

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

AGENDA

Thursday, September 9, 2021 - 7:00 p.m.

REGULAR BOARD MEETING

I. CALL TO ORDER - PRESIDENT OF THE BOARD

II. ROLL CALL OF BOARD MEMBERS

Julia E. E. Dovey - Central Fulton
Todd G. Griest - Southern Huntingdon County
Dulce Hall - Forbes Road
Linda L. McClure - Mount Union Area
Timothy A. Mellott - Southern Fulton
Janice R. Metzgar - Huntingdon Area
Krista L. Reihart - Juniata Valley
Mary Lou M. Sigler - Mifflin County
Mark F. Wagner - Juniata County

III. PUBLIC COMMENTS

This is an opportunity for scheduled presentations or requests from the public.

IV. ROLL CALL VOTING

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.

V. MINUTES OF PREVIOUS MEETING

Recommend approval be granted of the minutes of the regular board meeting of July 8, 2021. (Minutes are posted.)

VI. REPORTS

A. Treasurer's Report

Recommend approval be granted of the Treasurer's Report for July 2021. (See Attachment #1.)

VI. REPORTS

B. Budget Transfers (none)

C. Payment of Bills

Recommend approval be granted of the payment of bills for July 2021. (Printouts are posted.)

VII. STAFF PRESENTATION

Technology Department Update presented by Dr. Eric Yoder, Jigar Patel, and Josh Wakefield.

VIII. TIU BOARD

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

1. Recommend approval be granted for the TIU Board of Directors to authorize the TIU Board Secretary to cast one vote for each Pennsylvania School Board Association (PSBA) officer using the PSBA Slate of Candidates. Each school entity is required to vote collectively by majority vote. The electronic vote must be cast during the open voting period August 20 - October 16, 2021. Additional candidate details can be found at <https://www.psba.org/psba-officer-elections/>. (See Attachment #2.)

**According to PSBA bylaws and Policy303, the Nominating Committee may endorse slated candidates. Endorsed candidates are noted with an asterisk (*).*

- a. PSBA President-Elect (one-year term):
The TIU Board of Directors select _____ as their candidate for President-elect.
(Two candidates: Sabrina Backer; David Schaap)
- b. PSBA Vice President (one-year term):
The TIU Board of Directors select _____ as their candidate for Vice President.
(One candidate: Allison Mathis*)
- c. PSBA Insurance Trust Trustee: (term ends 12/31/2024) (Vote for up to three individuals):
The TIU Board of Directors select _____ as their candidate(s) for Trustee.
(Three candidates: Richard Frerichs; William LaCoff; Nathan Mains)

2. Representatives from the PA Department of Education and PA Department of Human Services conducted a program monitoring of the Education Leading to Employment and Career Training (ELECT) program that included observation of group session, review of student participant case files, and interview and discussion with ELECT staff. The TIU ELECT program received ratings that require a written Technical Assistance and Corrective Action Plan. A copy of the notification, report, and Corrective Action Plan are included. Information item, no action required. (See Attachment #3.)

B. Policy/School Calendars (none)

VIII. TIU BOARD

C. Contracts

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Huntingdon Care Association, LLC** - 6368 Jason Drive, Huntingdon, PA 16652 to authorize psychiatric and personal services for students enrolled in the medical access program for the Tuscarora intermediate Unit and member school districts. Effective date is August 1, 2021 to be paid at the rate of \$400/month. Funding source: General Operating Budget/Partial Hospitalization Program.
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Kelly Windsor** - 600 Victory Garden Drive, Apt. J82, Tallahassee, FL 32301 to provide Coding and Video Data Lead, Content Expert for Professional Learning Communities (PLC's), Developer of exemplar library, and video for future training modules. Effective date is September 1, 2021 through June 30, 2022. Reimbursement at the rate of \$50/hour not to exceed 20 hours/week for a contract total not to exceed \$32,000. Funding source: Early Intervention Technical Assistance.
3. Recommend approval be granted of a Service Agreement between Tuscarora Intermediate Unit and **Lincoln Intermediate Unit 12** - 65 Billerbeck Street, New Oxford, PA 17350 to provide speech services to a student at the South Mountain Secure Treatment Center. Effective date is July 1, 2021 through June 30, 2022. Rate is based on actual full time equivalent of direct service time and the base rate of \$111,395. Funding source: Corrections Education state funds.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Corso Co LLC** - 5265 Mallard Way, Missoula, MT 59808 to map the current continuum of early childhood care and services within the Office of Child Development and Early Learning (OCDEL) and across state agencies to identify opportunities to leverage funding and build cross-agency initiatives targeted at IECMH and workforce wellness on the continuum of promotion, prevention, and intervention, and develop a strategic plan with concrete recommendations for how to increase support and fill identified gaps. OCDEL did a request for proposals from four national experts and this proposal was selected. Effective date is September 15, 2021 through February 28, 2022. Reimbursement not to exceed \$48,000. Funding source: Early Intervention Technical Assistance.
5. Recommend approval be granted of a software license agreement between Tuscarora Intermediate Unit and **JAG Products, LLC** - 304 Walnut Street, Fayetteville, NY 13066 for ClinicTracker (www.clinictracker.com). ClinicTracker is an Electronic Health Record System that also includes a billing component for the Partial Hospitalization Program. We are purchasing four (4) user licenses. Effective date is September 1, 2021 through August 31, 2022. The cost is a one-time set up fee of \$750 and a monthly license fee of \$648 or an annual cost of \$7,776. Funding source: TIU General Operating Budget.
6. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **The Arc of PA** - Attention: Sherri Landis - 1007 Mumma Road, Suite 100, Lemoyne, PA 17043 to support the Family Engagement/Parents as Partners in Professional Development (P3D) Initiative by recruiting and supporting families for activities to include reviewing materials, developing and presenting trainings, forums, and webinars, and telling their story through multi-media formats. Effective date is September 1, 2021 through July 31, 2022. Reimbursement not to exceed \$75,000. Funding source: Early Intervention Technical Assistance.
7. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **ProCare, LLC** - 5550 Peachtree Parkway, Suite 500, Peachtree Corners, GA 30092, a staffing agency for public education. ProCare will provide 24 hours/week of telepractitioner services for speech language pathology. Effective date is September 8, 2021 through November 24, 2021. Billable rate is \$79/hour. Funding source: Special Education.

