

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

AGENDA

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

REGULAR BOARD MEETING

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

I. CALL TO ORDER - VICE PRESIDENT OF THE BOARD

II. ROLL CALL OF BOARD MEMBERS

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

III. PUBLIC COMMENTS

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

VIII. TIU BOARD

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

1. Recommend approval be granted to elect **Katherine R. Hollibaugh** - 169 Cecil Drive, Fort Littleton, PA 17223 to the Tuscarora Intermediate Unit Board of Directors to fill the unexpired term of Dulce Hall effective December 9, 2021 through June 30, 2024.
2. Recommend approval be granted to elect **Dr. Dennis L. Plane** - 1816 Mifflin Street, Huntingdon, PA 16652 to the Tuscarora Intermediate Unit Board of Directors to fill the unexpired term of Janice R. Metzgar effective December 9, 2021 through June 30, 2022.

Return to the regular Board Agenda sequence.

IV. ROLL CALL VOTING

As the vice 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 vice 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 November 11, 2021. (Minutes are posted.)

VI. REPORTS

A. Treasurer's Report

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

B. Budget Transfers (none)

C. Payment of Bills

Recommend approval be granted of the payment of bills for November 2021. (Printout is posted.)

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

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

3. Election of **President** of the TIU Board of Directors to fill the unexpired term of **Janice R. Metzgar** effective December 9, 2021 to June 30, 2022.

B. Policy/School Calendars

1. Recommend approval be granted of the Tuscarora Intermediate Unit 11 Health and Safety Plan effective December 9, 2021. (See Attachment #2.)
2. Recommend approval be granted of the Tuscarora Intermediate Unit 11 Emergency Operations Plan and Functional Annexes. (See Attachment #3.)

C. Contracts/Leases

1. Recommend approval be granted for the Tuscarora Intermediate Unit to issue contracts as needed between the December 2021 and February 2022 Board Meetings. The issued contracts will be listed on the February agenda.

VIII. TIU BOARD

C. Contracts/Leases

2. Recommend approval be granted of Agreements between Tuscarora Intermediate Unit and the listed agencies. Early Intervention Technical Assistance (EITA), on behalf of the Bureau of Early Intervention Services and Family Supports, provides the agreements to selected programs. The agreements are part of the EITA and Bureau's priority to increase coaching as the service delivery model provided by early intervention staff to community child care. Effective date is October 1, 2021 through June 30, 2022 at the amount of \$15,000/agency. Funding source: Early Intervention Technical Assistance.
 - a. Riverview Intermediate Unit 6
 - b. Westmoreland Intermediate Unit 7
 - c. Seneca Highlands Intermediate Unit 9
 - d. Lincoln Intermediate Unit 12
 - e. Berks County Intermediate Unit 14
 - f. Colonial Intermediate Unit 20
 - g. Carbon Lehigh Intermediate Unit 21
 - h. Montgomery County Intermediate Unit 23
3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Barbara Weber** - 151 Hawthorne Drive, Hershey, PA 17033 to provide services as a content expert for Coaching Professional Learning Communities and coding of video submissions. Effective date is November 1, 2021 through June 30, 2022 to be paid at the rate of \$60/hour not to exceed 15 hours/month. Funding source: Early Intervention Technical Assistance.
4. Recommend approval be granted of an increase in the lease amount effective January 1, 2022 through December 31, 2022 for the lease agreement with **Mifflin County Industrial Development Corporation** - Building 60, 6395 SR 103N, Lewistown, PA 17044 for the lease of building property located at Building 58, 6395 SR 103N, Lewistown, PA 17044, the Community Education and Workforce Services location. Current lease payment is \$7,909/month or \$94,908 annually. A three percent increase based on the Consumer Price Index in Section 3.01 Base Rent section of the original lease agreement is required. Effective date is January 1, 2022. The lease payment will be \$8,146/month or \$97,752 annually. Funding source: Various CEWS Programs.

