

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

**Minutes**

**Thursday, March 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, March 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  
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

**Others in Attendance:**

Dr. Shawn L. Kovac - Executive Director  
Dr. Brett A. Gilliland - Director for Nonpublic Schools and Pupil Services  
Timothy J. Miller - Director for Curriculum, Instruction, and Correctional Education Facilities  
Dr. Eric D. Yoder - Coordinator of Educational Technology  
Lisa A. Watson - Director for Management Services  
Kelly L. Zurybida - Interim Director for Special Education  
Michele A. Huntsman - Board Secretary

**III. PUBLIC COMMENTS**

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

A presentation of the Audited Financial Statement and Review of the Various Accounts of Tuscarora Intermediate Unit for fiscal year ending June 30, 2021 was given by **Daniel Bradley** of Young, Oakes, Brown & Company - 1210 13<sup>th</sup> Street, PO Box 1550, Altoona, PA 16603. (See Attachment #1.)

Mr. Bradley thanked the Board for their continued confidence in Young, Oakes, Brown & Company. He especially thanked Dr. Shawn Kovac, Lisa Watson, and staff for the assistance and cooperation provided during the course of the audit. He said the staff was forthcoming of information requested, and he appreciates the cooperation received.

Mr. Bradley presented the Audited Financial Statement and Review of the Various Accounts and highlighted various items throughout the report. There were no findings reported.

Mr. Bradley thanked the Board for the time to present the report. He said the TIU does a tremendous job keeping everything straight, and he appreciates the openness, communication, and all they do throughout the course of the audit.

Dr. Kovac thanked Mr. Bradley for providing the report and presenting it to the Board.

#### **IV. ROLL CALL VOTING**

On a Wagner/McClure 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: Mr. Wagner, Mrs. McClure, Mr. Mellott, Dr. Plane, Mrs. Reihart, Ms. Sigler, Mrs. Dovey, Mr. Griest, Mrs. Hollibaugh. The motion passed with nine yes votes.

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 February 10, 2022.

#### **VI. REPORTS**

##### **A. Treasurer's Report**

Approval was granted of the Treasurer's Report for February 2022. (See Attachment #1.)

##### **B. Budget Transfers (none)**

##### **C. Payment of Bills**

Approval was granted of the payment of bills for February 2022.

#### **VII. STAFF PRESENTATION (none)**

#### **VIII. TIU BOARD**

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

1. On a Mellott/Griest motion, approval was granted of the Audited Financial Statement of Tuscarora Intermediate Unit for fiscal year ending June 30, 2021. Roll call vote - Voting Yes: Mr. Mellott, Mr. Griest, Mrs. Hollibaugh, Mrs. McClure, Dr. Plane, Mrs. Reihart, Ms. Sigler, Mr. Wagner, Mrs. Dovey. The motion passed with nine yes votes. (See Attachment #2.)

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

## VIII. TIU BOARD

### B. Policy/School Calendars

1. Approval was granted of the Revised Tuscarora Intermediate Unit Correctional Education Facilities calendar for 2021-2022. (See Attachment #3.)
2. Approval was granted of the Tuscarora Intermediate Unit Correctional Education Facilities calendar for 2022-2023. (See Attachment #4.)

