

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

AGENDA

Thursday, June 9, 2022 - 7:00 p.m.

REGULAR BOARD MEETING

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

I. CALL TO ORDER - PRESIDENT OF THE BOARD

II. ROLL CALL OF BOARD MEMBERS

Julia E. E. Dovey - Central Fulton
Todd G. Griest - Southern Huntingdon County
Katherine R. Hollibaugh - Forbes Road
Linda L. McClure - Mount Union Area
Timothy A. Mellott - Southern Fulton
Dr. Dennis L. Plane - Huntingdon Area
Krista L. Reihart - Juniata Valley
Mary Lou M. Sigler - Mifflin County
Mark F. Wagner - Juniata County

III. PUBLIC COMMENTS

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

IV. ROLL CALL VOTING

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

The chairperson of the meeting, the president of the board, should announce before each roll call vote, that if she hears no objections from any member of the board present, the vote will be considered a unanimous roll call vote and so recorded.

EXECUTIVE SESSION

Executive Session of the Board of Directors of Tuscarora Intermediate Unit for personnel, and Dr. Shawn L. Kovac, Executive Director/Safe Schools Director, will provide the Act 44 annual update as required.

V. MINUTES OF PREVIOUS MEETING

Recommend approval be granted of the minutes of the regular board meeting of May 12, 2022. (Minutes are posted.)

VI. REPORTS

A. Treasurer's Report

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

B. Budget Transfers (none)

C. Payment of Bills

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

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

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

1. The Pennsylvania School Boards Association (PSBA) Bylaws authorize intermediate units to appoint one voting delegate to the 2022 Delegate Assembly, to be appointed by majority vote from among the members of the intermediate units governing body. The 2022 Assembly will be held as a hybrid event on Saturday, November 5, 2022 at PSBA Headquarters in Mechanicsburg, PA or via Zoom. The Board may appoint a voting delegate who will represent and vote on behalf of the TIU. Voting members of the Delegate Assembly will receive reports from the PSBA president, chief executive officer, and treasurer; receive the election results for PSBA leadership, including Governing Board officers, Zone Representatives, and Sectional Advisors; consider proposals recommended by the PSBA Platform Committee and adopt the legislative platform for the coming year; and consider and act upon any proposed changes to the PSBA Bylaws. There is no registration fee to participate in the Delegate Assembly.

B. Policy/School Calendars

1. Recommend approval be granted of the Tuscarora Intermediate Unit Middle Management Compensation Plan for 2022-2023. (See Attachment #2.)
2. Recommend approval be granted to extend the Tuscarora Intermediate Unit Middle Management Compensation Plan for 2022-2023 to include the Executive Director and the Director for Management Services.
3. Recommend approval be granted of the second reading and adoption of the TIU Board Policy 006.1 - Attendance at Meetings Via Electronic Communications. (See Attachment #3.)
4. The Tuscarora Intermediate Unit 11 Health and Safety Plan has been reviewed as required for period July 1, 2022 through December 31, 2022 with no updates or changes. Information item, no action required. (See Attachment #4.)
5. Recommend approval be granted of the conversion of unused personal days to sick days annually on June 30 effective July 1, 2022 for all eligible employees of Tuscarora Intermediate Unit 11.

VIII. TIU BOARD

B. Policy/School Calendars

6. Recommend approval be granted for the Tuscarora Intermediate Unit 11 to withhold 8.9 percent of its total IDEA-Part B funds for Component 2 services for program year 2022-2023. The funds will be used to support a minimum of five (5) full-time equivalent positions for Educational Consultants who provide technical assistance to educators, parents, paraprofessionals, and agency personnel.
7. Recommend approval be granted of the TIU Salary and Benefits Packet for 2022-2023. (See Attachment #5.)
8. Recommend approval be granted of the 2022-2023 TIU Salary increase for Head Start, Early Head Start, Pre-K Counts, and Parents as Teachers staff. (See Attachment #6.)
9. Recommend approval be granted of the 2022-2023 TIU Salary increase for Parent to Parent of Pennsylvania. (See Attachment #7.)

