

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

Minutes

Thursday, February 10, 2022

REGULAR BOARD MEETING

I. CALL TO ORDER - President Krista L. Reihart

The Tuscarora Intermediate Unit Board of Directors met in regular session on Thursday, February 10, 2022 at the Tuscarora Intermediate Unit, 2527 US Highway 522 South, McVeytown, PA 17051-9717. President Reihart called the meeting to order at 7:00 p.m.

II. ROLL CALL OF BOARD MEMBERS

Board Members Present:

Julia E. E. Dovey - Central Fulton
Katherine R. Hollibaugh - Forbes Road
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

Board Members Absent:

Todd G. Griest - Southern Huntingdon County
Linda L. McClure - Mount Union Area

Others in Attendance:

Dr. Shawn L. Kovac - Executive Director
Sandra A. Dinardi - Director for Special Education
Dr. Brett A. Gilliland - Director for Nonpublic Schools and Pupil Services
Timothy J. Miller - Director for Curriculum, Instruction, and Correctional Education Facilities
Joshua S. Wakefield - Coordinator of IT Operations
Lisa A. Watson - Director for Management Services
Michele A. Huntsman - Board Secretary

III. PUBLIC COMMENTS

This is an opportunity for scheduled presentations or requests from the public. There was one guest present, but there were no comments or requests.

IV. ROLL CALL VOTING

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

The chairperson of the meeting, the president of the board, should announce before each roll call vote, that if she hears no objections from any member of the board present, the vote will be considered a unanimous roll call vote and so recorded. Roll call vote - Voting Yes: Ms. Sigler, Mr. Wagner, Mrs. Dovey, Mrs. Hollibaugh, Mr. Mellott, Dr. Plane, Mrs. Reihart. The motion passed with seven yes votes and two board members absent.

On a Dovey/Sigler motion, approval was granted of the following: V-VI-A-C. Roll call vote - no objections, unanimous vote.

V. MINUTES OF PREVIOUS MEETING

Approval was granted of the minutes of the regular meeting of December 9, 2021.

VI. REPORTS**A. Treasurer's Report**

Approval was granted of the Treasurer's Reports for December 2021 and January 2022.
(See Attachment #1.)

B. Budget Transfers (none)**C. Payment of Bills**

Approval was granted of the payment of bills for December 2021 and January 2022.

VII. PRESENTATION

PFM Financial Advisors and Eckert Seamans, Attorneys at Law, presented information explaining their services. They shared how they can assist the IU to determine affordable options, as well as how to navigate the most appropriate options for financing possible renovations.

Following the presentation, discussion occurred regarding the Facility Study. The committee provided an update from their meeting and some of the things they observed during the walkthrough.

VIII. TIU BOARD

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

1. Recognition of Tuscarora Intermediate Unit Board Members. Information item, no action required.

January is designated as ***School Director Recognition Month***. A meeting of the Tuscarora Intermediate Unit Board is not scheduled in January, so in February we extend sincere congratulations and salute our TIU Board.

School Director Recognition Month is a recognition that honors members of local boards of education for their commitment to provide quality public education for Pennsylvania's schoolchildren. We recognize the challenging and vital work our Board Members do on behalf of our students, families, and community, and are grateful for their time, effort, and dedication to public education's advancement. Thank you for taking the time to advocate on behalf of our collective interests and for the benefit of our children. Most importantly, thank you for making student's success your priority.

Julia E. E. Dovey represents the Central Fulton School District.
Mrs. Dovey has been a member of the TIU Board since 12/13/2018.

Todd G. Griest represents the Southern Huntingdon County School District.
Mr. Griest has been a member of the TIU Board since 05/13/2021.

Katherine R. Hollibaugh represents the Forbes Road School District.
Mrs. Hollibaugh has been a member of the TIU Board since 12/09/2021.

Linda L. McClure represents the Mount Union Area School District.
Mrs. McClure has been a member of the TIU Board since 12/12/2013.

Timothy A. Mellott represents the Southern Fulton School District.
Mr. Mellott has been a member of the TIU Board since 12/06/2011.

Dr. Dennis L. Plane represents the Huntingdon Area School District.
Dr. Plane has been a member of the TIU Board since 12/09/2021.

Krista L. Reihart represents the Juniata Valley School District.
Mrs. Reihart has been a member of the TIU Board since 09/10/2015.
Mrs. Reihart served as Vice President 07/14/2016 through 12/08/2021, and has served as Board President since 12/09/2021.

