

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

AGENDA

Thursday, April 14, 2022 - 7:00 p.m.

REGULAR BOARD MEETING

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

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
Katherine R. Hollibaugh - Forbes Road
Linda L. McClure - Mount Union Area
Timothy A. Mellott - Southern Fulton
Dr. Dennis L. Plane - 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 March 10, 2022.
(Minutes are posted.)

VI. REPORTS

A. Treasurer's Report

Recommend approval be granted of the Treasurer's Report for March 2022. (See Attachment #1.)

B. Budget Transfers (none)

C. Payment of Bills

Recommend approval be granted of the payment of bills for March 2022. (Printout is posted.)

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

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

1. The Tuscarora Intermediate Unit was notified that the Mifflin County Children and Youth Social Services Review Team conducted a Contract Monitoring on March 8, 2022 at the TIU Community Education & Workforce Services (Project YES) for period July 1, 2020 through June 30, 2021. The team selected two months from the period under review and reviewed a random sampling of ten percent of billable units for each program during those two months. The monitoring determined no billing findings, no clearance findings, and the overall review finding was great. Information item, no action required. (See Attachment #2.)

B. Policy/School Calendars

1. Recommend approval be granted of addendum revisions to the Tuscarora Intermediate Unit 11 Early Intervention Program Health and Safety Plan effective March 14, 2022. (See Attachment #3.)
2. Recommend approval be granted to authorize the Executive Director to approve up to two days per week of remote work for qualifying employees when requested from their supervisor. Employees must have a current, within one year, TIU 11 remote work agreement signed and on file. Each request and approval will be valid for not more than 1 year. Upon request, the remote work status can be approved for additional years. Remote work permission may be withdrawn, by the Executive Director, at any time. It is recognized that remote work is a privilege and not a right.
3. Recommend approval be granted of the 2022-2023 TIU Salary increase for Early Intervention Technical Assistance and PaTTAN Autism Initiative. (See Attachment #4.)
4. Recommend approval be granted to create a Level 4.5 Salary Scale for 12 Month Non-certificated Support Employees for the listed positions. Increase is based on compensable factors that address ongoing work subject to audit and monitoring by outside agencies and the subjection to various compliance requirements for various funding streams. Salary base increase for 2021-2022 would be \$2,450. Effective date is March 1, 2022 and the increase would be prorated for 2021-2022. Funding source: General Operating Budget and Special Education CORE.
 - a. State and Federal Programs Fiscal Analysts (4 FTEs)
 - b. Payroll and Benefits Analyst (1 FTE)
 - c. Payroll and Benefits Support Specialist (1 FTE)

VIII. TIU BOARD

B. Policy/School Calendars

5. Recommend approval be granted to increase the Level 5.0 Salary Scale base salary for the 12 Month Non-certificated Executive Secretary to the Executive Director and the Board of Directors position by \$2,450. Effective date is March 1, 2022, and the increase would be prorated for 2021-2022. Funding source: General Operating Budget.
6. Recommend approval be granted of a School Psychologist Supervisor Compensation Agreement for a pending new hire. TIU will employ a qualified School Psychologist Supervisor to provide services at the Penns Valley School District (PVSD). Effective date is on/about May 1, 2022 through June 30, 2025. Compensation base of \$75,400 for a 210 day contract will be prorated for the period of May 1, 2022 through June 30, 2022 based on a per diem rate of \$359.05. Benefits package will be the same as what is offered to other TIU Act 93 staff. Salary adjustments for future years will be based on performance evaluations and agreed upon with PVSD. Conferences and related travel will also be provided and reviewed with PVSD. Funding source: PVSD Agreement for Provision of Professional Services. (See Attachment #5.)
7. Recommend approval be granted of the Assurance for the Operation of the Tuscarora Intermediate Unit Special Education Services and Programs/Quality Space for 2022-2023. (See Attachment #6.)