VIII. TIU BOARD

C. Contracts

8. Recommend approval be granted of a Lease Agreement between Tuscarora Intermediate Unit and **Central PA Workforce Development** - 130 Kelly Square, Suite 1, Lewisburg, PA 17837 for office space located at 6395 SR 103 North MCIDC Plaza, Building 58, Lewistown, PA 17044. The annual lease amount is \$20,152 and will be paid in quarterly installments. Lease includes all utilities. Effective date is July 1, 2021 through June 30, 2022. Funding source: CPWDC Reboot.
9. Recommend approval be granted of a Lease Agreement between Tuscarora Intermediate Unit and **Doceo** - 2790 West College Avenue, Suite 1000, State College, PA 16801 for the TIU copier fleet. Doceo will replace current copiers with updated Toshiba copiers which will include training, supplies, and maintenance (does not include paper and staples). The lease is a 60 month term. The proposed cost is \$7,021/month with an allowance of 600,000 pages for black and white and 420,000 for color. There will be a \$.004 charge for overages of black and white and color pages. Pricing includes PaperCut MF embed licenses and unlimited users, and one year support and authentication for the proposed Toshiba devices. Pricing includes card readers for the devices. Doceo will provide TIU with a lease buyout payment in the amount of \$99,054 to cover the cost of ending the current lease agreements with Xerox. Pricing is per Toshiba's Costars Contract #308369. Effective date is on/about September 13, 2021. Funding source: Various TIU programs.
10. Recommend approval be granted of an Agreement between Tuscarora Intermediate Unit and **Substitute Teacher Service** - 2901 Dutton Mill Road, Suite 200, Aston, PA 19014 to provide a teacher aide in the Sacred Heart School, Lewistown, PA 17044. Effective date is September 2, 2021 through June 30, 2022. TIU will reimburse STS at the rate of \$18.23/hour. Funding source: Non Public EANS.
11. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **The Stepping Stones Group, LLC** - 2586 Trailridge Drive East, Suite 100, Lafayette, CO 80026, to provide 37.5 hours/week of School Psychologist services. Effective date is August 16, 2021 through January 31, 2022. Billable rate is \$75/hour. Funding source: Special Education.

D. Vendor Contracts

1. Recommend approval be granted of an Administrative Financial Agreement between Tuscarora Intermediate Unit and **Central Pennsylvania Workforce Development Corporation** - 130 Kelly Square, Lewisburg, PA 17837. This is an agreement whereby the TIU is a subrecipient of federal funding under the Workforce Innovation and Opportunity Act of 2014 and other related state funding through the PA Department of Labor and Industry. The funding focuses on providing high quality workforce development services that are customer focused to find and use tools and information to manage and locate careers and to help local businesses find skilled workers. TIU will support nine counties: Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder and Union. Effective date is July 1, 2021 through June 30, 2023. TIU as the subrecipient is responsible for the following:
 - a. Conducting fiscal management and oversight of the funding.
 - b. Provide internal controls and accounting procedures in accordance with Generally Accepted Accounting Procedures (GAAP) and the federal uniform grant guidance.
 - c. Complete financial reporting and other data management reporting.
 - d. Budgeting and procurement.Following are the funding sources for the period of July 1, 2021 through June 30, 2022:
Adult and Dislocated Worker Funding: \$1,030,196
Employment and Retention Network: \$100,000
Out of School Youth: \$109,836
In School Youth: \$30,000
OPIOID: \$73,780
Center County Career Link: \$54,786
Mifflin County Career Link: \$264,169

VIII. TIU BOARD

D. Vendor Contracts

2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **New Day Charter School** - 256 South Fifth Street, Huntingdon, PA 16652, for social worker services. Effective date is August 20, 2021 through June 30, 2022. TIU will be reimbursed at the rate of \$285/day for 72 days of services or \$20,520.
3. Recommend approval be granted of a Sublease Agreement between Tuscarora Intermediate Unit and **Center for Community Action** - 195 Drive In Lane, Everett, PA 15537. The leased premise is located at Old Route 22 and Chicken Road, RR 4, Mifflintown, PA 17059. Effective date is July 1, 2021 through June 30, 2022. TIU will be reimbursed at the rate of \$358/month for lease and utilities. Copier charges will be billed at the rate of \$.08/copy and actual cost for long distance use.
4. Recommend approval be granted of a Sublease Agreement between Tuscarora Intermediate Unit and **EDSI** - 100 North Cameron Street, Suite 101, Harrisburg, PA 17101. The leased premise is located at 1449 William Penn Highway, Mifflintown, PA 17059. Effective date is July 1, 2021 through June 30, 2022. TIU will be reimbursed at the rate of \$650/month for lease and utilities. Copier charges will be billed at the rate of \$.08/copy and actual cost for long distance use.