Mary Lou M. Sigler represents the Mifflin County School District.
Ms. Sigler has been a member of the TIU Board since 07/01/2018.
Ms. Sigler previously served on the TIU Board from 12/06/2011 to 08/25/2016, and served as Board Vice President from 12/12/2013 to 07/13/2016.

Mark F. Wagner represents the Juniata County School District.
Mr. Wagner has been a member of the TIU Board since 03/11/2021.
Mr. Wagner previously served on the TIU Board from 02/12/2019 to 12/10/2020.
Mr. Wagner has served as Vice President since 12/09/2021.

2. The Annual Convention of School Directors scheduled for Wednesday, April 20, 2022 has been cancelled. The next Annual Convention of School Directors is tentatively scheduled for Wednesday, April 19, 2023. Information item, no action required.

VIII. TIU BOARD

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

3. The federal Office of Special Education Programs (OSEP) requires that each state measure and report program performance. The program performance determination process ensures that all children and families in Pennsylvania who may need Early Intervention are fully protected and served in a timely, effective manner.

The Bureau of Early Intervention Services & Family Supports (BEISFS) collects and analyzes multiple sources of data to complete your local determination summary (attached). Each outcome area in the summary will receive one of the following determination levels: Meets Requirements, Needs Assistance, Needs Intervention and Needs Substantial Intervention. Information item, no action required. (See Attachment #2.)

On a Sigler/Wagner motion, approval was granted of the following: VIII-A-4-B-1-2-3. Roll call vote - Voting Yes: Ms. Sigler, Mr. Wagner, Mrs. Dovey, Mrs. Hollibaugh, Mr. Mellott, Dr. Plane, Mrs. Reihart. The motion passed with seven yes votes and two board members absent.

4. Approval was granted of the schedule of meeting dates for the Tuscarora Intermediate Unit Board of Directors and Superintendent's Advisory Council, and the calendar of holidays for the Tuscarora Intermediate Unit office for the 2022-2023 fiscal year. (See Attachment #3.)

B. Policy/School Calendars

1. Approval was granted of an addendum to the Tuscarora Intermediate Unit 11 Early Intervention Program Health and Safety Plan effective January 31, 2022. (See Attachment #4.)
2. Approval was granted of the 2022-2023 administrative salaries based on a 2.26 percent increase. (See Attachment #5.)
3. Approval was granted of the 2022-2023 teacher and therapist salaries based on a 3.12 percent increase. (See Attachment #6.)

On a Wagner/Dovey motion, approval was granted of the following: VIII-C-1-2-3-4-5-6-7-8-D-1-2-IX-B-1-X-B-1-D-1-2. Roll call vote - no objections, unanimous vote.

C. Contracts/Leases

1. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Blair Therapies** 901 Logan Boulevard, Altoona, PA 16602 to provide speech language pathology services two (2) days/week virtually, and one (1) day/week at the Mount Union early intervention classroom, plus 1.5 hours travel time based on the classroom location. Effective date February 1, 2022 through June 30, 2022. Reimbursement to be paid at the rate of \$65/hour. Funding source: Special Education.
2. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Substitute Teacher Service (STS)** - 2901 Dutton Mill Road, Suite 200, Aston, PA 19014 to provide a Certified Occupational Therapy Assistant (COTA). Effective date January 3, 2022 through June 30, 2022. Reimbursement to be paid at the rate of \$31.23/hour. Funding source: Special Education.