C. Contracts/Leases

1. Recommend approval be granted to accept the Request for Proposal and appoint **Fanelli Willet Law Offices** - 2875 Route 764, Suite 4, Duncansville, PA 16635 as Board Solicitor to serve the Tuscarora Intermediate Unit Board of Directors for a three year term effective July 1, 2022 through June 30, 2025 at the rate of \$135/hour for general solicitor work, and \$165/hour for specialized work, including negotiations, personnel matters, and litigation. (See Attachment #8.)
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Paul J. Riccomini** - 210 Fernridge Road, Port Matilda, PA 16870 to provide six (6) professional development sessions (3 elementary, 3 secondary) and five (5) coaching days to mathematics teachers. The primary goal is to increase the instructional effectiveness of mathematics teachers through the delivery of High Intensity Instructional Techniques (HITT) and classroom coaching Effective date is July 1, 2022 through June 30, 2023 to be paid at \$3,000/day for a contract amount not to exceed \$33,000. Funding source: Special Education Comp 3 IDEA TAC.
3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Wendi Baker, Chad Baker, and Cortni Baker** - 101 Lute Lane, Lewistown, PA 17044 to provide Spanish Interpreting/Translation services for TIU staff to include early intervention evaluations, parent telephone calls, Individualized Education Plan (IEP) meetings, and communication with families as needed. Effective date is July 1, 2022 through June 30, 2023 at the rate of \$20/hour. Funding source: Special Education Early Intervention.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Central Susquehanna Intermediate Unit**, Attention: **Jeffrey C. Kay** - 90 Lawton Lane, Milton, PA 17847 to provide services to maintain the Early Intervention Verification Tool, as well as technical support, report generation, and training to early intervention staff (including intermediate units, county offices, state office staff, EITA staff, and other identified partners) in the use of the PELICAN Early Intervention Data Warehouse/Cognos Analytics. Reimbursement not to exceed \$199,640. Effective date is July 1, 2022 through June 30, 2023. Funding source: Early Intervention Technical Assistance.
5. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Grace Anne C. Whitney** - 11 Ridgewood Avenue, North Haven, CT 06473 to develop and record webinars for Infant Toddler Early Intervention Service Coordinators focused on developmental impact on children and families experiences homelessness, support families who are experiencing homelessness, and assist with sensitivity in communication and identifying needed resources. Effective date is July 1, 2022 through June 30, 2023 at the rate of \$200/hour not to exceed 70 hours for a total contract amount not to exceed \$14,000. Funding source: Early Intervention Technical Assistance.

VIII. TIU BOARD

C. Contracts/Leases

6. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Montgomery County Intermediate Unit 23/PaTTAN** - 333 Technology Drive, Malvern, PA 19355 for administrative clerical support and technology support for Early Intervention Technical Assistance staff located at the PaTTAN office site. Effective date is July 1, 2022 through June 30, 2023. Reimbursement at an amount not to exceed \$82,797 for administrative clerical support, and \$10,800 for technology support. Funding source: Early Intervention Technical Assistance.
7. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Liz Kuschke Early Intervention Professionals** - 2401 Lakeside Drive, Harveys Lake, PA 18618 to provide Master Coach support for Trainee Coach and Trio, coding of video submissions, development of materials to support Coaching Across Settings Initiative. Effective date is June 1, 2022 through June 30, 2023 at the rate of \$80/hour not to exceed 10 hours/week. Funding source: Early Intervention Technical Assistance.
8. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Himes Painting Plus, Attention: Canaan Himes** - 310 Seven Stars Road, Millerstown, PA 17062 to prep and/or fix drywall imperfections, nail holes, etc., color match walls and coat to coverage four rooms, including hallways and bathrooms. Painting will be done at Juniata County Early Childhood Services offices located at 5038 East Industrial Drive, Mifflintown, PA and 1012 Snyder Street, Richfield, PA. Effective date is July 11, 2022 until completed (less than one week) at an amount not to exceed \$8,440. Funding source: Juniata County Early Childhood Services.
9. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Allegheny Lutheran Social Ministries Children's Services**, Attention: Patricia Savage and Denise Steele - 231 South Juliana Street, Bedford, PA 15522 (TIU 11, Bedford, Fulton Head Start Collaboration) for rental and costs associated with the placement of early intervention students in the Fulton County Head Start building in McConnellsburg, PA. Effective date is July 1, 2022 through June 30, 2023 at an amount not to exceed \$26,463. Funding source: Special Education/Early Intervention.
10. Recommend approval be granted for the Trough Creek Youth Forestry Camp #3, in cooperation with OVR, to sponsor a program titled *My Work Initiative* The cornerstone of the program is providing students with disabilities work experience within their local communities. These experiences also benefit the community by providing extra help during summer months to accomplish projects like community beautification, children's programming, and customer service. Students will be able to provide 6-8 weeks of summer work around the camp facilities. Students are able to work 16-24 hours per week. OVR will reimburse TCYFC#3 for the expenses and wages of these students. The TIU will then pay the students their wages at the rate of \$10.35/hour.
11. Recommend approval be granted for the Trough Creek Youth Forestry Camp #3, in cooperation with OVR, to sponsoring a program titled *Paid Work Experience*. The cornerstone of the program is providing students with disabilities work experience. These experiences also benefit the students by giving them vocational skills and on the job training. Students are able to work up to 90 hours. OVR will reimburse TCYFC#3 for the expenses and wages of these students. The TIU will then pay the students their wages at the rate of \$10.35/hour.
12. Recommend approval be granted of a Memorandum of Agreement between Tuscarora Intermediate Unit and **C-L Education Consultants, LLC, Attention: Cheri Peterman-Grimaldi** - 660 Fords Corner, Nanty Glo, PA 15943 and **Leonard J. Shurin** - 1013 Granger Drive, Johnstown, PA 15905 to provide English as a Second Language (ESL) training and consultation. Effective date is June 15, 2022 through June 16, 2022 at the rate of \$500/hour or \$2,500/day plus mileage and meals if applicable. Funding source: General Operating Budget.