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions

1. Recommend approval be granted of the listed revised job descriptions. (See Attachment #4.)
 - a. Curriculum Consultant
Certificated (professional) Employee
 - b. Project Manager for Early Intervention Technical Assistance
Special Project (non-professional) Employee
2. Recommend approval be granted of the listed new job descriptions. (See Attachment #5.)
 - a. Early Childhood Lead for the Early Childhood Comprehensive Systems Grant
Special Project (non-professional) Employee
 - b. Family Lead for the Early Childhood Comprehensive Systems Grant
Special Project (non-professional) Employee
 - c. District Technician - Team Lead
Non-certificated (non-professional) Employee
 - d. District Technician
Special Project (non-professional) Employee - JCSD
 - e. System Support Specialist - Lead
Allied (non-professional) Employee Level I
 - f. System Support Specialist
Non-certificated (non-professional) Employee
 - g. Tech Leadership Assistant
Non-certificated (non-professional) Employee Level 3.05

X. **FISCAL**

A. **Budgets - new, revised (none)**

B. **Purchases/Bids/Leases**

1. Recommend approval be granted to purchase Discovery Education DEX subscription package renewal effective July 1, 2021 through June 30, 2022 from **Discovery Education, Inc.** - PO Box 744954, Atlanta, GA 30374. The subscription renewal is for 11,683 high school, middle school, and elementary school students paid at the rate of \$1.46/student, and 22 schools at the rate of \$525/school, for a total amount not to exceed \$28,607.18. The cost is per PAIU Consortium. Funding source: Instructional Media Service (IMS).
2. Recommend approval be granted to purchase 38 Dell OptiPlex 3080 Small Form Factor Desktop Computer Systems and accessories at an amount not to exceed \$30,780 from **Dell Computer** One Dell Way, RR8 Mail Stop 8716, Round Rock, TX 78682. Pricing is per PEPPM. Funding source: Non Public EANS.
3. Recommend approval be granted to purchase 11 Smart Technologies Smart Board MX065-V2 Interactive Display with IQ and Smart Learning Suite at an amount not to exceed \$34,089 from **Visual Sound, Inc.** - 485 Park Way, Broomall, PA 19008. Pricing is per PEPPM. Funding source: Non Public EANS.
4. Recommend approval be granted to purchase 60 Apple iPad 10.2 inch WiFi with AppleCare+ 4 year for Schools and Logitech Rugged Combo 3 Case with Integrated Smart Connector Keyboard at an amount not to exceed \$28,377 from **Apple Computer** - Education, 12545 Riata Vista Circle, MS 198-ED, Austin, TX 78727. Pricing is per Apple Education. Funding source: Non Public EANS.

C. **Special Education Transportation**

1. Recommend approval be granted of a Revised Contract for Special Education Transportation with the listed contractor for 2021-2022. Funding source: Special Education Transportation.

Gilson Transportation, LLC - 381 Walker Township Park Lane, Mifflintown, PA 17059
\$156.59 Minimum daily rate - \$2.32/mile (lift vehicle - MUASD)
\$128.49 Minimum daily rate - \$1.66/mile for school vehicle
\$139.80 Minimum daily rate - \$1.65/mile for lift vehicle
\$145.26 Minimum daily rate - \$1.85/mile for school bus
Transporting students in the Mifflin County and Huntingdon County areas
2. Recommend approval be granted to add a special education transportation driver under Contractor Gilson Transportation, LLC.
 - a. **Donna J. Imes** - 467 Neely Road, Mifflin, PA 17058

D. **Juniata County Early Childhood Services**

1. Recommend approval be granted of the Juniata County Early Childhood Services Actual Expenditure Reports (Federal) for July 2021 and August 2021. (See Attachment #6.)
2. Recommend approval be granted of the submission of the Refunding Grant Applications for the Juniata County Head Start and Early Head Start Program effective January 1, 2022 through December 31, 2022. Grant amounts: Head Start: \$1,272,939 and Early Head Start: \$850,170.
3. Recommend approval be granted of the Narrative Description Change in Scope Application for the Juniata County Early Childhood Services effective August 1, 2021. There is no fiscal impact to the 2021 Head Start budget. (See Attachment #7.)

X. FISCAL

D. Juniata County Early Childhood Services

4. Recommend approval be granted of the Juniata County Early Childhood Services School Readiness Outcomes for Head Start and Early Head Start. (See Attachment #8.)
5. Recommend approval be granted of the Juniata County Early Childhood Services Community Assessment update. (See Attachment #9.)
6. The Juniata County Early Childhood Services Monthly Reports for July 2021 and August 2021 are attached for your information. Information item, no action required. (See Attachment #10.)
7. Sandra A. Dinardi will present information related to Juniata County Early Childhood Services.