VIII. TIU BOARD

C. Contracts/Leases

3. Approval was granted of a Contract Extension between Tuscarora Intermediate Unit and **Ann Hagensick** - 308 4th Street SE, Waukon, IA 52172 to provide up to three individual coaching sessions for two early intervention providers for trainee coach positions to fidelity of coaching families. Effective date is April 1, 2021 through June 30, 2022 at the rate of \$6,750/provider for a total not to exceed \$13,500. This is a contract extension only, with no increase in reimbursement. Funding source: Early Intervention Technical Assistance. Refer to Minutes of 4/8/2021 Board meeting, Item VIII-C-4.
4. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Central Susquehanna Intermediate Unit 16**, Attention: David Marshal, Center for Schools and Communities - 275 Grandview Avenue, Camp Hill, PA 17011 to provide required reporting for Health Resources and Services Administration (HRSA) Grant and additional reports as requested by the Office of Child Development and Early Learning. Effective date November 1, 2021 through September 30, 2026. Reimbursement to be paid at the rate of \$30,000/year. Funding source: Early Intervention Technical Assistance/HRSA Early Childhood Comprehensive Service Grant.
5. Approval was granted of a Contract Extension between Tuscarora Intermediate Unit and **University of North Carolina at Chapel Hill**, National Implementation Research Network (NIRN) Chapel Hill, NC 27599 to provide support for the capacity development in best practices of implementation science to support use of evidence-based practices within the partnering early childhood providers, and provide a blended model of training, coaching, and consultation supports. Reimbursement not to exceed \$93,511. Effective date is July 1, 2021 through September 30, 2022. This is a contract extension only, with no increase in reimbursement. Funding source: Early Intervention Technical Assistance. Refer to Minutes of 6/10/2021 Board meeting, Item VIII-C-5.
6. Approval was granted of an Engagement between Tuscarora Intermediate Unit and **Eckert Seamans Cherin & Mellott, LLC**, - 213 Market Street, 8th Floor, Harrisburg, PA 17101 to provide legal representation to TIU as bond counsel. Services will be provided at a fixed legal fee, plus expenses. The estimated legal fee would range from \$25,000 to \$30,000, plus expenses, if the debt is issued as a bank loan. The estimated legal fee would range from \$35,000 to \$38,000, plus expenses, if the debt is issued as publicly offered bonds. A final fee will be quoted when the structure and size of the financing transaction is determined. Fees will be paid from the financing transactions or General Operating budget. Effective date is on/about February 14, 2022. (See Attachment #7.)
7. Approval was granted of a Contract between Tuscarora Intermediate Unit and **PFM Financial Advisors, LLC** - 213 Market Street, Harrisburg, PA 17101 to provide services related to financial planning, budget and strategic advice and planning, policy development, and services related to debt issuance. Services will include, but not limited: Assist the Client in the formulation of Financial and Debt Policies and Administrative Procedures; review current debt structure, identifying strengths and weaknesses of structure so that future debt issues can be designed to maximize ability to finance future capital needs; provide special financial services as requested by the Client; analyze financial and economic factors to determine if the issuance of bonds is appropriate; and develop a financing plan in concert with Client's staff which would include recommendations as to the timing and number of series of bonds to be issued. For the services described in Exhibit A, PFM will be paid a flat fee to be determined for each transaction and as mutually agreed upon between the Client and PFM. In addition to fees for services, PFM may charge for certain out of pocket expenses incurred in connection with its services. PFM indicates a range for a financial advisor fee would range from \$25,000 to \$30,000. If TIU enters into a bond issue, there would be a separate additional fee to assist in the creation of the official statement used to market the bonds. This would be presented in a separate agreement. Effective date of agreement would begin on/about February 14, 2022. Funding source: GOB. (See Attachment #8.)

VIII. TIU BOARD

C. Contracts/Leases

8. Approval was granted of a Facility Event Agreement between Tuscarora Intermediate Unit and **Blair County Convention Center** - One Convention Center Drive, Altoona, PA 16602 for meeting space, breakout rooms, food, and beverage for the Annual TIU Unified In-service day. Effective date September 1, 2022. Reimbursement to be paid at an amount not to exceed \$12,330. Funding source: Various TIU Programs.

D. Vendor Contracts

1. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Southern Fulton School District** - 3072 Great Cove Road, Suite 100, Warfordsburg, PA 17267 for the TIU to provide a Licensed Social Worker one day/week (seven hours/day). The Social worker will provide therapy, counseling, intervention to students, parents/families, and agency staff, accept referrals from building principals, and provide a monthly executive summary of activity to building principals. Effective date is January 2, 2022 through June 30, 2022. Reimbursement is at the rate of \$285/day plus incidental travel costs required for off-site meetings or parent visits.
2. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Pennsylvania Association of Intermediate Units** - 55 Miller Street, Enola, PA 17025 for the TIU to provide Covid 19 Testing Project Coordination and technical support between K-12 districts, the PA Department of Health, and the PA testing vendor. Effective date is July 1, 2021 through June 30, 2022. Reimbursement will be \$221,718.