C. Contracts/Leases

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Sweet, Stevens, Katz & Williams, LLP** - 331 East Butler Avenue, New Britain, PA 18901 for a Legal Services Consultation Agreement for a Special Education Pool Counsel Consortium of TIU and its member districts. Services provided include telephone and electronic mail advice and opinions concerning Special Education, ESSA compliance, student services, and student civil rights issues. Information shared includes: policies, guidelines, forms and worksheets, handouts and outlines, as well as members-only access to the web-based resource room library of past opinions. Also, two trainings per year will be provided as part of the membership in the pool counsel. Effective date is July 1, 2022 through June 30, 2023 at an amount not to exceed \$7,500. Funding source: Special Education CORE.
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Sweet, Stevens, Katz & Williams, LLP** - 331 East Butler Avenue, New Britain, PA 18901 for services related to the Technology Pool Counsel, which provides telephone and electronic mail advice and opinions concerning computers, education technology, electronic devices, and related policies. A one half-day training and/or face-to-face consultation on technology related issues will be provided to joint meeting of information technology staff, and one full-day (or full day equivalent through half-days) training session, in-service session, or group consultations concerning education technology. Effective date is July 1, 2022 through June 30, 2023 at an amount not to exceed \$5,500. Funding source: General Operating Budget/District Instructional Media Services.
3. Recommend approval be granted of a Technical Service Agreement between Tuscarora Intermediate Unit and **Zito Business** - 102 South Main Street, Coudersport, PA 16915 for dedicated internet access with a speed of 300 Mbps for the Juniata County Head Start Program located at 538 East Industrial Drive, Mifflintown, PA 17051. Effective date is on/about July 1, 2022 through June 30, 2025 (36 months) at a rate of \$345/month for a total annual cost of \$4,140. There is a one-time installation cost of \$500. There are two (2) one year renewal options. Funding source: Federal Head Start/Early Head Start, State HSSAP, and Pre K Counts.

VIII. TIU BOARD

C. Contracts/Leases

4. Recommend approval be granted of a Contract Amendment between Tuscarora Intermediate Unit and **Zito Business** - 102 South Main Street, Coudersport, PA 16915. Amendment is for a one year term extension effective July 1, 2022 through June 30, 2023. There is no change in the monthly recurring cost of \$45,810. The original contract was effective July 1, 2019 through June 30, 2022. Service is for Wide Area Network and Internet for the listed school entities. Funding source: TIU GOB, TIU Non-Public, Corrections Education, and District revenues.
 - a. Tuscarora IU 11
 - b. Central Fulton SD
 - c. Huntingdon Area SD
 - d. Juniata Valley SD
 - e. Mifflin County SD
 - f. Mifflin County Academy of Science & Technology
 - g. Mount Union Area SD
 - h. Southern Fulton SD
 - i. Southern Huntingdon County SD
 - j. New Day Charter School
 - k. Stone Valley Community Charter School
 - l. Belleville Mennonite School
 - m. Huntingdon Calvary Christian
 - n. Mifflin County Christian Academy
 - o. Juniata Mennonite School
5. Recommend approval be granted of a contract between Tuscarora Intermediate Unit and **Wyndham Gettysburg** - 95 Presidential Circle, Gettysburg, PA 17325 for the Pennsylvania Parent Policy Forum to be held March 31, 2022 through April 2, 2022. The contract includes meeting space, setup, audio visual needs, and meals at an approximate amount of \$13,000. The conference was originally scheduled for May 2020 and was postponed until 2022. Funding source: Early Intervention Technical Assistance Infant/Toddler and Preschool.
6. Recommend approval be granted of a contract between Tuscarora Intermediate Unit and **Pennsylvania School Boards Association** - 400 Bent Creek Boulevard, Mechanicsburg, PA 17050 to participate in the Better Unemployment Compensation System (BUCS) Comprehensive Program for the period of July 1, 2022 through June 30, 2023. Services include the support of Interstate Tax Service for unemployment issues, appeals and hearings. Insurance coverage as follows: Stop Loss claims point is \$108,082, with insurance covering a limit of three times the claims point amount (\$324,246) or to a maximum of \$750,000. TIU will reimburse an administrative fee in the amount of \$17,293.06. Funding source: Various program funds.
7. Recommend approval be granted of a contract between Tuscarora Intermediate Unit and **K & M Mowing** - 7848 Aldersgate Lane, Mapleton Depot, PA 17052 for the period of May 1, 2022 through June 30, 2024 for mowing at the TIU main office located at 2527 US Highway 522 South, McVeytown, PA 17051. Reimbursement will be at the rate of \$100 for mowing and trimming and an additional \$30 fee for trimming the bank at the rear of property. Mulching of flower bed areas will cost \$725. Funding source: General Operating Budget and Special Education CORE.
8. Recommend approval be granted of a contract between Tuscarora Intermediate Unit and **Katrina Cripe** - 3481 Welwyn Way, Tallahassee, FL 32309 for provider coach content expert for Professional Learning Communities, coding of video submissions, and supporting Coaching Across Setting Initiative. Effective date is May 1, 2022 through December 30, 2022. Reimbursement at the rate of \$50/hour not to exceed 15 hours/week for a contract amount not exceed \$25,000. Funding source: Early Intervention Technical Assistance.