D. Vendor Contracts

1. Recommend approval be granted of a Memorandum of Understanding (MOU) for the Tuscarora Intermediate Unit Adolescent Partial Hospitalization Program (TIU11 PHP). The TIU11 PHP, a mental health treatment program/placement, will operate five days/week at the Huntingdon Area Middle School. The MOUs will be between the TIU11 PHP and school districts outside of the TIU area that make referrals to the program. (See Attachment #4.) Refer to Minutes of 10/14/2021 Board meeting, Item VIII-D-1.

VIII. TIU BOARD

D. Vendor Contracts

2. Recommend approval be granted of Contracts between Tuscarora Intermediate Unit and the school districts listed below for School-Age Special Education Services to include instruction in the form of face-to-face, consultation, and resources provided remotely. Virtual instruction to include individual, group, and collaboration with district regular and special education teachers. Effective date is July 1, 2021 through June 30, 2022 at the estimated amounts listed.

a. Central Fulton SD	\$ 83,371
b. Forbes Road SD	\$ 62,759
c. Huntingdon Area SD	\$ 41,116
d. Juniata County SD	\$ 191,834
e. Juniata Valley SD	\$ 35,084
f. Mount Union Area SD	\$ 128,314
g. Southern Fulton SD	\$ 24,783
h. Southern Huntingdon Co. SD	\$ 49,866
i. New Day Charter School	\$ 9,249
j. Stone Valley Community CS	\$ 28,990

3. Recommend approval be granted of Contracts between Tuscarora Intermediate Unit and the school districts listed below for Act 30 Status Students to include instruction in the form of face-to-face, consultation, and resources provided remotely. Virtual instruction to include individual, group, and collaboration with district regular and special education teachers. Effective date is July 1, 2021 through June 30, 2022 at the estimated amounts listed.

a. Central Fulton SD	\$ 2,294
b. Huntingdon Area SD	\$ 3,600
c. Juniata County SD	\$ 48,252
d. Juniata Valley SD	\$ 14,886
e. Mifflin County SD	\$ 107,386
f. Southern Huntingdon Co. SD	\$ 2,993

IX. PROGRAMS

A. New Programs/Changes

1. The Tuscarora Intermediate Unit 11 was notified by Benjamin Deem, Contract Specialist III and Dr. Geoffrey Neimark, Chief Medical Officer, Community Care Behavioral Health Organization, that TIU 11 has been approved as a Community Care Behavioral Health Provider effective November 19, 2021. Community Care approved network participation as listed on the attached agreement. The TIU Partial Hospitalization Program is located within the Huntingdon Area School District at 2500 Cassady Avenue, Huntingdon, PA 16652. Refer to Minutes of 11/12/2020 Board meeting, Item IX-A-1. Information item, no action required. (See Attachment #5.)

B. Job Descriptions (none)

X. FISCAL

A. Budgets - new, revised (none)

B. Purchases/Bids

1. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #6.)

X. FISCAL

B. Purchases/Bids

2. Recommend approval be granted to transfer technology equipment to school districts as listed on the attachment. (See Attachment #7.)
3. Recommend approval be granted to transfer technology equipment to Mifflin County Christian School. (See Attachment #8.)
4. Recommend approval be granted to transfer technology equipment to Doceo per the Copier Lease Agreement. (See Attachment #9.)
5. Recommend approval be granted to award the bid for a 2022 Ford Escape S All Wheel Drive vehicle at an amount of \$22,741 from **Lake Ford Lincoln, Inc.** - 429 South Main Street, Lewistown, PA 17044. Delivery of the vehicle is approximately April 2022. Revised vehicle delivery date is acceptable with the Federal Head Start office. Four bid packets were requested, and one bid received. Funding source: Federal Head Start.

C. Special Education Transportation (none)

D. Juniata County Early Childhood Services

1. Recommend approval be granted of the Juniata County Early Childhood Services Actual Expenditure Reports (Federal) for November 2021. (See Attachment #10.)
2. Recommend approval be granted of the Juniata County Early Childhood Services submission to request a waiver in meeting the Non-Federal Share Match for the Head Start/Early Head Start grants for the 2021 fiscal year. The program has been greatly impacted in being able to obtain the expected non-federal share match due to the negative impact of COVID-19.
3. Recommend approval be granted of the Juniata County Early Childhood Services 2020-2021 Program Information Reports. (See Attachment #11.)
4. The Juniata County Early Childhood Services Monthly Report for November 2021 is attached for your information. Information item, no action required. (See Attachment #12.)
5. Sandra A. Dinardi will present information related to Juniata County Early Childhood Services.