VIII. TIU BOARD

D. Vendor Contracts

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Huntingdon Area School District** - 2400 Cassady Avenue, Suite 2, Huntingdon, PA 16652 for TIU to provide web-based portal access for submission of eligible COBRA offer requests; mailing of COBRA notifications and related information; collection of COBRA payments; and reporting of payment collection. Effective date is July 1, 2022 through June 30, 2023. Reimbursement will be on a bi-monthly basis at the rate of two percent COBRA administrative fee that is currently applicable to the premiums charged for health benefits, plus postage costs to be invoiced at the end of the fiscal year.
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Huntingdon Area School District** - 2400 Cassady Avenue, Suite 2, Huntingdon, PA 16652 for the TIU to provide Licensed Social Work Services to include a maximum of four (4) Social Workers for a total of 468 days (7 hours/day) at the rate of \$350/day, plus any incidental travel costs required for off-site meetings or parent visits to be paid at the IRS mileage rate. Effective date is July 1, 2022 through June 30, 2023.
3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **New Day Charter School** - 256 South 5th Street, Huntingdon, PA 16652 for the TIU to provide business and fiscal services including accounts payable and payroll and benefits processing, accounts receivable/invoicing processing, processing of COBRA notifications to employees, as well as additional services as outlined in the agreement. Effective date is July 1, 2022 through June 30, 2023. Reimbursement at the amount of \$25,250 and COBRA support at the rate of two percent administrative fee.
4. Recommend approval be granted of an Intergovernmental Agreement between Tuscarora Intermediate Unit and **Commonwealth of Pennsylvania, Department of Health** for the TIU to provide Early Care and Education (ECE) based initiatives: Pennsylvania Nutrition and Physical Activity Self-Assessment for Child Care (PA NAPSACC) Program and Keystone Kids Go (KKG). School Based Initiative: School Wellness Grant Program. Collaboration with the Department, the Center for Disease Control and Prevention and external evaluator to develop and implement evaluation plans and materials, and with the Department and stakeholders to develop and share professional development opportunities. Effective date is July 1, 2022 through June 30, 2023. Reimbursement at the amount of \$460,869.
5. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Mary Henry** - 12 Knable Court, McVeytown, PA 17051 for Patchwork Pals/Mifflin County Early Intervention Collaboration. Reimbursement to the TIU for facility usage and staff collaboration for students enrolled in the Patchwork Pals Preschool located in Lewistown. Effective date is July 1, 2022 through June 30, 2023 at the rate of \$18/student/month.
6. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Mary Henry** - 12 Knable Court, McVeytown, PA 17051 for Little Bear Preschool Early Intervention Collaboration. Reimbursement to the TIU for facility usage and staff collaboration for students enrolled in the Little Bear Preschool located in Mount Union. Effective date is July 1, 2022 through June 30, 2023 at the rate of \$22/student/month.
7. Recommend approval be granted of a Memorandum of Understanding between Tuscarora Intermediate Unit and **County of Mifflin** - 103 West Market Street, Lewistown, PA 17044 for TIU to provide adult basic education and workforce development services to inmates of the Mifflin County Correctional Facility (MCCF). Services include 4.5 hours of adult basic education instruction each week through Title II funding. County funding of \$7,500 will provide a third session of adult basic education. Using Title I funding, TIU will provide 2.25 hours of workforce development services each week. Services will be provided for approximately 50 weeks. TIU recognizes the work of MCCF staff in support of the program to include recruitment, screening, and coordination with TIU program staff as an in-kind donation to the program in the amount of \$5,037.76. Effective date is July 1, 2022 through June 30, 2023.