XI. PERSONNEL

A. Resignations/Retirements

1. Recommend approval be granted to accept, with regret, the resignation of **Jimmy N. Muwombi** Camp Hill, PA 17011 as a Full-time Business Consultant for the TIU Community Education & Workforce Services, effective at the end of the day on July 9, 2021. Mr. Muwombi was employed by TIU since October 22, 2019.
2. Recommend approval be granted to accept, with regret, the resignation of **Kara N. Williamson** Mifflintown, PA 17059 as a Part-time Social Worker/Counselor, effective at the end of the day on July 28, 2021. Ms. Williamson was employed by TIU since October 1, 2018.
3. Recommend approval be granted to accept, with regret, the resignation of **Heidi E. Scriven** Murrysville, PA 15668 as a Full-time Analyst Consultant for the Pattan Autism Initiative, effective at the end of the day on August 6, 2021. Ms. Scriven was employed by TIU since November 11, 2019.
4. Recommend approval be granted to accept, with regret, the resignation of **Sara E. Fritz** Chambersburg, PA 17201 as a Full-time Executive Secretary to the Principal/Director for Correctional Education Facilities, effective at the end of the day on July 30, 2021. Ms. Fritz was employed by TIU since July 25, 2019.
5. Recommend approval be granted to accept, with regret, the resignation of **Jason D. Anders** Petersburg, PA 16669 as a Full-time Mathematics Instructor for Correctional Education Facilities, effective at the end of the day on August 1, 2021. Mr. Anders was employed by TIU since August 1, 2018.
6. Recommend approval be granted to accept, with regret, the resignation of **Thomas L. McClain** Huntingdon, PA 16652 as a Full-time Director for Technology Services, effective at the end of the day on August 27, 2021. Mr. McClain was employed by TIU since December 29, 2003.
7. Recommend approval be granted to accept, with regret, the resignation for retirement purposes of **Alanna R. Grove** - Huntingdon, PA 16652 as a Full-time Early Intervention Paraprofessional/ Personal Care Aide, effective at the end of the day on October 1, 2021. Ms. Grove has been employed by TIU since October 31, 1994.
8. Recommend approval be granted to accept, with regret, the resignation of **John Scott Randolph** Green Castle, PA 17225 as a Full-time Life Skills and Special Education Instructor for Correctional Education Facilities, effective at the end of the day on/about October 8, 2021. Mr. Randolph has been employed by TIU since August 18, 2014.

XI. PERSONNEL

A. Resignations/Retirements

9. Recommend approval be granted to accept, with regret, the resignation of **Laura Eisemann** Bensalem, PA 19020 as a Full-time Analyst Consultant for the Pattan Autism Initiative, effective at the end of the day on August 20, 2021. Ms. Eisemann was employed by TIU since July 1, 2014.
10. Recommend approval be granted to accept, with regret, the resignation of **Dina M. Stipetic** Trafford, PA 15085 as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, effective at the end of the day on September 10, 2021. Ms. Stipetic has been employed by TIU since November 7, 2011.
11. Recommend approval be granted to accept, with regret, the resignation for retirement purposes of **Angela S. Nearhood** - Port Royal, PA 17082 as a Full-time Family Services Worker, effective at the end of the day on June 17, 2022. Ms. Nearhood has been employed by TIU since August 19, 1996.
12. Recommend approval be granted to accept, with regret, the resignation of **Thomas R. Miller** Pittsburgh, PA 15116 as a Full-time Analyst Consultant for the Pattan Autism Initiative, effective at the end of the day on August 31, 2021. Mr. Miller was employed by TIU since July 1, 2014.
13. Recommend approval be granted to accept, with regret, the resignation of **Tracey L. Houdeshel** McAlisterville, PA 17049 as a Part-time Program Aide for Juniata County Early Childhood Services, effective at the end of the day on September 3, 2021. Ms. Houdeshel was employed by TIU since November 1, 2007.
14. Recommend approval be granted to accept, with regret, the resignation of **Mary J. Zamierowski** Durham, NC 27713 as a Part-time Implementation Coordinator for the Professional Learning Opportunities Project, effective at the end of the day on June 30, 2021. Ms. Zamierowski was employed by TIU since July 20, 2017.
15. Recommend approval be granted to accept, with regret, the resignation of **Amy L. Fisher** Lancaster, PA 17601 as a Part-time Regional Coordinator of Parent to Parent of Pennsylvania, effective at the end of the day on September 10, 2021. Ms. Fisher has been employed by TIU since April 30, 2018.
16. Recommend approval be granted to accept, with regret, the resignation of **Samantha J. Clark** Newport, PA 17074 as a Full-time Teacher-Preschool Head Start, effective at the end of the day on July 23, 2021. Ms. Clark was employed by TIU since October 6, 2020.
17. Recommend approval be granted to accept, with regret, the resignation of **Jolin M. Jackson** Oakmont, PA 15139 as a Full-time Autism Initiative Trainer/Mentor/Developer Consultant - Pattan, effective at the end of the day on September 10, 2021. Ms. Jackson was employed by TIU since August 19, 2013.

B. Leaves of Absence

1. Recommend approval be granted of a Leave of Absence request for **Stephanie A. Turner** - Mount Union, PA 17066 in her position of Full-time Human Resource Specialist/Generalist using paid and/or unpaid leave time effective on/about November 12, 2021 through on/about January 7, 2022. Ms. Turner has been employed by TIU since January 1, 2021.
2. Recommend approval be granted of a Leave of Absence request for **Sharon E. Walton** Mifflintown, PA 17059 in her position of Part-time Program Aide for Juniata County Early Childhood Services, using paid and unpaid leave time effective August 16, 2021 through September 27, 2021. Ms. Walton has been employed by TIU since August 12, 2019.

XI. PERSONNEL

B. Leaves of Absence

3. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2021-09-01) using paid leave time, effective on/about August 17, 2021 through on/about November 17, 2021, not to exceed a total of 12 weeks. Information item, no action required.
4. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2021-09-02) using unpaid leave time intermittently effective August 10, 2021, not to exceed a total of 12 weeks. Information item, no action required.
5. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2021-09-03) using paid and/or unpaid leave time, effective on/about September 7, 2021 through on/about December 14, 2021, not to exceed a total of 12 weeks. Information item, no action required.

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

1. By mutual agreement, the Board of Directors of the Tuscarora Intermediate Unit and Dr. Shawn L. Kovac wish to update the current employment agreement for the executive director.

