

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

Minutes

Thursday, November 11, 2021

REGULAR BOARD MEETING

I. CALL TO ORDER - President Janice R. Metzgar

The Tuscarora Intermediate Unit Board of Directors met in regular session virtually on Thursday, November 11, 2021. President Metzgar called the meeting to order at 7:01 p.m.

II. ROLL CALL OF BOARD MEMBERS

Board Members Present:

Julia E. E. Dovey - Central Fulton (present at 7:11 p.m.)
Dulce Hall - Forbes Road
Janice R. Metzgar - 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
Timothy A. Mellott - Southern Fulton

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
Lisa A. Watson - Director for Management Services
Michele A. Huntsman - Board Secretary

III. PUBLIC COMMENTS

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

IV. ROLL CALL VOTING

On a Sigler/Reihart 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, Mrs. Reihart, Mr. Wagner, Mrs. Hall, Mrs. Metzgar. The motion passed with five yes votes and four board members absent.

On a Hall/Wagner 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 October 14, 2021.

VI. REPORTS

A. Treasurer's Report

Approval was granted of the Treasurer's Report for October 2021 (See Attachment #1.)

B. Budget Transfers (none)

C. Payment of Bills

Approval was granted of the payment of bills for October 2021.

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

A. Activities - election of board members, conventions, meetings, etc. (none)

B. Policy/School Calendars

On a Sigler/Reihart motion, approval was granted of the following: VIII-B-1-2. Roll call vote - Voting Yes: Ms. Sigler, Mrs. Reihart, Mr. Wagner, Mrs. Hall, Mrs. Metzgar. The motion passed with five yes votes and four board members absent.

1. Approval was granted of the Tuscarora Intermediate Unit 2021-2022 Employee Handbook. (See Attachment #2.)
2. Approval was granted of a temporary Wage Increase to support staff for retention in the Head Start, Early Head Start, Pre-K Counts and Parents As Teachers programs. All staff paid through these programs will receive a \$1/ hour temporary wage increase based on the hours worked from January 1, 2021 through October 31, 2021. This will be a one-time supplemental payroll payment dated 11/15/2021. Head Start/Early Head Start American Recovery Program grant funding, Pre K Counts and Parents as Teachers grant funding will be utilized.

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

VIII. TIU BOARD

C. Contracts/Leases

1. Approval was granted of a Subrecipient Grant Funding Agreement Rider through Central PA Workforce Development Corp d/b/a Advance central PA - 130 Kelley Square, Lewisburg, PA 17837. The Program Name is Business Services. The scope of work includes providing strategic services that help local businesses in Central PA become more competitive and to help them connect with required resources. TIU will play a key role in local and regional efforts to address the full scope of employer needs, which includes, but is not limited to: job postings, screening of workforce referrals, recruitment and placement support, job fairs, employee training and assessment, talent development services, business trends and analysis, access to interviewing facilities, and tax credit information. Effective date is July 1, 2021 through June 30, 2022. Funding includes Title I Adult, Dislocated Worker, Out-of-School Youth, Department of Human Services EARN, and TANF Youth Development. Most of the funding is federal funding through the Workforce Innovation and Opportunity Act (WIOA). The total initial award amount is \$862,244 broken down as listed.
 - \$311,204 Adult
 - \$311,204 Dislocated Worker
 - \$109,836 Youth
 - \$100,000 EARN
 - \$30,000 TANF Youth Development

2. Approval was granted of a Subrecipient Grant Funding Agreement Rider through Central PA Workforce Development Corp d/b/a Advance central PA - 130 Kelley Square, Lewisburg, PA 17837. The Program Name is Adult and Dislocated Worker Services. The scope of work includes providing basic career services and individualized career services, training and follow-up support. Effective date is July 1, 2021 through June 30, 2022. Funding includes Title I Adult and Dislocated Worker Development. Most of the funding is federal funding through the Workforce Innovation and Opportunity Act (WIOA). The total initial award amount is \$407,787 broken down as listed.
 - \$203,893.50 Adult
 - \$203,893.50 Dislocated Worker

3. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Marcus Antonio Gunn** - 1518 S L Street, Tacoma, WA 98405 to adapt and facilitate a training focused around equity and inclusion. The eight-week training includes three live webinars, and the facilitator will create recordings to help participants navigate through the independent readings and assignments. Effective date is November 1, 2021 through June 30, 2022 not to exceed \$6,000. Funding source: Community Education & Workforce Services/ProLo.

4. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Monica Wilson** 1522 May Avenue, Shelton, WA 98584 to adapt and facilitate a training focused around equity and inclusion. The eight-week training includes three live webinars, and the facilitator will create recordings to help participants navigate through the independent readings and assignments. Effective date is November 1, 2021 through June 30, 2022 not to exceed \$6,000. Funding source: Community Education & Workforce Services/ProLo.

D. Vendor Contracts

1. Approval was granted of an Agreement between Tuscarora Intermediate Unit and **Central Intermediate Unit 10** - 200 Shady Lane, Suite 100, Philipsburg, PA 16866 for TIU to provide Special Education administrative support related to Medical Access billing and Penn Data reporting. Effective date is October 18, 2021 through June 30, 2022. TIU will be reimbursed at the rate of \$295/day or at the rate of \$36.88/hour, plus associated travel costs.

VIII. TIU BOARD

D. Vendor Contracts

2. Approval was granted of an Agreement between Tuscarora Intermediate Unit and **Southern Huntingdon County School District** - 10339 Pogue Road, Three Springs, PA 17264 for TIU to provide technical support services to include an onsite technician three days/week at various district buildings, technical support and help desk services, phone support, and escalation to TIU main if needed. Effective date is September 15, 2021 through June 30, 2022. TIU will be reimbursed at the rate of \$375/day for daily technical support.

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions

1. Approval was granted of the listed revised job description. (See Attachment #3.)
 - a. Case Manager Youth Projects for the TIU Community Education & Workforce Services
Community Education & Workforce Services (non-certificated) Employee Level 5

X. FISCAL

A. Budgets - new, revised (none)

B. Purchases/Bids (none)

C. Special Education Transportation (none)

D. Juniata County Early Childhood Services

1. Approval was granted of the Juniata County Early Childhood Services Actual Expenditure Reports (Federal) for October 2021. (See Attachment #4.)
2. Approval was granted of the Juniata County Early Childhood Services Policy Council By-laws. (See Attachment #5.)
3. The Juniata County Early Childhood Services Monthly Report for October 2021 is attached for your information. Information item, no action required. (See Attachment #6.)
4. Sandra A. Dinardi presented information related to Juniata County Early Childhood Services.

Mrs. Dinardi provided an overview of the Juniata County Early Childhood Services Policy Council By-laws. The purpose of the Policy Council is to participate in shared decision making as outlined in the Head Start Program Performance Standards and work the TIU Board of Directors, Program Manager, and Program Director for the efficient and effective provision of Head Start/Early Head Start services. The Policy Council is made up of four center based parents, five home based parents, five community representatives, and two non-voting honorary representatives for a total of 14 voting members and 2 non-voting members.

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

XI. PERSONNEL

A. Resignations/Retirements

1. Approval was granted to accept, with regret, the resignation for retirement purposes of **Patricia L. Klinger** - Trout Run, PA 17771 as a Part-time Instructional Designer for the TIU Community Education & Workforce Services, effective at the end of the day on October 31, 2021. Ms. Klinger was employed by TIU since November 12, 2018.
2. Approval was granted to accept, with regret, the resignation for retirement purposes of **Wayne E. Goodman** - Yeagertown, PA 17099 as a Full-time Facilities, Equipment, and Maintenance Worker and Bus Driver for Juniata County Early Childhood Services, effective at the end of the day on June 15, 2022. Mr. Goodman has been employed by TIU since June 15, 2015.
3. Approval was granted to accept, with regret, the resignation of **Brenda L. Hutchison** - Lewistown, PA 17044 as a Part-time Early Intervention Paraprofessional/Personal Care Aide, effective at the end of the day on November 1, 2021. Ms. Hutchison was to begin employment with the TIU on November 1, 2021. Refer to Minutes of 10/14/2021 Board meeting, Item XI-D-8.
4. Approval was granted to accept, with regret, the resignation of **Brooke A. Drake** - Lewistown, PA 17044 as a Full-time State & Federal Programs Fiscal Analyst, effective at the end of the day on November 26, 2021. Ms. Drake has been employed by TIU since May 4, 2020.