### C. Contracts/Leases

1. Approval was granted of an Agreement between Tuscarora Intermediate Unit and **Procare Therapy Blazerworks Services** - 10151 Deerwood Park Boulevard, Suite 400, Jacksonville, FL 32256 to incur a direct hire fee as a result of employing a speech therapist that was previously a consultant through Procare Therapy Blazerworks. The direct hire fee is \$10,000 and will be paid only upon TIU Board approval to hire Kylie Cappella as a Speech Therapist effective on/about July 1, 2022. Funding source: Early Intervention American Recovery Plan for staff retention.
2. Approval was granted to terminate the Lease Agreements between Tuscarora Intermediate Unit and the listed agencies effective June 30, 2022. The agreements are ending due to staff relocation.
  - a. Heister House Millworks, Inc. - 1449 William Penn Highway, Mifflintown, PA 17059
  - b. Sub-Tenant EDSI - 1449 William Penn Highway, Mifflintown, PA 17059
  - c. Sub-Tenant Center for Community Action - 1449 William Penn Hwy, Mifflintown, PA 17059
3. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Taproot Kitchen DBA of The Meetinghouse on Atherton**, Attention Sharon Schafer - 418 West Nittany Avenue, State College, PA 16801 to provide a continental breakfast and lunch for up to 200 attendees to include locally sourced items. Taproot Kitchen will work with the PA Farm to School Summit Food Subcommittee to develop an acceptable menu, with a focus on healthy, seasonal, locally sourced items. The cost per meal will not exceed reasonable limits determined by GSA rates for State College/Centre County. Effective date is June 23, 2022 at the Pennsylvania Farm to School Summit to be held during at the Ag Progress Days site in Pennsylvania Furnace. The cost will be \$33/person for up to 200 people, not to exceed \$6,600. Funding source: Community Education & Workforce Services.
4. Approval was granted of a Contract between Tuscarora Intermediate Unit and **SPEC, Inc.**, Attention: Kelly Lamanno - 9800b McKnight Road, Suite 150, Pittsburgh, PA 15237 to provide Observation of up to 16 early childhood sites for the purposes of completing the Preschool Evaluation Tool (PreSET) as part of verifying that the observed site is implementing PW-PBIS at tier one with fidelity as part of PAPBS Network Recognition Process. Effective date is March 21, 2022 through June 30, 2022, not to exceed \$12,000. Funding source: Early Intervention Technical Assistance.
5. Approval was granted of a Contract between Tuscarora Intermediate Unit and **Steven T. Seyler** 5264 Brinker Road, Greensburg, PA 15601 to interview and record families, edit and clip audio and video to produce two 2-3 minute videos describing their experience with Early Intervention Service Delivery. Reimbursement at the rate of \$25/hour not to exceed 25 hours. Effective date is March 15, 2022 through June 30, 2022. Funding source: Early Intervention Technical Assistance.

## VIII. TIU BOARD

### C. Contracts/Leases

6. Approval was granted of a Contract between Tuscarora Intermediate Unit and **PA Coalition Against Domestic Violence**, Attention: Jessa Winas - 3605 Vartan Way, Suite 101, Harrisburg, PA 17110 to provide two Webinars - Birthing People & Domestic Violence on March 16, 2022 and Traumatic Brain Injury & Domestic Violence on May 25, 2022. Services include development, preparation, and webinar facilitation. The contract is effective March 1, 2022 through June 30, 2022 at an amount not to exceed \$3,138. Funding source: Early Intervention Technical Assistance.
7. Approval was granted of a Letter of Agreement between Tuscarora Intermediate Unit and **Huntingdon Area School District** - 2400 Cassady Avenue, Suite 2, Huntingdon, PA 16652 for for use of district facilities to operate the TIU 11 Partial Hospitalization Program. TIU will rent the school facilities at the Middle School Building Alternative Education Wing located at 2500 Cassady Avenue, Huntingdon, PA 16652. The program will use the facilities five days/week from 7:00 a.m. to 4:00 p.m. and will follow the district calendar unless otherwise noted to the district business manager. Effective date is February 21, 2022 through June 30, 2022. The Agreement will renew on July 1 each subsequent year. Either party may elect not to renew the agreement by providing notice to the other party at least thirty business days before the end of the term. Reimbursement will be at the rate of \$10/hour/classroom for six classrooms, seven hours/day. Funding source: General Operating Budget/PHP.

### D. Vendor Contracts

1. Approval was granted of the 2022-2023 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 MOU will be between the TIU11 PHP and school districts that make referrals to the program. (See Attachment #5.)

