

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

Minutes

Thursday, December 9, 2021

REGULAR BOARD MEETING

I. CALL TO ORDER – Vice President Krista L. Reihart

The Tuscarora Intermediate Unit Board of Directors met in regular session on Thursday, December 9, 2021 at the Tuscarora Intermediate Unit, 2527 US Highway 522 South, McVeytown, PA 17051-9717. Vice President Reihart called the meeting to order at 7:02 p.m.

II. ROLL CALL OF BOARD MEMBERS

Board Members Present:

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

Board Members Absent:

Julia E. E. Dovey - Central Fulton
Katherine R. Hollibaugh - Forbes Road (newly elected 12/9/21)
Dr. Dennis L. Plane - Huntingdon Area (newly elected 12/9/21)

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
Dr. Eric D. Yoder - Coordinator of Educational Technology
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.

VIII. TIU BOARD

On a Sigler/Wagner motion, approval was granted of the following: VIII-A-1-2. Roll call vote - Voting Yes: Ms. Sigler, Mr. Wagner, Mr. Griest, Mrs. McClure, Mr. Mellott, Mrs. Reihart. The motion passed with six yes votes and one board member absent.

Mrs. Hollibaugh and Dr. Plane did not attend the meeting.

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

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

Return to the regular Board Agenda sequence.

IV. ROLL CALL VOTING

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

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

On a Wagner/McClure 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 November 11, 2021.

VI. REPORTS

A. Treasurer's Report

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

B. Budget Transfers (none)

C. Payment of Bills

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

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

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

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

On a McClure/Wagner motion, Krista L. Reihart was nominated for President of the TIU Board of Directors. There were no other nominations for the office of President.

On a Mellott/Sigler motion, nominations were closed.

Krista L. Reihart was elected President of the Tuscarora Intermediate Unit 11 Board of Directors effective December 9, 2021 through June 30, 2022. Roll call vote - Voting Yes: Mrs. McClure, Mr. Wagner, Mr. Griest, Mr. Mellott, Mrs. Reihart, Ms. Sigler. The motion passed with six yes votes and three board members absent.

Election of **Vice President** of the TIU Board of Directors to fill the unexpired term of **Krista L. Reihart** effective December 9, 2021 to June 30, 2022.

Mary Lou M. Sigler was nominated for Vice President of the TIU Board of Directors by Mr. Mellott. Ms. Sigler respectfully declined the nomination.

On a McClure/Sigler motion, Mark F. Wagner was nominated for Vice President of the TIU Board of Directors. There were no other nominations for the office of Vice President.

On a Mellott/Griest motion, nominations were closed.

Mark F. Wagner was elected Vice President of the Tuscarora Intermediate Unit 11 Board of Directors effective December 9, 2021 through June 30, 2022. Roll call vote - Voting Yes: Mrs. McClure, Ms. Sigler, Mr. Wagner, Mr. Griest, Mr. Mellott, Mrs. Reihart. The motion passed with six yes votes and three board members absent.

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

B. Policy/School Calendars

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

C. Contracts/Leases

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

VIII. TIU BOARD

C. Contracts/Leases

2. Approval was granted of Agreements between Tuscarora Intermediate Unit and the listed agencies. Early Intervention Technical Assistance (EITA), on behalf of the Bureau of Early Intervention Services and Family Supports, provides the agreements to selected programs. The agreements are part of the EITA and Bureau's priority to increase coaching as the service delivery model provided by early intervention staff to community child care. Effective date is October 1, 2021 through June 30, 2022 at the amount of \$15,000/agency. Funding source: Early Intervention Technical Assistance.
 - a. Riverview Intermediate Unit 6
 - b. Westmoreland Intermediate Unit 7
 - c. Seneca Highlands Intermediate Unit 9
 - d. Lincoln Intermediate Unit 12
 - e. Berks County Intermediate Unit 14
 - f. Colonial Intermediate Unit 20
 - g. Carbon Lehigh Intermediate Unit 21
 - h. Montgomery County Intermediate Unit 23

3. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Barbara Weber** 151 Hawthorne Drive, Hershey, PA 17033 to provide services as a content expert for Coaching Professional Learning Communities and coding of video submissions. Effective date is November 1, 2021 through June 30, 2022 to be paid at the rate of \$60/hour not to exceed 15 hours/month. Funding source: Early Intervention Technical Assistance.