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions (none)

X. FISCAL

A. Budgets - new, revised (none)

B. Purchases/Bids

1. Recommend approval be granted to purchase nine (9) Dell Latitude 7430 Laptop Systems and Accessories at an amount not to exceed \$22,598.19 from Dell Computer - One Dell Way, RR8 Mail Stop 8716, Round Rock, TX 78682. Pricing is per PEPPM. Funding source: Early Intervention Technical Assistance.
2. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #9.)
3. Recommend approval be granted to permanently transfer technology equipment to the member school districts and career and technology centers as listed on the attached document. (See Attachment #10.)

C. Special Education Transportation

1. Recommend approval be granted of the special education transportation rates for the 2022-2023 fiscal year using the current cost index factor. This is in accordance with the Pennsylvania Department of Education, Bureau of Special Education, fiscal guidelines (2021-2022: 6.131; 2022-2023: 6.560).
2. Recommend approval be granted of the special education transportation contractors and drivers for 2022-2023. Assignments will be made as needed. (See attachment #11.)
3. Recommend approval be granted to continue contracts for Special Education Transportation with the listed contractors for 2022-2023. Funding source: Special Education Transportation.
 - a. **Beverly Barben** - 569 Norton Road, McVeytown, PA 17051
\$70.45 Minimum daily rate - \$1.80/mile for school vehicle
Transporting students in the Huntingdon County area
 - b. **Dorothy Porter** - 7023 Juniata Valley Pike, Alexandria, PA 16611
\$66.13 Minimum daily rate - \$1.93/mile for school vehicle
Transporting students in the Huntingdon County area
 - c. **Gilson Transportation, LLC** - 381 Walker Township Park Lane, Mifflintown, PA 17059
\$167.55 Minimum daily rate - \$2.48/mile (lift vehicle-bus)
\$137.48 Minimum daily rate - \$1.78/mile for school vehicle
\$149.59 Minimum daily rate - \$1.77/mile for lift vehicle
\$155.43 Minimum daily rate - \$1.98/mile for school bus
Transporting students in the Mifflin County area
 - d. **J & L Rhone Services, LLC** - 15 Rhone Lane, McVeytown, PA 17051
\$9.77/hour Layover - \$1.68/mile for school vehicle/bus
Transporting students for field trips

X. FISCAL

D. Juniata County Early Childhood Services

1. Recommend approval be granted of the Juniata County Head Start/Early Head Start Applications for Cost of Living Adjustment (COLA) 2022 and Grant for Quality Improvement. COLA: Head Start \$22,817; Early Head Start \$15,178; non-federal match \$7,599, for a total funding application of \$45,594. Quality Improvement Grant: Head Start \$4,532, Early Head Start \$5,468, non-federal match \$2,000, for a total funding application of \$12,000.
2. Recommend approval be granted of the Juniata County Early Childhood Services Actual Expenditure Reports (Federal) for May 2022. (See Attachment #12.)
3. Recommend approval be granted of the Juniata County Early Childhood Services revised Income Verification Document form. (See Attachment #13.)
4. The Juniata County Early Childhood Services Monthly Report for May 2022 is attached for your information. Information item, no action required. (See Attachment #14.)
5. Kelly Zurybida will present information related to Juniata County Early Childhood Services.

XI. PERSONNEL

A. Resignations/Retirements

1. Recommend approval be granted to accept the resignation of **Maranda J. Coppola** - Newport, PA 17074 as a Full-time Teacher-Preschool Pre-K Counts, effective at the end of the day on June 15, 2022. Ms. Coppola has been employed by TIU since March 1, 2016.
2. Recommend approval be granted to accept the resignation for retirement purposes of **Minakshi A. Bapat** - Blue Bell, PA 19422 as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, effective at the end of the day on July 5, 2022. Ms. Bapat has been employed by TIU since September 13, 1999.
3. Recommend approval be granted to accept the resignation for retirement purposes of **Heidi E. Wettlaufer** - Pittsburgh, PA 15206 as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, effective at the end of the day on September 12, 2022. Ms. Wettlaufer has been employed by TIU since July 1, 1997.
4. Recommend approval be granted to accept the resignation for retirement purposes of **Ellen J. Struble** - Bellefonte, PA 16823 as a Full-time Workforce Specialist for the TIU Community Education & Workforce Services, effective at the end of the day on August 31, 2022. Ms. Struble has been employed by TIU since July 1, 2008.