B. Leaves of Absence

1. Approval was granted of a Leave of Absence request for **Courtney J. Cramer** - Huntingdon, PA 16652 in her position of Full-time Outpatient Therapist Child/Adolescent Partial Hospitalization Program using paid and/or unpaid leave time effective on/about November 19, 2021 through on/about January 14, 2022. Ms. Cramer has been employed by TIU since July 26, 2021.

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

1. Approval was granted of a corrected salary for **Cristie L. Miller-Franks** - Huntingdon, PA 16652 in her position of Full-time Early Intervention Paraprofessional/Personal Care Aide. Ms. Miller-Franks has been employed by TIU since October 15, 2014. Refer to Minutes of 10/14/2021 Board meeting, Item XI-C-2.
 Terms of Employment:
 Assignment: Full-time Early Intervention Paraprofessional/Personal Care Aide
 Non-certificated (non-professional) Employee Level I.1
 Effective Date: October 18, 2021
 Salary: \$19,932/year - prorated
 Days in Work Year: 181 days/year (7.5 hours/day) - prorated
 Benefits: Usual benefits granted to non-certificated employees
2. Approval was granted to end employment with **Clarissa J. Rhodes** - Burnham, PA 17009 effective October 18, 2021 as a Part-time Program Aide for Juniata County Early Childhood Services. The employment end is due to failure to comply with required employment paperwork. Ms. Rhodes was to begin employment with the TIU on October 18, 2021.

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

3. Approval was granted of an increase in hours for **Amie C. Bard** - Thompsontown, PA 17094 in her position of Full-time Assistant Teacher/Teacher Aide for Juniata County Early Childhood Services. Ms. Bard has been employed by TIU since June 6, 2018.
 Terms of Employment:
 Assignment: Full-time Assistant Teacher/Teacher Aide
 Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
 Effective Date: November 11, 2021
 Salary: \$12.03/hour (no change in hourly rate)
 Days in Work Year: 37.5 hours/week - 42 weeks/year (7.5 hours/day)
 Benefits: Usual benefits granted to special project Head Start employees

4. Approval was granted of a change in assignment for **Jennifer L. Conaway** - Reedsville, PA 17084 from a Full-time PAT - Home Visiting Manager to a Full-time Senior Manager for Home Based Services. Ms. Conaway has been employed by TIU since May 14, 2019.
 Terms of Employment:
 Assignment: Full-time Senior Manager for Home Based Services
 Special Project Head Start/Early Head Start/Pre-K Counts/PAT (exempt) Employee
 Effective Date: December 1, 2021
 Salary: \$47,500/year - prorated
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted to special project Head Start employees

D. New Employees

1. Approval was granted to employ **Michaela M. Sath** - Richfield, PA 17086 on a provisional basis as a Substitute Program Aide for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork.
 Terms of Employment:
 Assignment: Substitute Program Aide
 Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
 Effective Date: November 8, 2021
 Salary: \$9.50/hour
 Days in Work Year: 10 to less than 20 hours/week
 Benefits: None unless required by state/federal mandates

2. Approval was granted to employ a Full-time Analyst Consultant for the Pattan Autism Initiative (Special Project/Non-professional Employee). Effective date is on/about November 15, 2021. 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 **Christina E. Harris** - York, PA 17406 on a provisional basis as a Full-time Early Childhood Lead for the Early Childhood Comprehensive Systems Grant, pending receipt of required clearances and employment paperwork. This is a vacant position. This is a temporary grant funded position through on/about July 31, 2026.
 Terms of Employment:
 Assignment: Full-time Early Childhood Lead for the Early Childhood Comprehensive Systems Grant
 Special Project (non-professional) Employee
 Effective Date: November 15, 2021 through on/about July 31, 2026
 Salary: \$65,000/year - prorated
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted to special project employees