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions

1. Approval was granted of the listed revised job description. (See Attachment #9.)
 - a. Director for Special Education
Certificated (professional) Employee

X. FISCAL

A. Budgets - new, revised (none)

B. Purchases/Bids

1. Approval was granted to approve the bid from Zito Media for internet service to be delivered to Juniata County Head Start. The bid was in response to the TIU 11 Request for Proposal, Erate 470 #220009278, and Zito was the lowest bidder. Contract terms will be for 36 months at a monthly rate of \$345, and \$500 implementation costs. Service to this location will be 300mb synchronous internet delivered over public fiber. Approval is contingent upon a funding commitment from the FCC. Funding source: Juniata County Early Childhood Services.

C. Special Education Transportation (none)

X. FISCAL

D. Juniata County Early Childhood Services

1. Approval was granted of the Juniata County Early Childhood Services Actual Expenditure Reports (Federal) for December 2021 and January 2022. (See Attachment #10.)
2. Approval was granted of the Juniata County Early Childhood Services 2020-2021 Governance Reports. (See Attachment #11.)
3. The Juniata County Early Childhood Services Monthly Reports for December 2021 and January 2022 are attached for your information. Information item, no action required. (See Attachment #12.)
4. Sandra A. Dinardi presented information related to Juniata County Early Childhood Services.

Mrs. Dinardi reviewed an Information Memorandum related to Head Start transportation services. Strategies were provided on how to keep children and staff safe from Covid in vehicles. The information presented was related to requiring staff members who are sick to stay at home, sending sick staff home, appropriate use of masks, keeping hands clean, improving ventilation (keeping windows open), conducting health checks (before entering the bus), distancing children from each other, and wearing gloves.

Mrs. Dinardi also discussed the IDEA - Part B use of Component 2 funds for 2021- 2022. The TIU is requesting to withhold more than eight percent of its total IDEA - Part B funds for Component 2 services. The IU does not charge for services provided with these funds.

On a Sigler/Wagner motion, approval was granted of the following: XI-A-1-2-3-4-5-6-7-8-9-10-B-5-C-1-2-3-D-1-2-3-4-5-6-7-8-9-10-E-1-2-3-4-5-6-7-8-9-10-11-12-13. Roll call vote - no objections, unanimous vote.

XI. PERSONNEL

A. Resignations/Retirements

1. Approval was granted to accept the resignation of **Stephanie F. Kiessling** - Woodbridge, VA 22191 as a Part-time Deaf/Hard of Hearing Mentor for Family Connections for Language and Learning, effective at the end of the day on December 2, 2021. Ms. Kiessling was employed by TIU since June 15, 2021.
2. Approval was granted to accept the resignation of **Michelle M. Zelei** - Pittsburgh, PA 15239 as a Part-time Deaf/Hard of Hearing Mentor for Family Connections for Language and Learning, effective at the end of the day on December 1, 2021. Ms. Zelei was employed by TIU since June 15, 2021.
3. Approval was granted to accept the resignation of **Asia A. Barron** - Mount Union, PA 17066 as a Full-time Speech Therapist, effective at the end of the day on February 11, 2022. Ms. Barron has been employed by TIU since January 1, 2017.
4. Approval was granted to accept the resignation for retirement purposes of **Catherine D. Goss** Three Springs, PA 17264 as a Full-time Early Intervention Paraprofessional/Personal Care Aide, effective at the end of the day on June 30, 2022. Ms. Goss has been employed by TIU since August 22, 1994.
5. Approval was granted to accept the resignation for retirement purposes of **Mary L. Anderson** Duncannon, PA 17020 as a Full-time Early Childhood Specialist for Juniata County Early Childhood Services, effective at the end of the day on June 30, 2022. Ms. Anderson has been employed by TIU since August 13, 2018.

XI. PERSONNEL

A. Resignations/Retirements

6. Approval was granted to accept the resignation of **Susan J. Knepp** - Huntingdon, PA 16652 as a Part-time Hearing/Vision Screening Aide and Substitute Secretary, effective at the end of the day on January 21, 2022. Ms. Knepp was employed by TIU since September 1, 2015.
7. Approval was granted to accept the resignation of **Amie C. Bard** - Thompsontown, PA 17094 as a Full-time Assistant Teacher/Teacher Aide for Juniata County Early Childhood Services, effective at the end of the day on January 31, 2022. Ms. Bard was employed by TIU since June 6, 2018.
8. Approval was granted to accept the resignation of **Michaela M. Sath** - Richfield, PA 17086 as a Substitute Personal Care Aide for Juniata County Early Childhood Services, effective at the end of the day on January 31, 2022. Ms. Sath was employed by TIU since November 8, 2021.
9. Approval was granted to accept the resignation of **Brandy L. Margel** - Northumberland, PA 17857 as a Full-time Business Services Representative for the TIU Community Education & Workforce Services, effective at the end of the day on February 15, 2022. Ms. Margel has been employed by TIU since November 19, 2019.
10. Approval was granted to accept the resignation for retirement purposes of **Deborah M. Harpster** - Reedsville, PA 17084 as a Full-time Workforce Programs Coordinator for the TIU Community Education & Workforce Services, effective at the end of the day on June 1, 2022. Ms. Harpster has been employed by TIU since July 1, 1989.