XI. PERSONNEL

A. Resignations/Retirements

1. Recommend approval be granted to revise the date of retirement resignation for **Sandra A. Dinardi** - Huntingdon, PA 16652 as a Full-time Director for Special Education, effective at the end of the day on July 25, 2022. Ms. Dinardi has been employed by TIU since August 25, 1987. Refer to Minutes of 10/14/2021 Board meeting, Item XI-A-2.
2. Recommend approval be granted to accept, with regret, the resignation of **Jody A. Jolin** - Jersey Shore, PA 17740 as a Full-time Business Services Representative for the TIU Community Education & Workforce Services, effective at the end of the day on November 15, 2021. Ms. Jolin has been employed by TIU since October 4, 2021.
3. Recommend approval be granted to accept, with regret, the resignation for retirement purposes, of **Judith L. Campbell** - New Castle, PA 16101 as a Part-time Regional Coordinator of Parent to Parent of Pennsylvania, effective at the end of the day on December 3, 2021. Ms. Campbell was employed by TIU since November 28, 2011.

XI. PERSONNEL

A. Resignations/Retirements

4. Recommend approval be granted to accept, with regret, the resignation of **Heidi J. Baschnagel** Lewistown, PA 17044 as a Full-time Speech Therapist, effective at the end of the day on December 21, 2021. Ms. Baschnagel has been employed by TIU since January 5, 2021.
5. Recommend approval be granted to accept, with regret, the resignation of **Lynn A. Trowbridge** Huntingdon, PA 16652 as a Full-time Social Worker, effective at the end of the day on December 21, 2021. Ms. Trowbridge has been employed by TIU since October 15, 2020.
6. Recommend approval be granted to accept, with regret, the resignation of **Deborah A. Yocum** Alexandria, PA 16611 as a Part-time Instructor of Transition Classroom, effective at the end of the day on December 1, 2021. Ms. Yocum was employed by TIU since February 4, 2019.

B. Leaves of Absence

1. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2021-12-01) using paid leave time, effective on/about December 6, 2021 through on/about December 17, 2021. Information item, no action required.
2. Recommend approval be granted of a Leave of Absence request for **Patricia J. Minium** Mifflintown, PA 17059 in her position of Full-time Administrative Assistant-Fiscal Specialist/MIS for Juniata County Early Childhood Services using paid and/or unpaid leave time effective on/about December 8, 2021 through on/about December 22, 2021. Ms. Minium has been employed by TIU since September 20, 2021.

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

1. Recommend approval be granted of an additional assignment for **Kristin M. Buonaccorsi** Huntingdon, PA 16652. In addition to her current assignment of Part-time Early Intervention Paraprofessional/Personal Care Aide, Ms. Buonaccorsi will work as a Substitute Early Intervention Classroom Teacher. Ms. Buonaccorsi has been employed by TIU since November 1, 2021.
Terms of Employment:
Additional Assignment: Substitute Early Intervention Classroom Teacher
Certificated (professional) Employee Level I
Effective Date: December 13, 2021
Salary: \$100/day
Days in Work Year: Substitute (as needed)
Benefits: None unless required by state/federal mandates

D. New Employees

1. Recommend approval be granted for the Tuscarora Intermediate Unit to fill positions and hire employees as needed between the December 2021 and February 2022 Board Meetings. The new employee information will be listed on the February agenda.
2. Recommend approval be granted of an unpaid internship within the TIU Special Education Department for **Abigael L. Knepp**, a Speech-Language Pathology student at Indiana University of Pennsylvania, effective on/about January 18, 2022 through on/about April 29, 2022.
3. Recommend approval be granted to employ a Full-time PAT - Parent Educator (Special Project/ Juniata County Early Childhood Services). Effective on/about December 13, 2021. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates.