B. Leaves of Absence

1. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2022-06-01) using paid and/or unpaid leave time, effective June 1, 2022 through June 15, 2022. Information item, no action required.

XI. PERSONNEL

B. Leaves of Absence

2. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2022-06-02) using paid and/or unpaid leave time, effective May 20, 2022 not to exceed a total of 12 weeks. Information item, no action required.

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

1. Recommend approval be granted to furlough **Deborah A. Tkach** - Huntingdon, PA 16652 in her position of Part-time Distance/Instructor for the TIU Community Education & Workforce Services effective June 30, 2022. The furlough is due to a reduction in funds within the TIU Community Education & Workforce Services Program.
2. Recommend approval be granted of a change in assignment for **Brian C. Brandenburg** - State College, PA 16803 from a Full-time District Technician to a Full-time Instructional Design/Accessibility Specialist for Early Intervention Technical Assistance. Mr. Brandenburg has been employed by TIU since October 21, 2021. This is a vacant position.
Terms of Employment:
Assignment: Full-time Instructional Design/Accessibility Specialist for EITA
Special Project (non-professional) Employee
Effective Date: June 13, 2022
Salary: \$60,000/year - Prorated
Days in Work Year: 12 months/year (8 hours/day) - Prorated
Benefits: Usual benefits granted to EITA employees
3. Recommend approval be granted of a change in the number of days worked per year for **Amanda L. Morningstar** - Huntingdon, PA 16652 from 190 to 215 days/year effective September 1, 2022 in her position of Full-time Outpatient Therapist - Child/Adolescent Partial Hospitalization Program. Ms. Morningstar has been employed by TIU since December 13, 2021.
Terms of Employment:
Assignment: Full-time Outpatient Therapist - Child/Adolescent Partial Hospitalization Program
Special Project Child/Adolescent Partial Hospitalization Program (exempt) Employee
Effective Date: September 1, 2022
Salary: \$55,447/year
Days in Work Year: 215 days/year (7.5 hours/day)
Benefits: Usual benefits granted to PHP employees
4. Recommend approval be granted of a change in the number of days worked per year for **Courtney J. Cramer** - Huntingdon, PA 16652 from 260 (12 months/year) to 215 days/year effective September 1, 2022 in her position of Full-time Outpatient Therapist - Child/Adolescent Partial Hospitalization Program. Ms. Cramer has been employed by TIU since July 26, 2021.
Terms of Employment:
Assignment: Full-time Outpatient Therapist - Child/Adolescent Partial Hospitalization Program
Special Project Child/Adolescent Partial Hospitalization Program (exempt) Employee
Effective Date: September 1, 2022
Salary: \$55,447/year
Days in Work Year: 215 days/year (7.5 hours/day)
Benefits: Usual benefits granted to PHP employees

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

5. Recommend approval be granted of a change in assignment for **Julie L. Brown** - Petersburg, PA 16669 from a Full-time Educational Consultant to a Full-time Supervisor of Special Education, pending receipt of supervisory certification. Ms. Brown has been employed by TIU since August 17, 2015. This is a vacant position.
Terms of Employment:
Assignment: Full-time Supervisor of Special Education
Certificated (professional) Employee Level III
Effective Date: July 26, 2022
Salary: \$85,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - Prorated
Benefits: Usual benefits granted to certificated employees

6. Recommend approval be granted of a change in assignment for **Stephanie M. Hower** - Belleville, PA 17004 from a Part-time to a Full-time Early Intervention Paraprofessional/Personal Care Aide. Ms. Hower has been employed by TIU since September 25, 2019. This is a vacant position.
Terms of Employment:
Assignment: Full-time Early Intervention Paraprofessional/Personal Care Aide
Non-certificated (non-professional) Employee Level I
Effective Date: July 1, 2022
Salary: \$18,121/year
Days in Work Year: 181 days/year (7 hours/day)
Benefits: Usual benefits granted to non-certificated employees