Recommend approval be granted to rescind the executive director's existing contract effective at the end of the day on June 30, 2022 for the years July 1, 2019 through June 30, 2023, and adopt the superseding contract presented to the Board for the years July 1, 2022 through June 30, 2026, and to reappoint Dr. Shawn L. Kovac as Executive Director of the Tuscarora Intermediate Unit for the period July 1, 2022 through June 30, 2026. (See Attachment #11.)

2. Recommend approval be granted to end employment with **Erin M. Hubbard** - Williamsport, PA 17701 effective August 26, 2021 as a Full-time Business Services Representative for the TIU Community Education & Workforce Services. The employment end is due to abandonment of position. Ms. Hubbard was employed by TIU since April 20, 2021.
3. Recommend approval be granted of a demotion for **Angela S. Nearhood** - Port Royal, PA 17082 from a Full-time Home Base Manager to a Full-time Family Services Worker for Juniata County Early Childhood Services. The demotion is per administrative recommendation. Ms. Nearhood has been employed by TIU since August 19, 1996.

Terms of Employment:

Assignment: Full-time Family Services Worker

Special Project Head Start/Early Head Start/PKC (non-exempt) Employee

Effective Date: September 10, 2021

Salary: \$18.18/hour

Days in Work Year: 40 weeks/year (8 hours/day) - prorated

Benefits: Usual benefits granted to Head Start employees

4. Recommend approval be granted of a change in assignment for **Joseph J. Giebel, III** - Huntingdon, PA 16652 from a Full-time Systems Support Specialist to a Full-time System Support Specialist - Lead. Mr. Giebel has been employed by TIU since February 2, 2014.

Terms of Employment:

Assignment: Full-time System Support Specialist - Lead

Allied (non-professional) Employee Level 1

Effective Date: October 1, 2021

Salary: \$55,000/year - prorated

Days in Work Year: 12 months/year (8 hours/day) - prorated

Benefits: Usual benefits granted to allied employees

XI. PERSONNEL

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

5. Recommend approval be granted of a change in assignment for **Ashley M Mackey** Chambersburg, PA 17202 from a Full-time Instructional Assistant to a Full-time Executive Secretary to the Principal/Director for Correctional Education Facilities. Ms. Mackey has been employed by TIU since November 18, 2019.
Terms of Employment:
Assignment: Full-time Executive Secretary to the Principal/Director for CEF
Non-certificated (non-professional) Employee Level 3
Effective Date: September 13, 2021
Salary: \$30,018/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to non-certificated employees

6. Recommend approval be granted of a change in days worked/week for **Diane D. Younker** Mercersburg, PA 17236 from two days/week to three days/week in her position as Part-time Learning Support Teacher and Teacher of Enrichment Students for the Nonpublic School Program. Ms. Younker has been employed by TIU since August 25, 2020.
Terms of Employment:
Assignment: Part-time Learning Support Teacher and Teacher of Enrichment Students for the Nonpublic School Program
Certificated (professional) Employee Level 1
Effective Date: September 13, 2021
Salary: No change in hourly rate
Days in Work Year: Not to exceed 3 days/week (7.5 hours/day)
Benefits: None unless required by state/federal mandates

7. Recommend approval be granted of a change in assignment for **Sharon A. Aurand** - McVeytown, PA 17051 from a Full-time IMS Media Assistant to a Full-time Tech Leadership Assistant. Ms. Aurand has been employed by TIU since October 28, 1993.
Terms of Employment:
Assignment: Full-time Tech Leadership Assistant
Non-certificated (non-professional) Employee Level 3.05
Effective Date: September 13, 2021
Salary: \$49,141/year - prorated (Step 29)
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to non-certificated employees

D. New Employees

1. Recommend approval be granted to employ an Early Childhood Lead and a Family Lead for the Early Childhood Comprehensive Systems Grant. The positions are supported for five years under the new Comprehensive Systems Grant. Effective date is on/about September 13, 2021. The starting salary will be commensurate with experience and to scale with benefits if required by state/federal mandates.

2. Recommend approval be granted to employ a Curriculum Consultant (certificated-professional employee). Effective date is on/about September 13, 2021. The starting salary will be commensurate with experience and to scale with benefits if required by state/federal mandates.

3. Recommend approval be granted of an unpaid internship for **Nicolette Randazzo**, a student enrolled in the social worker program at Our Lady of the Lake University. Ms. Randazzo will complete her fieldwork experience with TIU staff effective August 14, 2021 through February 25, 2022.

XI. PERSONNEL

D. New Employees

4. Recommend approval be granted to continue employment with **Mary F. Myers** - Huntingdon, PA 16652 on a provisional basis as a Temporary CPI Trainer. This is a temporary position. Ms. Myers was previously employed by TIU from August 9, 1999 through June 30, 2021.
Terms of Employment:
Assignment: Temporary CPI Trainer
Certificated (professional) Employee Level I
Effective Date: July 1, 2021 through June 30, 2022 (not to exceed 30 days)
Salary: \$45/hour
Days in Work Year: Not to exceed 30 days (8 hours/day)
Benefits: None unless required by state/federal mandates

5. Recommend approval be granted to employ **Stacy R. Duffey** - McConnellsburg, PA 17233 on a provisional basis as a Full-time Social Worker, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Social Worker
Special Project (non-professional) Employee
Effective Date: August 16, 2021
Salary: \$52,000/year
Days in Work Year: 190 days/year (7.5 hours/day)
Benefits: Usual benefits granted to special project employees