VIII. TIU BOARD

D. Vendor Contracts

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Central Fulton School District** - 151 East Cherry Street, McConnellsburg, PA 17233 for the TIU to provide fiscal and business office operation services. Effective date is April 18, 2022 through June 30, 2022 for approximately one day/week at a rate of \$250/day. There will be no charge for the initial three days needed for reviewing the software, accounts, and expectations from the District.
2. Recommend approval be granted of an Agreement for Provision of Professional Services between Tuscarora Intermediate Unit and **Penns Valley School District** - 14528 Penns Valley Road, Spring Mills, PA 16875. TIU will provide the services of a School Psychologist Supervisor to Penns Valley School District for 210 days per fiscal year. Effective date will be on/about May 1, 2022 through June 30, 2025. Reimbursement will be based on actual salary, benefits, required staff technology related costs, plus any District approved conference and related travel costs. An administrative fee of six percent will also be reimbursed to the TIU. (See Attachment #7.)

IX. PROGRAMS

A. New Programs/Changes

1. Recommend approval be granted for the Tuscarora Intermediate Unit to operate the instructional component at the Trough Creek Youth Forestry Camp #3 for the 2022-2023 program year.
2. Recommend approval be granted for the Tuscarora Intermediate Unit to operate the instructional component at the South Mountain Secure Treatment Unit for the 2022-2023 program year.

B. Job Descriptions

1. Recommend approval be granted of the listed revised job descriptions. (See Attachment #8.)
 - a. Supervisor of Special Education
Certificated (Professional) Employee Level III
 - b. Professional Development Associate for the TIU Community Education & Workforce Services
Community Education & Workforce Services (non-certificated) Employee Level 6.1
2. Recommend approval be granted of the listed new job descriptions. (See Attachment #9.)
 - a. School Psychologist Supervisor
Special Project Certificated (Professional) Employee as per the Compensation Agreement0
 - b. State & Federal Programs Fiscal Analyst for Early Intervention Technical Assistance
Non-certificated (non-professional) Employee Level 4.5

X. FISCAL

A. Budgets - new, revised (none)

B. Purchases/Bids

1. Recommend approval be granted to purchase Cisco Meraki Equipment and Support from Link Computer Corporation - 140 Stadium Drive, PO Box 250, Bellwood, PA 16617 at a total cost of \$32,693. Pricing is per PEPPM. The equipment will be used to upgrade the TIU 11 Data Center Network. Funding source: General Operating Budget.

X. FISCAL

B. Purchases/Bids

2. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #10.)
3. Recommend approval be granted to permanently transfer technology equipment to the Huntingdon County Career and Technology Center. (See Attachment #11.)
4. Recommend approval be granted to permanently transfer technology equipment to the Office of Child Development and Early Learning (OCDEL). (See Attachment #12.)

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 March 2022. (See Attachment #13.)
2. The Juniata County Early Childhood Services Monthly Report for March 2022 is attached for your information. Information item, no action required. (See Attachment #14.)
3. Kelly Zurybida will present information related to Juniata County Early Childhood Services.

XI. PERSONNEL

A. Resignations/Retirements

1. Recommend approval be granted to accept the resignation of **Aimee L. Ackley** - Columbia, PA 17512 as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, effective at the end of the day on July 8, 2022. Ms. Ackley has been employed by TIU since August 11, 2014.
2. Recommend approval be granted to accept the resignation of **Jayne N. Jenkins** - Three Springs, PA 17264 as a Part-time Early Intervention Paraprofessional/Personal Care Aide, effective at the end of the day on April 6, 2022. Ms. Jenkins was employed by TIU since February 14, 2022.
3. Recommend approval be granted to accept the resignation of **Kelly A. Showers** - Millerstown, PA 17062 as a Full-time Director of Early Childhood Services, effective at the end of the day on April 22, 2022. Ms. Showers has been employed by TIU since January 28, 2006.