7. Recommend approval be granted to continue the 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. Refer to Minutes of 2/10/2022 Board meeting, Item XI-C-2.
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: June 1, 2022 through June 22, 2022
Salary: \$10.25/hour
Days in Work Year: 5 days/week (8 hours/day) through June 22, 2022
Benefits: Usual benefits granted to special project employees

8. Recommend approval be granted of a demotion for **Leslie Y. Sanchez** - Port Royal, PA 17082 from a Full-time Interpretative Services Staff and Home Visitor Joint B-5 for Juniata County Early Childhood Services to a Part-time Interpretative Services Staff. The demotion is at the request of Ms. Sanchez. Ms. Sanchez has been employed by TIU since August 8, 2017.
Terms of Employment:
Assignment: Part-time Interpretative Services Staff
Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
Effective Date: June 24, 2022
Salary: \$11.59/hour
Days in Work Year: 25 to less than 30 hours/week (38 weeks/year)
Benefits: None unless required by state/federal mandates

XI. PERSONNEL

D. New Employees

1. Recommend approval be granted to employ **Joanna Barton** - Swarthmore, PA 19081 on a provisional basis as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Early Intervention Technical Assistance Consultant for EITA
Special Project (non-professional) Employee
Effective Date: August 1, 2022
Salary: \$90,746/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees
2. Recommend approval be granted to employ **Rachael N. Steinbach** - Reedsville, PA 17084 on a provisional basis as a Full-time Workforce Program Coordinator 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 Workforce Program Coordinator for the TIU CEWS
Community Education & Workforce Services (non-certificated) Employee Level 6.1
Effective Date: June 13, 2022
Salary: \$45,394/year - prorated
Days in Work Year: 12 months/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to CEWS employees
3. Recommend approval be granted to employ **Madalene E. Rutherford** - Lewistown, PA 17044 on a provisional basis as a Full-time Occupational Therapist, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Occupational Therapist
Allied (non-professional) Employee Level II
Effective Date: July 18, 2022
Salary: \$60,552/year
Days in Work Year: 190 days/year (7.5 hours/day)
Benefits: Usual benefits granted to allied employees
4. Recommend approval be granted to employ **Elizabeth L. Clark** - 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
Effective Date: July 5, 2022
Salary: \$13.80/hour
Days in Work Year: 25 to less than 30 hours/week (38 weeks/year)
Benefits: None unless required by state/federal mandates

XI. PERSONNEL

D. New Employees

5. Recommend approval be granted to employ **Jennifer C. Johnson** - 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. Ms. Johnson was previously employed by TIU from September 9, 2016 through August 15, 2018. This is a vacant position.
Terms of Employment:
Assignment: Part-time Early Intervention Paraprofessional/Personal Care Aide
Non-certificated (non-professional) Employee Level I
Effective Date: June 27, 2022
Salary: \$13.80/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. Recommend approval be granted to issue tenure and a professional contract to **Dr. Kayla M. Bell** Pleasant Gap, PA 16823 effective July 1, 2022, for having completed three years of satisfactory performance as a Full-time School Psychologist for Special Education. Dr. Bell has been employed by TIU since July 1, 2019.
2. Recommend approval be granted to issue tenure and a professional contract to **Megan J. Brackbill** - Mifflintown, PA 17059 effective July 1, 2022, for having completed three years of satisfactory performance as a Full-time Speech Therapist. Ms. Brackbill has been employed by TIU since July 1, 2019.
3. Recommend approval be granted of a Supplemental Contract for **Alyssa N. Hollibaugh** McVeytown, PA 17051 that in addition to her assignment as Full-time Occupational Therapist, she serve as a Mentor for Madalene E. Rutherford effective August 8, 2022 through June 30, 2023 at an amount not to exceed \$550 to meet and work with Ms. Rutherford for up to 25 hours throughout the course of the school year. Ms. Hollibaugh has been employed by TIU since August 13, 2018. Funding source: Special Education and Early Intervention.
4. Recommend approval be granted of a Supplemental Contract for **Elizabeth C. Kruse** - Huntingdon, PA 16652 that in addition to her assignment as Full-time Educational Consultant, she provide assistance with virtual attendance forms for special education staff to document planned versus provided special education services. Effective date is July 1, 2022 through June 30, 2023 not to exceed five days to be paid at her per diem rate. Ms. Kruse has been employed by TIU since April 12, 2016. Funding source: Special Education and Early Intervention.
5. Recommend approval be granted of Supplemental Contracts for the individuals listed to work five additional days during the 2022-2023 school year (183 days/year to 188 days/year). The additional days are needed to fulfill duties as Instructional Team Leaders for Early Intervention. Effective date is July 1, 2022 through June 30, 2023. Reimbursement to be paid at the individual's per diem rate. Funding source: Special Education and Early Intervention.
 - a. **Nalini Kowalski** - Huntingdon, PA 16652 (employed since 2/12/2003)
 - b. **Tracy L. Shade** - Lewistown, PA 17044 (employed since 11/30/2005)
 - c. **Elisabeth A. Popp** - Mifflin, PA 17058 (employed since 10/10/2003)
6. Recommend approval be granted of a Supplemental Contract for **Jennifer L. Payne** - Alexandria, PA 16611, Full-time Teacher - Child/Adolescent Partial Hospitalization Program, to work additional days as a substitute for the Partial Hospitalization Summer Program. Effective date is June 13, 2022 through July 21, 2022 to be paid at \$282/day (per diem rate). Ms. Payne has been employed by TIU since September 7, 2021. Funding source: Partial Hospitalization Program.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