6. Recommend approval be granted to employ **Angela M. Bookhamer** - Huntingdon, PA 16652 on a provisional basis as a Full-time Occupational Therapist, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Occupational Therapist
Allied (non-professional) Employee Level II
Effective Date: August 23, 2021
Salary: \$62,224/year (Step 21 Bachelor's)
Days in Work Year: 190 days/year (7.5 hours/day)
Benefits: Usual benefits granted to allied employees

7. Recommend approval be granted to employ **Tiffany A. Renninger** - Mifflintown, PA 17059 on a provisional basis as a Full-time Instructor for the TIU Community Education & Workforce Services, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Instructor for the TIU CEWS
Community Education & Workforce Services (non-certificated) Employee Level 5
Effective Date: August 31, 2021
Salary: \$37,428/year - prorated
Days in Work Year: 12 months/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to CEWS employees

8. Recommend approval be granted to employ **Kathleen D. Hershberger** - Belleville, PA 17044 on a provisional basis as a Full-time Social Worker/Counselor, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Social Worker/Counselor
Special Project (non-professional) Employee
Effective Date: August 20, 2021
Salary: \$49,000/year
Days in Work Year: 190 days/year (7.5 hours/day)
Benefits: Usual benefits granted to special project employees

XI. PERSONNEL

D. New Employees

- 9.** Recommend approval be granted to employ **Sara M. Cole** - Pittsburgh, PA 15206 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 vacant position.
Terms of Employment:
Assignment: Full-time Consultant for the TIU CEWS
Community Education & Workforce Services (non-certificated) Employee Level 6.4
Effective Date: August 16, 2021
Salary: \$54,438/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to CEWS employees
- 10.** Recommend approval be granted to employ **William A. Koch** - Bloomsburg, PA 17815 on a provisional basis as a Full-time Business Consultant for the TIU Community Education & Workforce Services, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Business Consultant for the TIU CEWS
Community Education & Workforce Services (non-certificated) Employee Level 5.9
Effective Date: August 16, 2021
Salary: \$39,326/year - prorated
Days in Work Year: 12 months/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to CEWS employees
- 11.** Recommend approval be granted to employ **Stacy L. Horne** - Shirleysburg, PA 17260 on a provisional basis as a Full-time Mathematics Instructor for Correctional Education Facilities, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Mathematics Instructor for Correctional Education Facilities
Certificated (professional) Employee Level I
Effective Date: August 16, 2021
Salary: \$55,523/year - prorated
Days in Work Year: 188 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to certificated employees
- 12.** Recommend approval be granted to employ **Jennifer L. Payne** - Alexandria, PA 16611 on a provisional basis as a Full-time Teacher - Child/Adolescent Partial Hospitalization Program, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Teacher - Child/Adolescent Partial Hospitalization Program
Special Project Child/Adolescent Partial Hospitalization Program (certificated) Employee
Effective Date: September 7, 2021
Salary: \$55,523/year - prorated
Days in Work Year: 183 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to special project certificated employees
- 13.** Recommend approval be granted to employ **Stacey J. Miller** - Cassville, PA 16623 on a provisional basis as a Full-time Teacher - Child/Adolescent Partial Hospitalization Program, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Teacher - Child/Adolescent Partial Hospitalization Program
Special Project Child/Adolescent Partial Hospitalization Program (certificated) Employee
Effective Date: September 7, 2021
Salary: \$65,484/year - prorated
Days in Work Year: 183 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to special project certificated employees

XI. PERSONNEL

D. New Employees

14. Recommend approval be granted to employ **Natalie E. Coe** - St. Petersburg, FL 33716 on a provisional basis as a Full-time Analyst Consultant for the Pattan Autism Initiative, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Analyst Consultant for the Pattan Autism Initiative
Special Project (non-professional) Employee
Effective Date: On/about September 13, 2021
Salary: \$70,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees
15. Recommend approval be granted to employ **Amanda J. Christ** - Newport, PA 17074 on a provisional basis as a Full-time Home Visitor-Joint B-5 for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Home Visitor-Joint B-5
Special Project Head Start/Early Head Start/PKC/ PAT (non-exempt) Employee
Effective Date: On/about September 13, 2021
Salary: \$29,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to Head Start employees
16. Recommend approval be granted to employ **Christopher E. Fry** - Newport, PA 17074 on a provisional basis as a Full-time District Technician, pending receipt of required clearances and employment paperwork. This is a new position.
Terms of Employment:
Assignment: Full-time District Technician
Special Project (non-professional) Employee - JCSD
Effective Date: October 1, 2021
Salary: \$47,500/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees
17. Recommend approval be granted to employ **Brian C. Brandenburg** - State College, PA 16803 on a provisional basis as a Full-time District Technician, pending receipt of required clearances and employment paperwork. This is a new position.
Terms of Employment:
Assignment: Full-time District Technician
Special Project (non-professional) Employee - JCSD
Effective Date: October 1, 2021
Salary: \$50,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees
18. Recommend approval be granted to employ **Luke D. Aungst** - Alexandria, PA 16611 on a provisional basis as a Full-time System Support Specialist, pending receipt of required clearances and employment paperwork. This is a new position.
Terms of Employment:
Assignment: Full-time System Support Specialist
Non-certificated (non-professional) Employee
Effective Date: October 1, 2021
Salary: \$47,500/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to non-certificated employees