B. Leaves of Absence

1. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2022-04-01) using paid and/or unpaid leave time, effective on/about April 19, 2022 through on/about July 14, 2022. Information item, no action required.
2. Recommend approval be granted of a leave without pay request for **Kristin M. Buonaccorsi** Huntingdon, PA 16652, Part-time Early Intervention Paraprofessional/Personal Care Aide. Leave time to be used on an as needed basis effective March 14, 2022. Ms. Buonaccorsi has been employed by TIU since November 1, 2021.

XI. PERSONNEL

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

- 1.** Recommend approval be granted of a change in assignment for **Makayla E. White** - Lewistown, PA 17044 from a Part-time to a Full-time Early Intervention Paraprofessional/Personal Care Aide. Ms. White has been employed by TIU since November 17, 2017. This is a vacant position.
Terms of Employment:
Assignment: Full-time Early Intervention Paraprofessional/Personal Care Aide
Non-certificated (non-professional) Employee Level I.1
Effective Date: March 21, 2022
Salary: \$17,637/year - prorated
Days in Work Year: 181 days/year (7 hours/day - 38 weeks/year) - prorated
Benefits: Usual benefits granted to non-certificated employees
- 2.** Recommend approval be granted of a change in assignment for **Kelly L. Zurybida** - Alexandria, PA 16611 from a Full-time Supervisor of Special Education to a Full-time Director for Special Education. Ms. Zurybida has been employed by TIU since November 14, 2011. This is a vacant position.
Terms of Employment:
Assignment: Full-time Director for Special Education
Certificated (professional) Employee
Effective Date: July 26, 2022
Salary: \$106,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) Cabinet Level Position - prorated
Benefits: Usual benefits granted to Certificated/Cabinet Level employees
- 3.** Recommend approval be granted to continue employment with **Joshua P. Victor** - Nanticoke, PA 18634 as a Temporary Full-time Occupational Therapist through August 17, 2022.
Terms of Employment:
Assignment: Temporary Full-time Occupational Therapist
Allied (non-professional) Employee Level II
Effective Date: May 2, 2022
Salary: \$53,724/year - prorated
Days in Work Year: May 2, 2022 through on/about August 17, 2022 (7.5 hours/day)
Benefits: Usual benefits granted to allied employees
- 4.** Recommend approval be granted of a change in job title for **Amanda L. Morningstar** - Huntingdon, PA 16652 from a Full-time Mental Health Worker - Child/Adolescent Partial Hospitalization Program to a Full-time Outpatient Therapist - Child/Adolescent Partial Hospitalization Program. Ms. Morningstar has been employed by TIU since December 13, 2021.
Terms of Employment:
Assignment: Full-time Outpatient Therapist - Child/Adolescent Partial Hospitalization Program
Special Project Child/Adolescent Partial Hospitalization Program (exempt) Employee
Effective Date: February 27, 2022
Salary: No change in salary
Days in Work Year: 190 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to special project PHP employees
- 5.** Recommend approval be granted of a change in assignment for **Karli A. Low** - Mount Union, PA 17066 from a Full-time Operations and Administrative Assistant for Early Intervention Technical Assistance to a Full-time State & Federal Programs Fiscal Assistant for Early Intervention Technical Assistance. Ms. Low has been employed by TIU since November 11, 2020.
Terms of Employment:
Assignment: Full-time State & Federal Programs Fiscal Assistant for EITA
Non-certificated (non-professional) Employee Level 4.5
Effective Date: April 15, 2022
Salary: Appropriate step on the salary scale - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to non-certificated employees