B. Leaves of Absence

1. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2022-02-01) using paid and/or unpaid leave time, effective January 7, 2022 through on/about February 19, 2022. Information item, no action required.
2. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2022-02-02) using paid leave time, effective February 25, 2022 through May 25, 2022, not to exceed 12 weeks. Information item, no action required.
3. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2022-02-03) using paid and/or unpaid leave time, effective February 18, 2022 through on/about May 18, 2022, not to exceed 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 (FML2022-02-04) using paid and/or unpaid leave time, effective January 24, 2022 not to exceed 12 weeks. Information item, no action required.
5. Approval was granted of a Leave of Absence request for **Alicia C. Bruno** - Mount Joy, PA 17552 in her position of Full-time Analyst Consultant for the Pattan Autism Initiative, using paid and unpaid leave time effective on/about March 14, 2022 through on/about May 9, 2022. Ms. Bruno has been employed by TIU since November 15, 2021.

XI. PERSONNEL

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

1. Approval was granted of a change in assignment for **Amanda L. Morningstar** - Huntingdon, PA 16652 from a Substitute Outpatient Therapist - Child/Adolescent Partial Hospitalization Program to a Full-time Mental Health Worker - Child/Adolescent Partial Hospitalization Program. Ms. Morningstar has been employed by TIU since December 13, 2021.
 Terms of Employment:
 Assignment: Full-time Mental Health Worker - Child/Adolescent Partial Hospitalization Program
 Special Project Child/Adolescent PHP (exempt) Employee
 Effective Date: February 7, 2022
 Salary: \$38,950/year - prorated
 Days in Work Year: 190 days/year (7.5 hours/day) - prorated
 Benefits: Usual benefits granted to special project employees

2. Approval was granted of a temporary change in assignment for **Nancy D. Price** - Mifflin, PA 17058 from a Part-time Program Aide to a Temporary Full-time Assistant Teacher/ Teacher Aide for Juniata County Early Childhood Services. Ms. Price has been employed by TIU since December 6, 2017.
 Terms of Employment:
 Assignment: Temporary Full-time Assistant Teacher/Teacher Aide for Juniata County Early Childhood Services
 Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
 Effective Date: February 11, 2022 through May 31, 2022
 Salary: \$10.25/hour
 Days in Work Year: 5 days/week (8 hours/day) through May 31, 2022
 Benefits: Usual benefits granted to special project employees

3. Approval was granted to furlough **Tara M. Dwyer** - Lancaster, PA 17602 as a Full-time Manager of Professional Development Organizations and Special Workforce Projects effective June 30, 2022. The furlough is due to project end. Ms. Dwyer has been employed by TIU since November 14, 2017.

D. New Employees

1. Approval was granted for the TIU to begin the search to fill the anticipated vacancy of Full-time Director for Special Education. Effective hire date will be on/about July 1, 2022. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates.

2. Approval was granted to employ a Full-time PAT - Parent Educator (Special Project/ Juniata County Early Childhood Services). Effective on/about February 14, 2022. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates.

3. Approval was granted to employ **Stephanie D. Daniels** - Huntingdon, PA 16652 on a provisional basis as a Full-time Curriculum Consultant, pending receipt of required clearances and employment paperwork. This is a vacant position.
 Terms of Employment:
 Assignment: Full-time Curriculum Consultant
 Certificated (professional) Employee
 Effective Date: On/about March 1, 2022
 Salary: \$60,000/year - prorated
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted to certificated employees

XI. PERSONNEL

D. New Employees

4. Approval was granted to employ **Angela M. Haupt** - Huntingdon, PA 16652 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: February 11, 2022
 Salary: \$52,000/year - prorated
 Days in Work Year: 190 days/year (7.5 hours/day) - prorated
 Benefits: Usual benefits granted to special project employees