XI. PERSONNEL

D. New Employees

19. Recommend approval be granted to employ **Adam C. Taylor** - Lewistown, PA 17044 on a provisional basis as a Full-time District Technician - Team Lead, pending receipt of required clearances and employment paperwork. This is a new position.
Terms of Employment:
Assignment: Full-time District Technician - Team Lead
Non-certificated (non-professional) Employee
Effective Date: October 1, 2021
Salary: \$53,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to non-certificated employees

20. Recommend approval be granted to employ **Patricia J. Minium** - Mifflintown, PA 17059 on a provisional basis as a Full-time Administrative Assistant - Fiscal Specialist/Management Information System, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Administrative Assistant - Fiscal Specialist/MIS
Special Project Head Start/Early Head Start/PKC/PAT (non-exempt) Employee
Effective Date: September 20, 2021
Salary: \$14/hour
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to Head Start employees

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted of a Supplemental Contract for **Crystal L. Hand** - Carlisle, PA 17015, Part-time Parent Mentor for Family Connections for Language and Learning, to provide backup to the Family Connections Program Director covering the Department of Health referrals from Newborn Hearing Screening to Family Connections. Effective date is August 16, 2021 through June 30, 2022. Reimbursement at the rate of \$23/hour not to exceed 80 hours. Ms. Hand has been employed by TIU since February 18, 2014. Funding source: Early Intervention Technical Assistance.

2. Recommend approval be granted of a Supplemental Contract for **Colleen R. Curfman** - Todd, PA 16685 that in addition to her assignment as Full-time Language Arts Instructor for Correctional Education Facilities, she serve as a Teacher Mentor (for Stacy Horne) effective August 16, 2021 through January 20, 2022, at an amount not to exceed \$275. Ms. Curfman has been employed by TIU since July 1, 1984. Funding source: Corrections Education.

3. Recommend approval be granted of a Supplemental Contract for **Elizabeth C. Kruse** - Huntingdon, PA 16652 that in addition to her assignment as Full-time Educational Consultant, she provide creation and assistance with virtual attendance forms for special education staff to include the coding of the form in order to document planned vs. provided special education services. Effective date is July 1, 2021 through June 30, 2022 not to exceed a total of three days at her per diem rate. Ms. Kruse has been employed by TIU since April 12, 2016. Funding source: Continuity of Education for Comp Ed Services GEER grant allocation.

4. Recommend approval be granted of a Supplemental Contract for **Kristen D. Carns** - Hesston, PA 16647 that in addition to her assignment as Full-time Occupational Therapist, she serve as a Mentor (for Angela M. Bookhamer) effective September 10, 2021 through June 30, 2022, at an amount not to exceed \$550 to meet and work with the mentee for up to 25 hours throughout the course of the school year. Ms. Carns has been employed by TIU since December 3, 2019. Funding source: Special Education/EI.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

5. Recommend approval be granted of a Supplemental Contract for **Adam C. Taylor** - Lewistown, PA 17044, Full-time District Technician - Team Lead, to serve as Juniata County School District Team Leader for onsite Technicians. Effective date is October 1, 2021 through June 30, 2022. Reimbursement in the amount of \$2,000 - prorated. Mr. Taylor has been employed by TIU since October 1, 2021. Funding source: JCSD Support Contract.
6. Recommend approval be granted of a Supplemental Contract for **Stacey J. Miller** - Cassville, PA 16623 that in addition to her assignment as Full-time Teacher - Child/Adolescent Partial Hospitalization Program, she serve as a Teacher Mentor (for inductee Jennifer L. Payne) in the induction program effective September 7, 2021 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. Miller has been employed by TIU since September 7, 2021. Funding source: General Operating Budget.
7. Recommend approval be granted of a Supplemental Contract for **Dr. Brett A. Gilliland** Shirleysburg, PA 17260 that in addition to his assignment as Full-time Director for Nonpublic Schools and Pupil Services, he provide coordination of COVID-19 testing activities between participating K-12 schools, the Department, and the Department's testing vendor; educate school administrators and staff about testing, as well as the importance and benefits of regular testing and testing opportunities; support K-12 school staff with operational and logistical testing activities; provide technical assistance to K-12 schools related to testing, prevention, and mitigation efforts; assist K-12 schools with vaccine education and health and safety planning; act as liaison between K-12 schools and the Department to answer vaccination questions; and support schools in the promotion of COVID vaccination efforts. Effective date is July 1, 2021 through June 30, 2022, at an amount not to exceed \$5,000. Dr. Gilliland has been employed by TIU since January 1, 2018. Funding source: General Operating Budget/DOH.
8. Recommend approval be granted of a Supplemental Contract for **Sandra A. Dinardi** - Huntingdon, PA 16652 that in addition to her assignment as Full-time Director for Special Education, she provide coordination of COVID-19 testing activities between participating K-12 schools, the Department, and the Department's testing vendor; educate school administrators and staff about testing, as well as the importance and benefits of regular testing and testing opportunities; support K-12 school staff with operational and logistical testing activities; provide technical assistance to K-12 schools related to testing, prevention, and mitigation efforts; assist K-12 schools with vaccine education and health and safety planning; act as liaison between K-12 schools and the Department to answer vaccination questions; and support schools in the promotion of COVID vaccination efforts. Effective date is July 1, 2021 through June 30, 2022, at an amount not to exceed \$5,000. Ms. Dinardi has been employed by TIU since August 25, 1987. Funding source: General Operating Budget/DOH.
9. Recommend approval be granted of a Supplemental Contract for **Timothy J. Miller** - Cassville, PA 16623 that in addition to his assignment as Full-time Director for Curriculum, Instruction, and Correctional Education Facilities, he provide coordination of COVID-19 testing activities between participating K-12 schools, the Department, and the Department's testing vendor; educate school administrators and staff about testing, as well as the importance and benefits of regular testing and testing opportunities; support K-12 school staff with operational and logistical testing activities; provide technical assistance to K-12 schools related to testing, prevention, and mitigation efforts; assist K-12 schools with vaccine education and health and safety planning; act as liaison between K-12 schools and the Department to answer vaccination questions; and support schools in the promotion of COVID vaccination efforts. Effective date is July 1, 2021 through June 30, 2022, at an amount not to exceed \$5,000. Mr. Miller has been employed by TIU since July 1, 2012. Funding source: General Operating Budget/DOH.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