XI. PERSONNEL

D. New Employees

4. Approval was granted to employ **Sadia Batool** - Leola, PA 17540 on a provisional basis as a Full-time Family Lead for the Early Childhood Comprehensive Systems Grant, pending receipt of required clearances and employment paperwork. This is a vacant position. This is a temporary grant funded position through on/about July 31, 2026.
 Terms of Employment:
 Assignment: Full-time Family Lead for the Early Childhood Comprehensive Systems Grant
 Special Project (non-professional) Employee
 Effective Date: November 15, 2021 through on/about July 31, 2026
 Salary: \$65,000/year - prorated
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted to special project employees

5. Approval was granted to employ **Jill A. Bauer** - Port Royal, PA 17082 on a provisional basis as a Full-time Teacher - Preschool Head Start for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. This is a vacant position.
 Terms of Employment:
 Assignment: Full-time Teacher - Preschool Head Start
 Special Project Head Start/Early Head Start/Pre-K Counts/PAT (exempt) Employee
 Effective Date: November 1, 2021
 Salary: \$26,000/year - prorated
 Days in Work Year: 190 days/year (8 hours/day) 38 weeks/year - prorated
 Benefits: Usual benefits granted to special project Head Start employees

6. Approval was granted to employ **Joshua P. Victor** - Naticoke, PA 18634 on a provisional basis as a Temporary Full-time Occupational Therapist, pending receipt of required clearances and employment paperwork and required Occupational Therapist state license.
 Terms of Employment:
 Assignment: Temporary Full-time Occupational Therapist
 Allied (non-professional) Employee Level II
 Effective Date: December 1, 2021
 Salary: \$53,724/year - prorated
 Days in Work Year: December 1, 2021 through on/about May 1, 2022 (7.5 hours/day)
 Benefits: Usual benefits granted to allied employees

E. Supplemental Contracts/Employment, Change in Pay

1. Approval was granted of a Revised Supplemental Contract for **Megan J. Brackbill** - Mifflintown, PA 17059 that in addition to her assignment as Full-time Speech Therapist she serve as a Teacher Mentor (for inductee Heidi J. Baschnagel) in the induction program. Effective date is January 5, 2021 for one year at an amount not to exceed \$550 to meet and work with the new inductee for up to 25 hours throughout the course of the school year. The revised contract includes up to 10 additional hours at the rate of \$22/hour not to exceed a total contract amount of \$770. Ms. Brackbill has been employed by TIU since July 1, 2019. Funding source: Special Education. Refer to Minutes of 12/10/2020 Board meeting, Item XI-E-1.

2. Approval was granted of a Supplemental Contract for **Julie L. Brown** - Petersburg, PA 16669, that in addition to her assignment as Full-time Educational Consultant, she work up to five additional days providing training and technical assistance to early intervention staff on the Heggerty Early Literacy Program. Effective date is November 15, 2021 through June 30, 2022 to be paid at her per diem rate. Funding source: Special Education Early Intervention.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

3. Approval was granted of a Supplemental Contract for **Lindsey T. Haubert** - Thompsontown, PA 17094, that in addition to her assignment as Full-time Itinerant Teacher for the Deaf or Hearing Impaired Support Program, she work up to five additional hours/week completing report writing, student materials prep, and correspondence with district and IU staff. Effective date is November 15, 2021 through June 15, 2022 to be paid at the rate of \$48.33/hour. Funding source: Special Education Early Intervention.

XII. CONFERENCE REQUESTS

1. Approval was granted for **Dr. Antonette R. Miguel**, 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 \$1,681. Dr. Miguel will attend the national institute to learn updates to her work on positive behavior supports and social/emotional development and upon return will share the information with her colleagues. Funding source: Early Intervention Technical Assistance.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Field Trips (none)

B. Student of the Month

The Student of the month for November 2021 is **Layla Benfer**, a student enrolled in the Mifflin County Early Intervention classroom. (See Attachment #7.)

Congratulations are extended to Layla for being named Student of the Month.

C. Employee Data

September 9, 2021

307 Full-time employees
47 Part-time employees
6 Substitutes (Head Start)
1 Temp employee

October 14, 2021

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

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, December 9, 2021 at 7:00 p.m.**

XV. ADJOURNMENT

On a Dovey/Wagner motion, President Metzgar adjourned the meeting at 7:46 p.m.

Michele A. Huntsman
Board Secretary