7. Recommend approval be granted of a Supplemental Contract for **Stacey J. Miller** - Cassville, PA 16623, Full-time Teacher - Child/Adolescent Partial Hospitalization Program, to work additional days as a substitute for the Partial Hospitalization Summer Program. Effective date is June 13, 2022 through July 21, 2022 to be paid at \$358/day (per diem rate). Ms. Miller has been employed by TIU since September 7, 2021. Funding source: Partial Hospitalization Program.
8. Recommend approval be 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 for the 2022-2023 school year at the rate of \$1,600. Ms. Miller has been employed by TIU since September 7, 2021. Funding source: Partial Hospitalization Program.
9. Recommend approval be granted of a Supplemental Contract for **Colleen R. Curfman** - Todd, PA 16685, Full-time Language Arts Instructor for Correctional Education Facilities, to serve as Head Teacher at Trough Creek Youth Forestry Camp for the 2022-2023 school year at the rate of \$1,600. Ms. Curfman has been employed by TIU since July 1, 1984. Funding source: Correctional Education Facilities.
10. Recommend approval be granted of a Supplemental Contract for **Stephen T. Kowalski** Gettysburg, PA 17325, Full-time Guidance Counselor for Correctional Education Facilities, to serve as Head Teacher at South Mountain Secure Treatment Unit for the 2022-2023 school year at the rate of \$1,600. Mr. Kowalski has been employed by TIU since November 10, 1997. Funding source: Correctional Education Facilities.
11. Recommend approval be granted of Supplemental Contracts for the individuals listed to provide summer school work for students in the Correctional Education Program. Effective date is on/about June 10, 2022 through on/about August 12, 2022, to be paid at the individual's per diem rate, not to exceed 10 days each. Funding source: Correctional Education Facilities.
 - a. **Colleen R. Curfman** - Todd, PA 16685 (employed since 7/1/1984)
 - b. **Stephen T. Kowalski** - Gettysburg, PA 17325 (employed since 11/10/1997)
 - c. **David N. Miller** - Chambersburg, PA 17202 (employed since 2/9/2015)
 - d. **Lora A. Palmer** - Todd, PA 16685 (employed since 3/30/2016)
 - e. **Mary E. Parana** - Shade Gap, PA 17255 (employed 1/3/2002)
12. Recommend approval be granted of a Supplemental Contract for **Julie L. Brown** - Petersburg, PA 16669, Full-time Educational Consultant, to serve as Interim Supervisor of Special Education, pending receipt of required certification. Effective date is on/about June 13, 2022 through July 25, 2022 not to exceed 20 days to be paid at her per diem rate. Ms. Brown has been employed by TIU since August 17, 2015. Funding source: Special Education and Early Intervention.
13. Recommend approval be granted of a Supplemental Contract for an individual within the Juniata County Early Childhood Services Program to work as a Bus Rider/Program Aide for the Summer K Camp Program. Effective date is July 11, 2022 through July 29, 2022 not to exceed 100 hours at the rate of \$11.50/hour. When the individual is named, the information will be presented to the Board for approval. Funding source: Juniata County Early Childhood Services.