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D. New Employees

1. Recommend approval be granted for the TIU to begin a search to fill the vacancy for Full-time Supervisor of Special Education. Effective hire date is on/about July 26, 2022. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates.
2. Recommend approval be granted to employ a Full-time Occupational Therapist (allied/non-professional) effective on/about April 18, 2022. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates.
3. Recommend approval be granted to employ School Psychologists (certificated/professional) to fill positions as needed based on district need. Effective date is on/about April 18, 2022. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates. As positions are filled, names will be presented to the TIU Board for approval.
4. Recommend approval be granted to employ a Professional Development Specialist for the TIU Community Education & Workforce Services (Level 6.3) effective on/about April 18, 2022. 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 **Leigh Ann Aiken** - South Williamsport, PA 17702 on a provisional basis as a Full-time Business Services Representative, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Business Services Representative
Community Education & Workforce Services (non-certificated) Employee Level 5
Effective Date: April 4, 2022
Salary: \$36,966/year - prorated
Days in Work Year: 12 months/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to CEWS employees
6. Recommend approval be granted to employ **Michael T. Renard** - Mifflinburg, PA 17844 on a provisional basis as a Full-time Science Instructor for Correctional Education Facilities, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Science Instructor for Correctional Education Facilities
Certificated (professional) Employee Level I
Effective Date: April 4, 2022
Salary: \$49,292/year (Step 2, Bachelors) - prorated
Days in Work Year: 188 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to certificated employees
7. Recommend approval be granted to employ **Lyla Wyland** - Mifflintown, PA 17059 on a provisional basis as a Part-time Program Aide for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Part-time Program Aide
Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
Effective Date: April 5, 2022
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

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D. New Employees

8. Recommend approval be granted to employ **Abigael L. Knepp** - Lewistown, PA 17044 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: May 31, 2022
Salary: \$46,906/year (Step 1, Master's) - prorated
Days in Work Year: 183 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to certificated employees

9. Recommend approval be granted to employ **Trona M. Leaper** - Three Springs, PA 17264 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: April 11, 2022
Salary: \$39,552/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to non-certificated employees

10. Recommend approval be granted to employ **Kelly L. Fisher** - Lake City, PA 16423 on a provisional basis as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Early Intervention Technical Assistance Consultant for Early Intervention
Special Project (non-professional) Employee
Effective Date: May 2, 2022
Salary: \$92,801/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees

11. Recommend approval be granted to employ **Valerie A. Snyder** - Parker, PA 16049 on a provisional basis as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Early Intervention Technical Assistance Consultant for Early Intervention
Special Project (non-professional) Employee
Effective Date: May 2, 2022
Salary: \$84,400/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees

12. Recommend approval be granted to employ **Krin D. Fortuna** - New Castle, PA 16105 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: April 19, 2022
Salary: \$14.37/hour
Days in Work Year: 20 to less than 25 hours/week (52 weeks/year)
Benefits: None unless required by state/federal mandates

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D. New Employees

13. Recommend approval be granted to employ **Sue Ann Boyles** - Clarion, PA 16214 on a provisional basis as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Early Intervention Technical Assistance Consultant for Early Intervention Special Project (non-professional) Employee
Effective Date: July 1, 2022
Salary: \$84,946/year
Days in Work Year: 12 months/year (8 hours/day)
Benefits: Usual benefits granted to special project employees
14. Recommend approval be granted of an unpaid internship within the TIU Educational Technology Department for **Carston L. Myers**, an Information Technology student at South Hills School of Business and Technology, effective on/about June 6, 2022 not to exceed 330 hours.
15. Recommend approval be granted of an unpaid internship within the TIU Special Education Department for **Elizabeth A. Cirko**, a student at Grand Canyon University to complete hours for her Masters in Professional Counseling (LPC) with TIU Social Worker Angela Haupt. The hours will be completed at one of the area school districts effective on/about April 19, 2022 through July 1, 2022.