## IX. PROGRAMS

### A. New Programs/Changes (none)

### B. Job Descriptions

1. Approval was granted of the listed revised job descriptions. (See Attachment #6.)
  - a. Workforce Program Coordinator for the TIU Community Education & Workforce Services Community Education & Workforce Services (non-certificated) Employee Level 6.1
  - b. Instructional Design/Accessibility Specialist for Early Intervention Technical Assistance Special Project (non-professional) Employee

## X. FISCAL

### A. Budgets - new, revised

1. On a Sigler/Wagner motion, approval was granted to adopt the Tuscarora Intermediate Unit General Operating Budget for 2022-2023 in the amount of \$3,378,047. Roll call vote - Voting Yes: Ms. Sigler, Mr. Wagner, Mrs. Dovey, Mr. Griest, Mrs. Hollibaugh, Mrs. McClure, Mr. Mellott, Dr. Plane, Mrs. Reihart. The motion passed with nine yes votes. (See attachment #7.)

**X. FISCAL****B. Purchases/Bids (none)****C. Special Education Transportation (none)**

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

**D. Juniata County Early Childhood Services**

1. Approval was granted of the Juniata County Early Childhood Services Actual Expenditure Reports (Federal) for February 2022. (See Attachment #8.)
2. Approval was granted of the Juniata County Early Childhood Services Continuous Quality Improvement Plan. (See Attachment #9.)
3. Approval was granted of the Juniata County Early Childhood Services Self-Assessment Timeline 2022-2023. (See Attachment #10.)
4. The Juniata County Early Childhood Services Monthly Report for February 2022 is attached for your information. Information item, no action required. (See Attachment #11.)
5. Kelly Zurybida presented information related to Juniata County Early Childhood Services.

Ms. Zurybida provided a brief overview of the Self-Assessment process for Head Start. The self-assessment process occurs once annually and is a requirement in the Head Start Program Performance Standards. It is a process that helps programs get even better at what they do by examining yearly data and setting yearly program goals. The assessment helps management and team members to review progress they were making on previous years goals as well as identify systemic issues and consider new innovations.

There are four self-assessment sub-groups that can be a primary focus and be reviewed:

1. Staff and Child Attendance
2. Literacy and Language
3. Family and Well-being and Financial Stability
4. Child Safety

Examples of goals could be around attendance, nutrition or any other factor where data shows a need to improve. The overall goal of the self-assessment is to inform current program practices and policies for continuous improvement.

Goal Examples:

HS will partner with parents to maximize child attendance to help children develop the habit of attending school regularly and be successful in kindergarten and beyond - objectives would be developed around meeting this goal, so strategies to improve attendance could be put into place.

Explore and provide support for families to try to mitigate reasons for obesity in enrolled children they may offer healthier food choices at family events, increase physical activities in the classroom, health managers will share info with all families to combat obesity in the home with healthy exercise and nutritious foods.

