of an increase in hours for **C. Audrey Shuey** - Lebanon, PA 17046 in her position of Full-time Administrative Support Staff for Early Intervention Technical Assistance, Parent to Parent of Pennsylvania, Guide By Your Side of Pennsylvania from 7.5 hours/day to 8 hours/day. Ms. Shuey has been employed by TIU since December 29, 2004.
 Terms of Employment:
 Assignment: Full-time Administrative Support Staff for EITA, Parent to Parent of PA, GBYS
 Special Project (non-certificated) Employee Level III.1
 Effective Date: August 1, 2019
 Salary: No change in hourly rate
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted special project (non-certificated) employees

4. Approval was granted of an increase in hours for **Deborah A. Yocum** - Alexandria, PA 16611 in her position of Part-time Instructor of Transition Classroom not to exceed 29.5 hours/week. Ms. Yocum has been employed by TIU since February 4, 2019.
 Terms of Employment:
 Assignment: Part-time Instructor of Transition Classroom
 Special Project Employee
 Effective Date: July 1, 2019
 Salary: No change
 Days in Work Year: 25 to less than 30 hours/week (School Year - 38 weeks/year)
 Benefits: None unless required by state/federal mandates

XI. PERSONNEL

D. New Employees

1. Approval was granted to employ **Brian R. Kritzer** - Mount Union, PA 17066 on a provisional basis as a Full-time Training and Consultation for Special Education, pending receipt of required clearances and employment paperwork. This is a vacant position.
 Terms of Employment:
 Assignment: Full-time Training and Consultation for Special Education
 Certificated (professional) Employee Level III
 Effective Date: July 15, 2019
 Salary: \$63,774/year (Step 17, Masters)
 Days in Work Year: 200 days/year (8 hours/day)
 Benefits: Usual benefits granted to certificated (professional) employees

2. Approval was granted to employ **Jessica E. Oskin** - Jefferson Hills, PA 15025 on a provisional basis as a Part-time Regional Coordinator of Parent to Parent of Pennsylvania, pending receipt of required clearances and employment paperwork. This is a vacant position.
 Terms of Employment:
 Assignment: Part-time Regional Coordinator of Parent to Parent of Pennsylvania
 Special Project (non-professional) Employee
 Effective Date: June 26, 2019
 Salary: \$14.37/hour
 Days in Work Year: 20 to less than 25 hours/week
 Benefits: None unless required by state/federal mandates

3. Approval was granted to employ **Alissa K. Mazzocchi** - Shipperville, PA 16254 on a provisional basis as a Full-time Speech Therapist, pending receipt of required clearances and employment paperwork. This is a vacant position.
 Terms of Employment:
 Assignment: Full-time Speech Therapist
 Certificated (professional) Employee Level I
 Effective Date: August 1, 2019
 Salary: \$43,186/year (Step 1, Masters)
 Days in Work Year: 183 days/year (7.5 hours/day)
 Benefits: Usual benefits granted to certificated (professional) employees

4. Approval was granted to employ **Megan D. Freed** - Richfield, PA 17086 on a provisional basis as a Part-time Assistant Teacher/Teacher Aide, pending receipt of required clearances and employment paperwork. This is a vacant position.
 Terms of Employment:
 Assignment: Part-time Assistant Teacher/Teacher Aide
 Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
 Effective Date: August 16, 2019
 Salary: \$9.50/hour
 Days in Work Year: 25 to less than 30 hours/week (38 weeks/year)
 Benefits: None unless required by state/federal mandates

5. Approval was granted to employ one Full-time Social Worker for the TIU Special Education Department, effective on/about July 15, 2019. The starting salary will be commensurate with experience and to scale with benefits if required by state/federal mandates.