- 10.** Recommend approval be granted of a Supplemental Contract for **Jennifer G. Heister** - McVeytown, PA 17051, Full-time Special Education Data Coordinator, to provide Learning Tree Preschool Program management of registration and all other applicable forms, maintain and manage waitlists and parent/guardian contact information, create and ensure supply of enrollment packets, and other duties as assigned relative to program. Effective date is September 13, 2021 through June 30, 2022. Reimbursement in the amount of \$21.28/hour or overtime rate as required. Ms. Heister has been employed by TIU since March 12, 2007. Funding source: Learning Tree Preschool Program.
- 11.** Recommend approval be granted of a Supplemental Contract for **Jennifer L. Conaway** - Reedsville, PA 17084, Full-time PAT - Home Visiting Manger, to provide support and oversight of the Early Head Start/Head Start Home-Based Program. Effective date is September 10, 2021 through November 30, 2021. Reimbursement in the amount of \$1,250. Ms. Conaway has been employed by TIU since May 14, 2019. Funding source: Head Start/Early Head Start/Pre-K Counts.
- 12.** Recommend approval be granted of a Supplemental Contract for **Keith D. Mernin** - Belleville, PA 17004, Full-time Instructor for the TIU Community Education & Workforce Services, to facilitate a seven week session of Strengthening Families Program twice/year. Mr. Mernin will plan and facilitate the seven week parenting program in the evenings for the Fall 2021 session, and another seven week session in the Spring 2022. Effective date is October 1, 2021 through June 30, 2022. Reimbursement in the amount of \$21.38/hour not to exceed 84 hours. Mr. Mernin has been employed by TIU since July 31, 2003. Funding source: CEWS.
- 13.** Recommend approval be granted of a Supplemental Contract for **Jill R. Rowe** - Lewistown, PA 17044, Full-time Instructor Youth Projects for the TIU Community Education & Workforce Services, to facilitate a seven week session of Strengthening Families Program twice/year. Ms. Rowe will plan and facilitate the seven week parenting program in the evenings for the Fall 2021 session, and another seven week session in the Spring 2022. Effective date is October 1, 2021 through June 30, 2022. Reimbursement in the amount of \$21.79/hour not to exceed 84 hours. Ms. Rowe has been employed by TIU since December 10, 2001. Funding source: CEWS.
- 14.** Recommend approval be granted of a Supplemental Contract for **Joshua S. Wakefield** - Saxton, PA 16678 that in addition to his assignment as Full-time Client Support Specialist, he provide additional duties serving as Coordinator of Instructional Technology Operations as outlined in the attached description. Effective date is September 1, 2021 through August 31, 2022, at an amount not to exceed \$17,500. Mr. Wakefield has been employed by TIU since January 1, 2021. Funding source: General Operating Budget. (See Attachment #12.)
- 15.** Recommend approval be granted of a Supplemental Contract for **Dr. Eric D. Yoder** - Huntingdon, PA 16652 that in addition to his assignment as Full-time Coordinator of Educational Technology, he provide additional duties as Coordinator of Educational Technology as outlined in the attached description. Effective date is September 1, 2021 through August 31, 2022, at an amount not to exceed \$17,500. Dr. Yoder has been employed by TIU since September 6, 2011. Funding source: General Operating Budget. (See Attachment #13.)
- 16.** Recommend approval be granted of a Supplemental Contract for **Jigar J. Patel** - Jonestown, PA 17038 that in addition to his assignment as Full-time Innovation Strategist and Special Projects Coordinator, he provide additional duties as Coordinator of Innovation and Special Projects as outlined in the attached description. Effective date is September 1, 2021 through August 31, 2022, at an amount not to exceed \$17,500. Mr. Patel has been employed by TIU since July 12, 2010. Funding source: General Operating Budget. (See Attachment #14.)

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

17. Recommend approval be granted for up to 200 Supplemental hours for TIU staff due to the absence of the Financial Accounting Manager. Hours will be assigned to various staff by the Director for Management Services. Effective date is August 23, 2021 through on/about January 31, 2022, to be paid at current hourly rates or overtime as required. Funding source: General Operating Budget.

XII. CONFERENCE REQUESTS (none)

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Correspondence

Thank you note to Sandra A. Dinardi, Director for Special Education, and her staff, from the parents of a former Early Intervention student expressing thanks and appreciation as they celebrate their son who recently graduated from Edinboro University with a Bachelor of Fine Arts in Applied Media Arts and Cinema. (See Attachment #15.)

B. Employee Data

June 10, 2021	July 8, 2021
309 Full-time employees	304 Full-time employees
51 Part-time employees	51 Part-time employees
6 Substitutes (Head Start)	6 Substitutes (Head Start)

C. Cabinet Updates

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

XIV. DATE OF NEXT MEETING

The next regular meeting of the Tuscarora Intermediate Unit Board of Directors is scheduled for **Thursday, October 14, 2021 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

Adjournment of meeting by the President of the Board of Directors.