4. Approval was granted of an increase in the lease amount effective January 1, 2022 through December 31, 2022 for the lease agreement with **Mifflin County Industrial Development Corporation** - Building 60, 6395 SR 103N, Lewistown, PA 17044 for the lease of building property located at Building 58, 6395 SR 103N, Lewistown, PA 17044, the Community Education and Workforce Services location. Current lease payment is \$7,909/month or \$94,908 annually. A three percent increase based on the Consumer Price Index in Section 3.01 Base Rent section of the original lease agreement is required. Effective date is January 1, 2022. The lease payment will be \$8,146/month or \$97,752 annually. Funding source: Various CEWS Programs.

D. Vendor Contracts

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

VIII. TIU BOARD

D. Vendor Contracts

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

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

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

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

IX. PROGRAMS

A. New Programs/Changes

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

B. Job Descriptions (none)

X. FISCAL

A. Budgets - new, revised (none)

X. FISCAL

B. Purchases/Bids

1. Approval was granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #6.)
2. Approval was granted to transfer technology equipment to school districts as listed on the attachment. (See Attachment #7.)
3. Approval was granted to transfer technology equipment to Mifflin County Christian School (See Attachment #8.)
4. Approval was granted to transfer technology equipment to Doceo per the Copier Lease Agreement. (See Attachment #9.)
5. Approval was granted to award the bid for a 2022 Ford Escape S All Wheel Drive vehicle at an amount of \$22,741 from **Lake Ford Lincoln, Inc.** - 429 South Main Street, Lewistown, PA 17044. Delivery of the vehicle is approximately April 2022. Revised vehicle delivery date is acceptable with the Federal Head Start office. Four bid packets were requested, and one bid received. Funding source: Federal Head Start.

C. Special Education Transportation (none)

D. Juniata County Early Childhood Services

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

Mrs. Dinardi provided an overview of the Juniata County Early Childhood Services Program Information Reports. The reports typically look at two consecutive years. Due to COVID closures, the reports provided information for years 2019 and 2021. The reports show that the Head Start and Early Head Start are serving a high percentage of homeless children and families, with the percentages being well above the state average. The programs are also serving a high percentage of children with IEPs, with those percentages also well above the state average.

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

XI. PERSONNEL

A. Resignations/Retirements

1. Approval was granted to revise the date of retirement resignation for **Sandra A. Dinardi** Huntingdon, PA 16652 as a Full-time Director for Special Education, effective at the end of the day on July 25, 2022. Ms. Dinardi has been employed by TIU since August 25, 1987. Refer to Minutes of 10/14/2021 Board meeting, Item XI-A-2.
2. Approval was granted to accept, with regret, the resignation of **Jody A. Jolin** - Jersey Shore, PA 17740 as a Full-time Business Services Representative for the TIU Community Education & Workforce Services, effective at the end of the day on November 15, 2021. Ms. Jolin has been employed by TIU since October 4, 2021.
3. Approval was granted to accept, with regret, the resignation for retirement purposes, of **Judith L. Campbell** - New Castle, PA 16101 as a Part-time Regional Coordinator of Parent to Parent of Pennsylvania, effective at the end of the day on December 3, 2021. Ms. Campbell was employed by TIU since November 28, 2011.
4. Approval was granted to accept, with regret, the resignation of **Heidi J. Baschnagel** - Lewistown, PA 17044 as a Full-time Speech Therapist, effective at the end of the day on December 21, 2021. Ms. Baschnagel has been employed by TIU since January 5, 2021.
5. Approval was granted to accept, with regret, the resignation of **Lynn A. Trowbridge** - Huntingdon, PA 16652 as a Full-time Social Worker, effective at the end of the day on December 21, 2021. Ms. Trowbridge has been employed by TIU since October 15, 2020.
6. Approval was granted to accept, with regret, the resignation of **Deborah A. Yocum** - Alexandria, PA 16611 as a Part-time Instructor of Transition Classroom, effective at the end of the day on December 1, 2021. Ms. Yocum was employed by TIU since February 4, 2019.