XI. PERSONNEL

D. New Employees

6. Approval was granted to employ **Jonathan M. Edwards** - Erie, PA 16511 on a provisional basis as a Full-time Consultant for the TIU Community Education & Workforce Services, pending receipt of required clearances and employment paperwork. This is a new position.
 Terms of Employment:
 Assignment: Full-time Consultant for the TIU CEWS
 Community Education & Workforce Services (non-certificated) Employee Level 6.4
 Effective Date: July 25, 2019
 Salary: \$54,438/year - prorated
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted to CEWS employees

7. Approval was granted to employ **Sara E. Fritz** - Chambersburg, PA 17201 on a provisional basis as a Full-time Executive Secretary to the Principal/Director for Correctional Education Facilities, pending receipt of required clearances and employment paperwork. This is a vacant position.
 Terms of Employment:
 Assignment: Full-time Executive Secretary to the Principal/Director for CEF
 Non-certificated (non-professional) Employee Level III
 Effective Date: July 25, 2019
 Salary: \$28,152/year - prorated
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted to non-certificated (non-professional) employees

E. Supplemental Contracts/Employment, Change in Pay

1. Approval was granted to Rescind the Supplemental Contract for **Cheryl R. Casner** - Huntingdon, PA 16652 to serve as Supervisor of Special Education for Correctional Education Facilities. The contract is being rescinded due to Ms. Casner's resignation. Refer to Minutes of 06/13/2019 Board meeting, Item XI-E-3.

2. Approval was granted of a Supplemental Contract for **Tricia P. Koch** - Lewisburg, PA 17837, that in addition to her assignment as Full-time Reading Specialist and Teacher of Gifted Students, she provide Summer Tutoring for Non-public School Students. The contract is effective June 1, 2019 through August 30, 2019 not to exceed 70 hours at the rate of \$30/hour. Ms. Koch has been employed by TIU since November 3, 1998. Funding source: Act 89.

3. Approval was granted of a Supplemental Contract for **Morgan R. Shirey** - Beaver Springs, PA 17812, that in addition to her assignment as Full-time Learning Support Teacher, she provide Summer Tutoring for Non-public School Students. The contract is effective June 1, 2019 through August 30, 2019 not to exceed 70 hours at the rate of \$30/hour. Ms. Shirey has been employed by TIU since April 13, 2015. Funding source: Act 89.

4. Approval was granted of a Supplemental Contract for **Karly A. Hess** - Reedsville, PA 17084 that in addition to her assignment as Full-time Speech Therapist, she serve as a Teacher Mentor (for inductee Alissa K. Mazzocchi) in the induction program effective on/about August 1, 2019 for one year, at an amount not to exceed \$550 to meet and work with the new inductee for up to 25 hours throughout the course of the school year. Ms. Hess has been employed by TIU since July 6, 2015. Funding source: Special Education.

5. Approval was granted of a Supplemental Contract for **Anne K. Gaspich** - Enola, PA 17025, that in addition to her assignment as Full-time Consultant for Early Intervention Technical Assistance, she oversee Department of Health contract and supervise additional staff, including two deaf guides. The contract is effective July 1, 2019 through June 30, 2020 not to exceed \$2,500. Ms. Gaspich has been employed by TIU since August 1, 2011. Funding source: Early Intervention Technical Assistance.