XI. PERSONNEL

F. Extended School Year (ESY)

1. Recommend approval be granted for the Tuscarora Intermediate Unit to employ or continue to employ individuals to work on an as needed basis in the Armstrong-Kline court mandated Extended School Year (ESY) Program on a provisional basis as per Act 168. Services will be provided during June, July, and August 2022. Reimbursement for the individuals will be at the board-approved rate of \$30/hour for Teachers and therapists, and \$11/hour for Paraeducators. The individuals will not receive benefits except those required by state/federal mandates. The individuals will be employed pending receipt of required clearances and employment paperwork. Funding source: School District.
 - a. Crystal A. Carper (Paraeducator)
 - b. Amber R. Cook (Teacher)
 - c. Pamela E. Crouse (Paraeducator)
 - d. Dorea K. Cunningham (Teacher)
 - e. Bethany R. Dunkle (Teacher)
 - f. Bonnie K. Grissinger (Paraeducator)
 - g. Kathleen A. Kenney (Teacher)
 - h. Angel R. Knepper (Teacher)
 - i. Rebekah L. McGonigle (Teacher)
 - j. Ryan P. McGonigle (Teacher)
 - k. Margaret M. Wilson (Teacher)
 - l. Felicia Abrashoff (New Teacher)
 - m. Jenna Morgan (New Teacher)

2. Recommend approval be granted to issue Supplemental Contracts to the individuals as listed to work on an as needed basis in the Armstrong-Kline court mandated Extended School Year (ESY) Program. Services will be provided during June, July, and August 2022. Reimbursement for the individuals as listed. Funding source: School District.
 - a. Anna Brackbill (Speech Therapist - \$30/hour)
 - b. Teresa A. Flasher (Speech Therapist - \$30/hour)
 - c. Julie L. Brown (Educational Consultant - \$30/hour)
 - d. Laura B. Copenhaver (Certified Occupational Therapy Assistant - \$22.89/hour)
 - e. Stephanie M. Hower (Paraeducator - \$11/hour)
 - f. Kristen A. Carns (Occupational Therapist - \$30/hour)
 - g. Nealie A. Wray (Occupational Therapist - \$30/hour)
 - h. Jennifer L. Earley (Teacher - \$30/hour)
 - i. Kaitlin N. Kitko (Speech Therapist - \$30/hour)
 - j. Abigael L. Knepp (Speech Therapist - \$30/hour) *Pending receipt of PDE Certification*
 - k. Abigail F. DiGilio (Physical Therapist - \$30/hour)
 - l. Marissa N. Heller (Paraeducator - \$11/hour)
 - m. Makayla E. White (Paraeducator - \$11/hour)

XII. CONFERENCE REQUESTS

1. Recommend approval be granted for **Sadia Batool**, Family Lead for the Early Childhood Comprehensive Systems Grant, to attend the Early Childhood Personnel Center Division of Early Childhood Conference in Hartford, CT from July 26-29, 2022 at no cost to the TIU. In her role as Family Lead, Ms. Batool has been invited to attend the conference to represent the Office of Child Development and Early Learning and bring back valuable information needed for the grant.

2. Recommend approval be granted for **Sadia Batool**, Family Lead for the Early Childhood Comprehensive Systems Grant, to attend the Pritzker Prenatal-to-Three National Family Advisory Group Retreat in Chicago, IL from August 8-9, 2022 at no cost to the TIU. In her role as Family Lead, Ms. Batool has been invited to attend the conference to represent the Office of Child Development and Early Learning and bring back valuable information needed for the grant.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Correspondence

1. Letter to the TIU Cabinet and Board of Directors from the TIU Business Office Staff expressing appreciation for the approval of the 2022-2023 salary increases and remote work days. (See Attachment #15.)
2. Letter to Lisa Kruse and Brian Kritzer, Educational Consultants, from Mike Gent, Curriculum Coordinator and President, Correctional Education Association (CEA) Region 1 PA Chapter, expressing his appreciation for the Brain Injury and Brain Trauma presentation provided during the CEA conference. (See Attachment #16.)
3. Letter to Tricia Koch, Reading Specialist and Teacher of Enrichment, and Morgan Shirey, Learning Support Teacher and Teacher of Enrichment, from Mathew Moore, Student, expressing appreciation for the opportunities and flexibility provided to him within the Act 89 program. (See Attachment #17.)

B. Employee Data

April 14, 2022	May 12, 2022
317 Full-time	317 Full-time
44 Part-time	43 Part-time
6 Substitutes	6 Substitutes
2 Temporary	2 Temporary

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, July 14, 2022 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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