B. Leaves of Absence

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

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

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

XI. PERSONNEL

D. New Employees

1. Approval was granted for the Tuscarora Intermediate Unit to fill positions and hire employees as needed between the December 2021 and February 2022 Board Meetings. The new employee information will be listed on the February agenda.
2. Approval was granted of an unpaid internship within the TIU Special Education Department for **Abigael L. Knepp**, a Speech-Language Pathology student at Indiana University of Pennsylvania, effective on/about January 18, 2022 through on/about April 29, 2022.
3. Approval was granted to employ a Full-time PAT - Parent Educator (Special Project/ Juniata County Early Childhood Services). Effective on/about December 13, 2021. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates.
4. Approval was granted to employ a Full-time and a Part-time Social Worker (Special Project/non-professional employee). Effective date is on/about December 13, 2021. The starting salary will be commensurate with experience and to scale with benefits as required by state/ federal mandates.
5. Approval was granted to employ a Certified Occupational Therapy Assistant (Non-certificated/non-professional employee). Effective date is on/about December 13, 2021. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates.
6. Approval was granted to employ **Amanda L. Morningstar** - Huntingdon, PA 16652 on a provisional basis as a Substitute Outpatient Therapist - Child/Adolescent Partial Hospitalization Program, pending receipt of required clearances and employment paperwork.
 Terms of Employment:
 Assignment: Substitute Outpatient Therapist - Child/Adolescent Partial Hospitalization Program
 Special Project Child/Adolescent PHP (exempt) Employee
 Effective Date: December 13, 2021
 Salary: \$205/day
 Days in Work Year: Not to exceed 3 days/week
 Benefits: None unless required by state/federal mandates
7. Approval was granted to employ **Kendra D. Martin** - Allensville, PA 17002 on a provisional basis as a Full-time State & Federal Programs Fiscal Analyst, pending receipt of required clearances and employment paperwork. This is a vacant position.
 Terms of Employment:
 Assignment: Full-time State & Federal Programs Fiscal Analyst
 Non-certificated (non-professional) Employee Level 4
 Effective Date: December 17, 2021
 Salary: \$41,931/year - prorated
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted to non-certificated employees
8. Approval was granted to employ **Thomas R. Miller** - Glenshaw, PA 15116 on a provisional basis as a Full-time Analyst Consultant for the Pattan Autism Initiative, pending receipt of required clearances and employment paperwork. Mr. Miller was previously employed by TIU from July 1, 2014 through August 31, 2021. This is a vacant position.
 Terms of Employment:
 Assignment: Full-time Analyst Consultant for the Pattan Autism Initiative
 Special Project (non-professional) Employee
 Effective Date: December 6, 2021
 Salary: \$77,691/year - prorated
 Days in Work Year: 12 months/year (8 hours/day) - prorated
 Benefits: Usual benefits granted to special project employees

XI. PERSONNEL

D. New Employees

9. Approval was granted to employ **Rylie S. Hanson** - Lewistown, PA 17044 on a provisional basis as a Full-time Case Manager Youth Projects for the TIU Community Education & Workforce Services, pending receipt of required clearances and employment paperwork.

Terms of Employment:

Assignment: Full-time Case Manager Youth Projects

Community Education & Workforce Services (non-certificated) Employee Level 5

Effective Date: December 13, 2021

Salary: \$34,874/year - prorated

Days in Work Year: 12 months/year (7.5 hours/day) - prorated

Benefits: Usual benefits granted to CEWS employees

E. Supplemental Contracts/Employment, Change in Pay

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

XII. CONFERENCE REQUESTS

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

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Student of the Month

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

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

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

B. Employee Data

October 14, 2021

313 Full-time

49 Part-time

6 Substitutes (Head Start)

1 Temporary

November 11, 2021

314 Full-time

46 Part-time

7 Substitutes (Head Start)

2 Temporary

XIII. MISCELLANEOUS INFORMATION (information, no action required)

C. Cabinet Updates

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

XIV. DATE OF NEXT MEETING

The next regular meeting of the Tuscarora Intermediate Unit Board of Directors is scheduled for **Thursday, February 10, 2022 at 7:00 p.m.**

XV. ADJOURNMENT

President Reihart adjourned the meeting at 7:42 p.m.

Michele A. Huntsman
Board Secretary