XII. CONFERENCE REQUESTS

1. Approval was granted for **Shannon M. Fagan**, Consultant for Early Intervention Technical Assistance, to attend the National Governors Institute from July 9-11, 2019 in Minneapolis, Minnesota at no cost to TIU. Ms. Fagan will present at the institute.
2. Approval was granted for **Dr. Brett A. Gilliland**, Director for Educational Support Services, Human Resources, and Principal of Nonpublic Schools, and **Timothy J. Miller**, Director for Curriculum, Instruction, and Correctional Education Facilities, to attend the School Climate Institute from August 8-9, 2019 in New York, NY at an approximate cost of \$1,695/person. The school climate is now part of Statewide System of Support. This national conference will help the team provide service to districts and region. Funding source: Act 89.
3. Approval was granted for **Dr. Brett A. Gilliland**, Director for Educational Support Services, Human Resources, and Principal of Nonpublic Schools, **Dr. Shawn L. Kovac**, Executive Director, and **Timothy J. Miller**, Director for Curriculum, Instruction, and Correctional Education Facilities, to attend the American Association of School Personnel Administrators Conference from October 8-11, 2019 in New Orleans, LA at an approximate cost of \$2,600/person. Individuals have been selected as conference presenters. Funding source: Act 89.
4. Approval was granted for **Mary M. Montgomery**, Consultant for Early Intervention Technical Assistance, to attend the Instructional Design Academy from July 30, 2019 through August 3, 2019 in San Francisco, CA at an approximate cost of \$4,063. Ms. Montgomery will attend the academy to increase her learning on online skills to support the Early Intervention Technical Assistance portal and mobile app. Funding source: Early Intervention Technical Assistance.
5. Approval was granted for **Charles H. Klinger**, Manager for Adult Education for the TIU Community Education & Workforce Services, to attend the Innovating Distance Education in Adult Learning (IDEAL) Consortium Meeting from August 20-21, 2019 in Boston, MA at an approximate cost of \$1,094. The meeting is professional development for state leaders in distance learning for adults and provides an opportunity to discuss trends and best practice. The Pennsylvania Department of Education expects the leader of the project to attend. Funding source: Community Education & Workforce Services.
6. Approval was granted for **Hanna Schlosser**, Manager for Professional Learning Opportunities Project for the TIU Community Education & Workforce Services, to attend the Teaching Skills that Matter Conference from September 10-13, 2019 in Arlington, VA at an approximate cost of \$1,080. Ms. Schlosser's attendance is at the request of the Division of Adult Education. Funding source: Community Education & Workforce Services.
7. Approval was granted for **Jennifer L. Morgan**, Occupational Therapist, to attend the Refining Praxis Intervention for Children with Sensory Processing Disorders Mentorship Program from August 5-9, 2019 in Newton, MA at an approximate cost of \$1,500. The intensive mentorship training is for occupational therapist seeking an advanced level of knowledge in sensory integration intervention. Ms. Morgan will receive training in specialized areas of sensory integration practice and receive hands-on mentoring from experts in the field. The training is limited to 10 participants, and Ms. Morgan was chosen as an experienced Occupational Therapist to participate where she will gain advanced skills in effectively addressing praxis problems (the ability to conceptualize, plan, organize and sequence steps of a motor task to meet demands) in children with sensory integration deficits. Funding source: Special Education.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Field Trips

1. Place: Little Buffalo State Park
 Date: June 27, 2019
 Participants: 6 staff/chaperones and 24 students from Project YES
 Purpose: Students will learn about natural areas and conservation.

XIII. MISCELLANEOUS INFORMATION (information, no action required)**A. Field Trips**

2. Place: Moses Hostetler's Farm
 Date: July 18, 2019
 Participants: 4 staff/chaperones and approximately 22 students from Project YES
 Purpose: Students will learn about a working, organic, Amish farm.

B. Publicity

See Attachment #8.

C. Employee Data

As of June 13, 2019, Tuscarora Intermediate Unit employed the following number of individuals:

- a. 291 Full-time employees
- b. 69 Part-time employees
- c. 9 Substitutes (Juniata County Early Childhood Services)

D. Cabinet Updates

This is an opportunity for Cabinet Members to share information on the various projects and activities happening throughout the month.

XIV. DATE OF NEXT MEETING

The next regular meeting of the TIU Board of Directors is scheduled for **Thursday, September 12, 2019** at **7:00 p.m.** at the TIU Office, 2527 US Highway 522 South, McVeytown, PA 17051-9717.

XV. ADJOURNMENT

On a Reihart/Snyder motion, President Metzgar adjourned the meeting at 8:20 p.m. Roll call vote - no objections, unanimous vote.

Michele A. Huntsman
 Board Secretary