5. Approval was granted to employ **Jeffrey M. Hein** - Waynesboro, PA 17268 on a provisional basis as a Full-time Instructional Assistant for Correctional Education Facilities, pending receipt of required clearances and employment paperwork. This is a vacant position.
 Terms of Employment:
 Assignment: Full-time Instructional Assistant for Correctional Education Facilities
 Non-certificated (non-professional) Employee Level I.1
 Effective Date: February 1, 2022
 Salary: \$18,066/year - prorated
 Days in Work Year: 188 days/year (7.5 hours/day) - prorated
 Benefits: Usual benefits granted to non-certificated employees

6. Approval was granted to employ **Bradley A. Kreitzer** - Mifflintown, PA 17059 on a provisional basis as a Full-time Business Services Representative 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 Services Representative for the TIU CEWS
 Community Education & Workforce Services (non-certificated) Employee Level 5
 Effective Date: On/about February 14, 2022
 Salary: \$34,874/year - prorated
 Days in Work Year: 12 months/year (7.5 hours/day) - prorated
 Benefits: Usual benefits granted to CEWS employees

7. Approval was granted to employ **Jayne N. Jenkins** - Three Springs, PA 17264 on a provisional basis as a Part-time Early Intervention Paraprofessional/Personal Care Aide, pending receipt of required clearances and employment paperwork. This is a new position.
 Terms of Employment:
 Assignment: Part-time Early Intervention Paraprofessional/Personal Care Aide
 Non-certificated (non-professional) Employee Level I.1
 Effective Date: On/about February 14, 2022
 Salary: \$12.81/hour
 Days in Work Year: 25 to less than 30 hours/week - 38 weeks/year
 Benefits: None unless required by state/federal mandates

8. Approval was granted to employ **Jennifer L. Bulson** - Royersford, PA 19468 on a provisional basis as a Part-time Regional Coordinator of Parent to Parent of PA, 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 PA
 Special Project (non-professional) Employee
 Effective Date: On/about February 14, 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

XI. PERSONNEL

D. New Employees

9. Approval was granted to employ **Margaret V. Parke** - Mechanicsburg, PA 17050 on a provisional basis as a Part-time Regional Coordinator of Parent to Parent of PA, 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 PA
 Special Project (non-professional) Employee
 Effective Date: On/about February 14, 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
10. Approval was granted to employ **Kristal M. Slemmons** - Lewistown, PA 17044 on a provisional basis as a Full-time PAT - Parent Educator for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. Ms. Slemmons was previously employed by TIU from June 14, 2010 through June 10, 2011. This is a vacant position.
 Terms of Employment:
 Assignment: Full-time PAT - Parent Educator
 Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee
 Effective Date: February 28, 2022
 Salary: \$27,560/year - prorated
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted to JCECS employees

E. Supplemental Contracts/Employment, Change in Pay

1. Approval was granted of a Supplemental Contract for **Karly A. Hess** - Lewistown, PA 17044 that in addition to her assignment as Full-time Speech Therapist, she provide speech/language therapy services to include evaluation and all applicable paperwork. Effective date is January 18, 2022 through June 30, 2022 to be paid at the rate of \$35.24/hour not to exceed a total of 10 hours/week including travel time. Ms. Hess has been employed by TIU since July 6, 2015. Funding source: Special Education/Early Intervention.
2. Approval was granted of a Supplemental Contract for **Megan J. Brackbill** - Mifflintown, PA 17059 that in addition to her assignment as Full-time Speech Therapist, she provide speech/language therapy services to include evaluation and all applicable paperwork. Effective date is January 18, 2022 through June 30, 2022 to be paid at the rate of \$33.78/hour not to exceed a total of 10 hours/week including travel time. Ms. Brackbill has been employed by TIU since July 1, 2019. Funding source: Special Education/Early Intervention.
3. Approval was granted of a Supplemental Contract for **Brooke L. Carlson** - Reedsville, PA 17084 that in addition to her assignment as Full-time Speech Therapist, she provide speech/language therapy services to include evaluation and all applicable paperwork. Effective date is January 18, 2022 through June 30, 2022 to be paid at the rate of \$33.49/hour not to exceed a total of 10 hours/week including travel time. Ms. Carlson has been employed by TIU since September 1, 2020. Funding source: Special Education/Early Intervention.
4. Approval was granted of a Supplemental Contract for **Anna M. Brackbill** - Mifflintown, PA 17059 that in addition to her assignment as Full-time Speech Therapist, she provide speech/language therapy services to include evaluation and all applicable paperwork. Effective date is January 18, 2022 through June 30, 2022 to be paid at the rate of \$33.20/hour not to exceed a total of 10 hours/week including travel time. Ms. Brackbill has been employed by TIU since July 1, 2021. Funding source: Special Education/Early Intervention.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