## XI. PERSONNEL

### A. Resignations/Retirements

1. Approval was granted to accept the resignation for retirement purposes, of **Cheryl L. Romig** Milroy, PA 17063 as a Full-time Coordinator of Operations for the TIU Community Education & Workforce Services, effective at the end of the day on May 2, 2022. Ms. Romig has been employed by TIU since February 7, 2007.
2. Approval was granted to accept the resignation of **Faith M. Maben** - Lewistown, PA 17044 as a Full-time Early Intervention Classroom Teacher, effective at the end of the day on February 28, 2022. Ms. Maben was employed by TIU since November 4, 2019.
3. Approval was granted to accept the resignation of **Kendra D. Martin** - Allensville, PA 17002 as a Full-time State & Federal Programs Fiscal Analyst, effective at the end of the day on March 8, 2022. Ms. Martin has been employed by TIU since December 17, 2021.
4. Approval was granted to accept the resignation of **Chad W. Mickle** - Woodbury, PA 16695 as a Full-time Science Instructor for Correctional Education Facilities, effective at the end of the day on/about April 15, 2022. Mr. Mickle has been employed by TIU since October 26, 2012.
5. Approval was granted to accept the resignation for retirement purposes, of **Linda D. Whistler** Mifflintown, PA 17059 as a Full-time Early Intervention Paraprofessional/Personal Care Aide, effective at the end of the day on February 28, 2022. Ms. Whistler was employed by TIU since September 1, 1996.
6. Approval was granted to accept the resignation of **Ashley N. Bricker** - Dauphin, PA 17018 as a Full-time Technical Designer/Accessibility Specialist for Early Intervention Technical Assistance, effective at the end of the day on March 11, 2022. Ms. Bricker has been employed by TIU since September 28, 2008.
7. Approval was granted to accept the resignation of **Teresa M. Peters** - Reedsville, PA 17084 as a Full-time Workforce Specialist for the TIU Community Education & Workforce Services, effective at the end of the day on April 1, 2022. Ms. Peters has been employed by TIU since October 14, 1999.
8. Approval was granted to accept the resignation of **Billi Jo Kenawell** - Mapleton Depot, PA 17052 as a Part-time Early Intervention Paraprofessional/Personal Care Aide, effective at the end of the day on March 18, 2022. Ms. Kenawell was previously employed by TIU from September 21, 2010 through January 31, 2017 and since November 2, 2020.

### B. Leaves of Absence (none)

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

1. Approval was granted of an additional assignment for **Mary F. Myers** - Huntingdon, PA 16652 that in addition to her assignment as a Temporary CPI Trainer through June 30, 2022, she work as a Substitute Teacher for the Child/Adolescent Partial Hospitalization Program. Ms. Myers was previously employed by TIU from August 9, 1999 through June 30, 2021 and since July 1, 2021.  
 Terms of Employment:  
 Additional Assignment: Substitute Teacher for the Child/Adolescent PHP  
     Special Project Child/Adolescent PHP Employee  
 Effective Date: March 1, 2022  
 Salary: \$125/day (\$62.50/half 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 to employ **Kylie A. Cappella** - Hollidaysburg, PA 16648 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: July 1, 2022  
 Salary: \$47,306/year (Step 2, Master's)  
 Days in Work Year: 183 days/year (7.5 hours/day)  
 Benefits: Usual benefits granted to certificated employees
  
2. Approval was granted to employ **Marissa Heller** - Lewistown, PA 17044 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 vacant position.  
 Terms of Employment:  
 Assignment: Part-time Early Intervention Paraprofessional/Personal Care Aide  
 Non-certificated (non-professional) Employee Level I.1  
 Effective Date: April 5, 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

### E. Supplemental Contracts/Employment, Change in Pay

1. Approval was granted to issue tenure and a professional contract to **Emily E. Beals** - Philipsburg, PA 16866 effective April 1, 2022, for having completed three years of satisfactory performance as a Part-time Speech Therapist. Ms. Beals has been employed by TIU since September 4, 2018.
  
2. Approval was granted of a Supplemental Contract for **Brian R. Kritzer** - Shirleysburg, PA 17260 that in addition to his assignment as Full-time Educational Consultant, he provide Coordination for the 2022 Extended School Year (ESY) Program. Effective date is March 14, 2022 through August 15, 2022 to be paid at his daily rate not to exceed 20 days. Mr. Kritzer has been employed by TIU since July 15, 2019. Funding source: Special Education/Early Intervention.
  
3. Approval was granted of a Supplemental Contract for **Mary Aleta Kammerer** - Milroy, PA 17063 that in addition to her assignment as Full-time Communities That Care Coordinator for the TIU Community Education & Workforce Services, she facilitate/observe a seven week session of Strengthening Families Program to include formal observations of the seven week parenting program in the evenings for a Spring 2022 session. Effective date is March 7, 2022 through June 30, 2022 to be paid at the rate of \$24.76/hour not to exceed a total of 42 hours. Ms. Kammerer has been employed by TIU since March 6, 2017. Funding source: Community Education & Workforce Services.
  