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted to issue tenure and a professional contract to **Cody J. Shook** Alexandria, PA 16611 effective May 1, 2022, for having completed three years of satisfactory performance as a Full-time Vocational Education Teacher for Welding for Correctional Education Facilities. Mr. Shook has been employed by TIU since January 9, 2017.
2. Recommend approval be granted of a Supplemental Contract for **Karly A. Hess** - Lewistown, PA 17044 that in addition to her assignment as Full-time Speech Therapist, she serve as a Teacher Mentor (for Abigail L. Knepp) effective June 1, 2022 for one year, 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. Hess has been employed by TIU since July 6, 2015. Funding source: Special Education/Early Intervention.
3. Recommend approval be granted of a Supplemental Contract for **Karly A. Hess** - Lewistown, PA 17044 that in addition to her assignment as Full-time Speech Therapist, she assist in the planning and set up of sensory centers for the communication support and early intervention classrooms in Mifflin County. Effective date is April 19, 2022 through September 2, 2022 not to exceed five days at her per diem rate. Ms. Hess has been employed by TIU since July 6, 2015. Funding source: Special Education/Early Intervention ARP.
4. Recommend approval be granted of a Supplemental Contract for **Kristen A. Carns** - Hesston, PA 16647 that in addition to her assignment as Full-time Occupational Therapist, she provide additional occupational therapy services outside of the regular workday. Effective date is April 15, 2022 through June 30, 2022 not to exceed five (5) hours/week to include travel time. Reimbursement will be paid at the rate of \$43.10/hour. Ms. Carns has been employed by TIU since December 3, 2019. Funding source: Special Education/Early Intervention.
5. Recommend approval be granted of a Supplemental Contract for **Autumn L. Fisher** - Reedsville, PA 17084 that in addition to her assignment as Full-time Early Intervention Classroom Teacher, she assist in the planning and set up of sensory centers for the communication support and early intervention classrooms in Mifflin County. Effective date is April 19, 2022 through September 2, 2022 not to exceed three days at her per diem rate. Ms. Fisher has been employed by TIU since July 1, 2004. Funding source: Special Education/Early Intervention ARP.

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E. Supplemental Contracts/Employment, Change in Pay

6. Recommend approval be granted of a Supplemental Contract for **Karen S. Sheaffer** - McVeytown, PA 17051 that in addition to her assignment as Full-time Early Intervention Paraprofessional/ Personal Care Aide, she assist in the planning and set up of sensory centers for the communication support and early intervention classrooms in Mifflin County. Effective date is April 19, 2022 through September 2, 2022 not to exceed three days at her per diem rate. Ms. Sheaffer has been employed by TIU since August 25, 2003. Funding source: Special Education/Early Intervention ARP.

7. Recommend approval be granted of a Supplemental Contract for **Tracy L. Shade** - Lewistown, PA 17044 that in addition to her assignment as Full-time Early Intervention Teacher/ITL, she set up the new early intervention evaluator space, provide organization of assessments, and assist in the set up of sensory centers for the communication support and early intervention classrooms in Mifflin County. Effective date is April 19, 2022 through September 2, 2022 not to exceed two days at her per diem rate. Ms. Shade has been employed by TIU since November 30, 2005. Funding source: Special Education/Early Intervention ARP.

8. Recommend approval be granted of an Early Intervention and Special Education Supplemental Stipend. All Early intervention employees employed by the TIU 11 during the time period of March 13, 2020 through January 31, 2022 will receive a one-time expanded educational services stipend for the purpose of educator workforce stabilization to retain staff and as a way to show appreciation for their efforts during the COVID 19 pandemic. Early Intervention teachers, speech therapists, occupational therapists, physical therapists, teachers of the hearing impaired, and paraeducators, faced some serious challenges, often having to adapt to teaching online and then instructing both virtually and in person. Staff often had to handle erratic schedules due to frequent shutdowns, increased caseloads, and additional instructional duties due to frequent staff absences, as well as additional responsibilities to mitigate the spread of COVID-19 in the classroom, homes, and centers. Supplemental stipend for certificated or licensed staff will be \$1,000 for full-time positions; prorated for part-time. Supplemental stipend for paraeducators will be \$300. Below is a breakdown by position and the related cost. Stipend will be paid on May 27, 2022. Funding source: Federal American Rescue Plan (ARP) IDEA 619 and Special Education CORE.

Categories	FTE	Total Amount
Early Intervention Teacher	10	\$ 10,000
Speech Therapist	11	\$ 11,000
Vision Itinerant	1	\$ 1,000
Hearing Itinerant	1	\$ 1,000
Psychologist	1	\$ 1,000
Occupational Therapist	6.667	\$ 6,666
Physical Therapist	2	\$ 2,000
Certified OT Assistant	2	\$ 2,000
Paraeducator	13	\$ 3,900
Total Stipends		\$ 38,566

9. Recommend approval be granted of a Supplemental Contract for **Colleen R. Curfman** - Todd, PA 17389 that in addition to her assignment as Full-time Language Arts Instructor for Correctional Education Facilities, she serve as a Teacher Mentor (for Michael T. Renard) effective April 4, 2022 for one year, 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. Curfman has been employed by TIU since July 1, 1984. Funding source: Corrections Education.