5. Approval was granted of a Supplemental Contract for **Cheryl A. Dodson** - Mifflin, PA 17058 that in addition to her assignment as Full-time Home Base Health & Nutrition Specialist, she develop, enter, and track data regarding staff who will be testing weekly for Covid per the Head Start vaccine mandate requirement. Ms. Dodson will train other program staff to test, read, and record the results of Covid testing, communicate results with the Director, communicate and enter information into the Google document to be shared with the Director, determine the need for staff to isolate due to the results of their Covid-19 test, and provide related communication and follow up with the staff. Currently, there are approximately 20 staff that will undergo weekly testing. Reimbursement will be \$2,500/year or \$208.33/month for the period of January 31, 2022 through December 31, 2024. Reimbursement will end if there are no staff to test or the federal mandate ends. Ms. Dodson has been employed by TIU since January 28, 2006. Funding source: Head Start ARP.
6. Approval was granted of a Supplemental Contract for **Kristen E. Lemin** - Reedsville, PA 17084 that in addition to her assignment as Full-time Health & Nutrition Manager and Enrollment Specialist, she develop, enter, and track data regarding staff who will be testing weekly for Covid per the Head Start vaccine mandate requirement. Ms. Lemin will train other program staff to test, read, and record the results of Covid testing, communicate results with the Director, communicate and enter information into the Google document to be shared with the Director, determine the need for staff to isolate due to the results of their Covid-19 test, and provide related communication and follow up with the staff. Currently, there are approximately 20 staff that will undergo weekly testing. Reimbursement will be \$2,500/year or \$208.33/month for the period of January 31, 2022 through December 31, 2024. Reimbursement will end if there are no staff to test or the federal mandate ends. Ms. Lemin has been employed by TIU since July 1, 2021. Funding source: Head Start ARP.
7. Approval was granted of a Supplemental Contract for **Lori A. Espigh** - McVeytown, PA 17051 that in addition to her assignment as Full-time Special Education Data Coordinator, she provide after-hours work to organize individual transportation changes for students due to Covid related closures. Effective date is February 14, 2022 through June 30, 2022 to be paid at the rate of \$21.19/hour not to exceed a total of 10 hours. Ms. Espigh has been employed by TIU since October 1, 2007. Funding source: Special Education ARP.
8. Approval was granted of a Supplemental Contract for **Renee L. Freed** - McAlisterville, PA 17049 that in addition to her assignment as Full-time Teacher - Preschool Pre K Counts, she serve as a mentor for a newly hired teacher within Juniata County Early Childhood Services to include meeting monthly with the new teacher from January through May 2022 and September through December 2022. New teachers within the program require the mentoring in order to effectively understand their job responsibilities. Effective date is January 1, 2022 through December 31, 2022 to be paid at an amount not to exceed \$750. Ms. Freed has been employed by TIU since February 25, 2011. Funding source: Juniata County Early Childhood Services.
9. Approval was granted of a Supplemental Contract for **Jennifer L. Conaway** - Reedsville, PA 17084 that in addition to her assignment as Full-time Senior Manager for Home Based Services, she establish a new program to include developing procedures for referrals, enrollment, and services to 20 additional families to be enrolled in the Behavioral Health/PAT program in Mifflin County, provide supervision to three additional staff working in the program, support staff to be trained in the curriculum, and work on outreach to promote the new program. Effective date is January 1, 2022 through June 30, 2022 to be paid at an amount not to exceed \$5,000. Ms. Conaway has been employed by TIU since May 14, 2019. Funding source: Juniata County Early Childhood Services.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