XI. PERSONNEL

D. New Employees

4. Recommend approval be granted to employ a Full-time and a Part-time Social Worker (Special Project/non-professional employee). Effective date is on/about December 13, 2021. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates.
5. Recommend approval be granted to employ a Certified Occupational Therapy Assistant (Non-certificated/non-professional employee). Effective date is on/about December 13, 2021. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates.
6. Recommend approval be granted to employ **Amanda L. Morningstar** - Huntingdon, PA 16652 on a provisional basis as a Substitute Outpatient Therapist - Child/Adolescent Partial Hospitalization Program, pending receipt of required clearances and employment paperwork.
Terms of Employment:
Assignment: Substitute Outpatient Therapist - Child/Adolescent Partial Hospitalization Program
Special Project Child/Adolescent PHP (exempt) Employee
Effective Date: December 13, 2021
Salary: \$205/day
Days in Work Year: Not to exceed 3 days/week
Benefits: None unless required by state/federal mandates
7. Recommend approval be granted to employ **Kendra D. Martin** - Allensville, PA 17002 on a provisional basis as a Full-time State & Federal Programs Fiscal Analyst, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time State & Federal Programs Fiscal Analyst
Non-certificated (non-professional) Employee Level 4
Effective Date: December 17, 2021
Salary: \$41,931/year - prorated
Days in Work Year: 12 months/year (8 hours/day)
Benefits: Usual benefits granted to non-certificated employees
8. Recommend approval be granted to employ **Thomas R. Miller** - Glenshaw, PA 15116 on a provisional basis as a Full-time Analyst Consultant for the Pattan Autism Initiative, pending receipt of required clearances and employment paperwork. Mr. Miller was previously employed by TIU from July 1, 2014 through August 31, 2021. 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: December 6, 2021
Salary: \$77,691/year - prorated
Days in Work Year: 12 months/year (8 hours/day)
Benefits: Usual benefits granted to special project employees
9. Recommend approval be granted to employ **Rylie S. Hanson** - Lewistown, PA 17044 on a provisional basis as a Full-time Case Manager Youth Projects for the TIU Community Education & Workforce Services, pending receipt of required clearances and employment paperwork.
Terms of Employment:
Assignment: Full-time Case Manager Youth Projects
Community Education & Workforce Services (non-certificated) Employee Level 5
Effective Date: December 13, 2021
Salary: \$34,874/year - prorated
Days in Work Year: 12 months/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to CEWS employees

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted of Supplemental Hourly Employment for **Brooke A. Drake** Lewistown, PA 17044 to train the new State & Federal Programs Fiscal Analyst, and assist with invoicing and fiscal support during the transition. Effective date is on/about November 27, 2021 through February 7, 2022 to be paid at the rate of \$19.27/hour not to exceed a total of 120 hours. Funding source: General Operating Budget. Ms. Drake has been employed by TIU since May 4, 2020.

XII. CONFERENCE REQUESTS

1. Recommend approval be granted for **Lisa M. Gragg**, Early Intervention Technical Assistance Consultant for Early Intervention, to attend the National Training Institute on Effective Practices from April 19-22, 2022 in Tampa, FL at an approximate cost of \$1,674. Ms. Gragg will present at the conference. Funding source: Early Intervention Technical Assistance.
2. Recommend approval be granted for **Jigar J. Patel**, Innovation Strategist and Special Projects Coordinator, to attend the South by Southwest Edu (SXSWedu) from March 7-10, 2022 in Austin, Texas at an approximate cost of \$2,418. Mr. Patel will attend the conference to gather new ideas that he can implement within the TIU programs. Funding source: Educational Technology.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Student of the Month

The student of the month for December 2021 is **Briella Varner**, a student enrolled in the Fulton County early intervention classroom. (See Attachment #13.)

The student of the month for January 2022 is **Nakoa Martin**, a student enrolled in the Juniata County early intervention classroom. (See Attachment #14.)

Congratulations are extended to Briella and Nakoa Martin for being named student of the month.

B. Employee Data

October 14, 2021

313 Full-time employees
49 Part-time employees
6 Substitutes (Head Start)
1 Temp employee

November 11, 2021

314 Full-time employees
46 Part-time employees
7 Substitutes (Head Start)
2 Temp employee

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, February 10, 2022 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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