4. Approval was granted of a Supplemental Contract for **Susan K. Stringer** - McVeytown, PA 17051 that in addition to her assignment as Full-time Instructor Youth Projects for the TIU Community Education & Workforce Services, she facilitate a seven week session of Strengthening Families Program to include planning of the seven week parenting program in the evenings for a Spring 2022 session. Effective date is March 7, 2022 through June 30, 2022 to be paid at the rate of \$19.27/hour not to exceed a total of 42 hours. Ms. Stringer has been employed by TIU since February 7, 2017. Funding source: Community Education & Workforce Services.

## XI. PERSONNEL

### E. Supplemental Contracts/Employment, Change in Pay

5. Approval was granted of a Supplemental Contract for **Nalini Kowalski** - Huntingdon, PA 16652 that in addition to her assignment as Full-time Early Intervention Classroom Teacher/ITL, she serve as a Teacher Mentor (for Kylie A. Cappella) effective July 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. Kowalski has been employed by TIU since December 12, 2003. Funding source: Special Education/Early Intervention.
6. Approval was granted of a Supplemental Contract for **Jeffrey A. Wheeler** - Monroeville, PA 15146 that in addition to his assignment as Full-time Administrative Support Staff for Connect, EITA, Parent to Parent, and Family Connections, he provide weekend hours for Connect Helpline support to return calls to families. Effective date is February 15, 2022 through June 30, 2022 to be paid at his current hourly rate or as required by FLSA, not to exceed six hours/week. Contract may be extended through June 30, 2023 pending approval by program director. Mr. Wheeler has been employed by TIU since July 6, 2010. Funding source: Early Intervention Technical Assistance.
7. Approval was granted of a Supplemental Contract for **Michele A. Huntsman** - Mill Creek, PA 17060 that in addition to her assignment as Full-time Executive Secretary to the Executive Director/Board of Directors, she provide afterhours Connect Helpline data entry for online and fax referrals, and weekend coverage as requested by Deb Daulton, Program Director. Effective date is February 15, 2022 through June 30, 2022 to be paid at her current hourly rate or as required by FLSA, not to exceed eight hours/week. Contract may be extended through June 30, 2023 pending approval by program director. Ms. Huntsman has been employed by TIU since October 29, 1992. Funding source: Early Intervention Technical Assistance.

## XII. CONFERENCE REQUESTS

1. Approval was granted for **Mary E. Mikus**, Early Intervention Technical Assistance Consultant for Early Intervention, **Sarah E. Holland**, Special Assistant for Family Engagement for OCDEL, and **Sadia Batool**, Family Lead for the Early Childhood Comprehensive Systems Grant, to attend the National Community and Family Engagement Conference in Los Angeles, CA from June 1-3, 2022 at an approximate cost of \$2,331/individual. Attendance at the conference will give the individuals an opportunity to share Pennsylvania's achievements in collaborating across systems to promote family engagement. Information gathered from the conference will enhance their efforts and strengthen family engagement in the Commonwealth. Funding source: Early Intervention Technical Assistance.

## XIII. MISCELLANEOUS INFORMATION (information, no action required)

### A. Student of the Month

The student of the month for March 2022 is **John Culbertson**, a student enrolled in the Huntingdon early intervention classroom. (See Attachment #12.)

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

### B. Employee Data

December 9, 2021	February 10, 2022
314 Full-time	317 Full-time
44 Part-time	44 Part-time
8 Substitutes	6 Substitutes
2 Temporary	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, April 14, 2022 at 7:00 p.m.**

**XV. ADJOURNMENT**

President Reihart adjourned the meeting at 8:11 p.m.

---

Michele A. Huntsman  
Board Secretary