10. Approval was granted of a Supplemental Contract for **Kelly L. Zurybida** - Alexandria, PA 16611 that in addition to her assignment as Full-time Supervisor of Special Education, she provide communication and coordination of Covid situations for staff and students that occur outside of the workday, develop a process related to religious and medical exemptions for the vaccine, daily monitoring of classroom situations that may warrant closing or adjustment of a program, communication to families, staff and transportation, and contact tracing to determine quarantine notifications. Effective date is December 1, 2021 through June 30, 2022. In addition, Ms. Zurybida will serve as Interim Special Education Director (duties listed below) effective February 25, 2022 through on/about June 30, 2022. The total contract shall not exceed \$10,000. Ms. Zurybida has been employed by TIU since November 14, 2011. Funding source: Special Education/Early Intervention and Department of Health Testing Coordination Grant.
- Act as a member of TIU cabinet and middle management administrative teams.
 - Maintain overall programmatic responsibility and compliance for special education school age programs and the early intervention program.
 - Staff supervision for speech, occupational, and physical therapists, and social workers.
 - Act as liaison between PDE/BSE and member school districts to provide training and technical assistance,
 - Continue to assess needs of member school districts for special education services and support districts in meeting those needs.
 - Continue to supervise the Technical Assistance Consultants (TAC) to assure member district training needs are being met.
 - Submit Special Education Plan as part of IDEA application process.
 - Professional and Support staff recruitment and selection process.
11. Approval was granted of a Supplemental Contract for **Stacey J. Miller** - Cassville, PA 16623, Full-time Teacher - Child/Adolescent Partial Hospitalization Program, to serve as Head Teacher for the Partial Hospitalization Program effective January 4, 2022 through June 30, 2022 at the rate of \$1,600 (prorated based on 183 days/year). Ms. Miller has been employed by TIU since September 7, 2021. Funding source: General Operating Budget. (See Attachment #13.)
12. Approval was granted of a Supplemental Contract for **Dr. Brett A. Gilliland** - Shirleysburg, PA 17260, Full-time Director for Nonpublic Schools and Pupil Services, to provide coordination of reporting and deliverables for Department of Health Grant for Covid testing, and other Covid testing and compliance technical assistance to include mandatory biweekly meetings, after work hours contacting all districts about Test to Stay (T2S), helping register for T2S, ordering materials for T2S for IU programs (EI, HS, Partial), training head start/early intervention for T2S, keeping computer program for T2S updated, input new employees/students into T2S database, and monitor and check the scanned test correspondence with districts and state about the T2S program. Effective date is January 1, 2022 through June 30, 2022 to be paid at an amount not to exceed \$3,000. Dr. Gilliland was employed by TIU from June 15, 2002 through December 21, 2005 and since January 1, 2018. Funding source: Department of Health Testing Coordination Grant.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

13. Approval was granted of a Supplemental Contract for **Kelly A. Showers** - Millerstown, PA 17062 that in addition to her assignment as Full-time Director for Early Childhood Services for Juniata County Early Childhood Services, she determine federal vaccine mandate requirements for the Head Start/Early Head Start programs and maintain compliance with those requirements; develop, in collaboration with other program staff, a reporting system for vaccine mandate exemptions including religious and medical exemptions; determine the vaccine status of all existing and newly hired staff to ensure they comply with the HS vaccine mandate or in applying for either a medical or religious exemption; develop new policies related to the vaccine mandate; review the weekly results of all exempted staff who are being tested for COVID-19; oversee and provide testing guidance and requirements to the health team testers; assist and support the health team, as a backup tester, for testing staff weekly; and review and revise policies and procedures, as necessary, to ensure staff health and safety and health privacy information is maintained and confidential. Effective date is January 1, 2022 through December 31, 2024. Reimbursement will be \$5,000/year or \$416.67/month. Ms. Showers has been employed by TIU since January 28, 2006. Reimbursement will end if there are no staff to test or the federal mandate ends. Funding source: Head Start ARP.

XII. CONFERENCE REQUESTS (none)

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Correspondence

See Attachment #14.

B. Publicity

See Attachment #15.

C. Student of the Month

The student of the month for February 2022 is **Zara Diven**, a student enrolled in the Mount Union early intervention classroom. (See Attachment #16.)

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

D. Employee Data

November 11, 2021	December 9, 2021
314 Full-time	314 Full-time
46 Part-time	44 Part-time
7 Substitutes (Head Start)	8 Substitutes (7 Head Start - 1 PHP)
2 Temporary	2 Temporary

E. 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, March 10, 2022 at 7:00 p.m.**

XV. ADJOURNMENT

President Reihart adjourned the meeting at 8:48 p.m.

Michele A. Huntsman
Board Secretary