XII. CONFERENCE REQUESTS

1. Recommend approval be granted for **Dr. Antonette R. Miguel**, Early Intervention Technical Assistance Consultant for Early Intervention, to attend the Ambassador for Recommended Practices (aRPy) national conference in Atlanta, GA from June 22-23, 2022 at no cost to the TIU. Dr. Miguel is the State Ambassador for Recommended Practices and attendance is required. Conference expenses will be paid by the aRPy project.
2. Recommend approval be granted for **Rosemarie Gioia Fine**, Manager for Innovation and Special Projects for the TIU Community Education & Workforce Services, to attend the Model Schools Conference 2022 in Orlando, FL from June 25, 2022 through July 1, 2022 at an approximate cost of \$2,918. Attendance at the conference will provide hands-on learning experiences that will build on content knowledge and gain new strategies that can be shared with colleagues to inform them of the innovation work being done with the PA Department of Education, Office of Commonwealth Libraries, and PA Department of Health. Funding source: Community Education & Workforce Services.
3. Recommend approval be granted for **Mary E. Mikus, Elizabeth Wagner-Simmons, Elizabeth A. Friedman, Dr. Antonette R. Miguel**, Early Intervention Technical Assistance Consultants for Early Intervention, and **Sarah E. Holland**, Special Assistant for Family Engagement for OCDEL, to attend the Division for Early Childhood Conference in Chicago, IL from September 27-30, 2022 at an approximate cost of \$2,330/individual. Attendance at the conference will give the individuals an opportunity to share Pennsylvania's innovations and achievements in early intervention and early childhood. Individuals will learn what their counterparts in other states are doing, and bring back information and resources to enhance supports and services to young children and their families. Funding source: Early Intervention Technical Assistance.
4. Recommend approval be granted for **Mary E. Mikus**, Early Intervention Technical Assistance Consultant for Early Intervention, **Sadia Batool**, Family Lead for the Early Childhood Comprehensive Systems Grant, and **Christina E. Harris**, Early Childhood Lead for the Early Childhood Comprehensive Systems Grant, to attend the National Family Engagement Summit in Charlotte, NC from October 11-14, 2022 at an approximate cost of \$2,068/individual. Attendance at the conference will provide a unique opportunity to learn about family engagement initiatives throughout the country, and to share Pennsylvania's success with family engagement across early childhood systems. Funding source: Early Intervention Technical Assistance.
5. Recommend approval be granted for **Linda S. Fallon**, Senior Manager for Early Education Services, **Aleisa L. Baumgardner**, Senior Manager for Family and Community Engagement Services, and **Jennifer L. Conaway**, Senior Manager for Home Based Services, to attend the National Head Start Conference in Baltimore, MD from May 2-5, 2022 at an approximate cost of \$1,840/individual. The individuals will attend the national conference to meet their professional development requirements and assist their work within the Head Start program. Funding source: Juniata County Early Childhood Services.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Student of the Month

The student of the month for April 2022 is **Ryder Kauffman**, a student enrolled in the Mifflin County early intervention classroom. (See Attachment #15.)

Congratulations are extended to Ryder for being named student of the month.

B. Correspondence

Letter to Kelly Zurybida, Interim Director for Special Education, from Lisa J. Becker, Practical Nursing Program Instructor, Mifflin County Academy of Science and Technology, thanking Ms. Zurybida for allowing the Practical Nursing Students to complete their observation experience in the TIU Early Intervention classrooms. (See Attachment #16.)

XIII. MISCELLANEOUS INFORMATION (information, no action required)

C. Employee Data

February 10, 2022	March 10, 2022
317 Full-time	312 Full-time
44 Part-time	44 Part-time
6 Substitutes	7 Substitutes
2 Temporary	2 Temporary

D. 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, May 12, 2022 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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