

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

AGENDA

Thursday, November 10, 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
Krista L. Reihart - Juniata Valley
Britney N. Rutter - Huntingdon Area
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.

V. MINUTES OF PREVIOUS MEETING

Recommend approval be granted of the minutes of the regular board meeting of October 13, 2022. (Minutes are posted.)

VI. REPORTS

A. Treasurer's Report

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

B. Budget Transfers (none)

C. Payment of Bills

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

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

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

1. The Tuscarora Intermediate Unit 11 has been notified by Clayton P. Carroll, II, Audit Coordinator, Pennsylvania Department of Education (PDE), that PDE reviewed the Single Audit Report (SAR) of TIU 11 for the year ended June 30, 2021. The scope of the review covered financial data presented in the Schedule of Expenditures of Federal Awards (SEFA). The review established payments were made by PDE to the TIU during the fiscal year of audit and are included on the SEFA in accordance with the 2 CFR, Part 200, Subpart F, Uniform Guidance, Cost Principles, and Audit Requirements for Federal Awards regulations. Accordingly, with respect to the federal financial assistance programs funded by this agency, the Single Audit Report for fiscal year ended June 30, 2021 is approved as being substantially in compliance with 2 CFR, Part 200, Subpart F, and other relevant federal and Commonwealth policy. Information item, no action required. (See Attachment #2.)

B. Policy/School Calendars

1. Recommend approval be granted of the Tuscarora Intermediate Unit 2022-2023 Employee Handbook. (See Attachment #3.)

C. Contracts/Leases

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and the agencies as listed to serve as a Provider Coach and/or a Trainee/Provider Coach content expert for Professional Learning Communities, provide coding of video submissions, and support the Coaching Across Setting Initiative. Effective date is October 1, 2022 through June 30, 2023. Reimbursement at the rate of \$65/hour not to exceed 10 hours/week. Funding source: Early Intervention Technical Assistance.

- a) **Strawberry Fields**, Attention: Cynthia Pasquinelli, CEO
304 Enterprise Drive, State College, PA 16801
- b) **Early Intervention Specialists, Inc.**, Attention: Ben Galbraith, CFO
9800 B McKnight Road, Suite 150, Pittsburgh, PA 15237

VIII. **TIU BOARD**

C. **Contracts/Leases**

2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and the individuals as listed, to research, develop, and facilitate a professional development opportunity incorporating asset-based and inclusive language into professional practice, and culturally responsive teaching; facilitate and revise as needed the Advancing Equity in Adult Education course; and research and develop equity audit tools, protocols, professional development, and a formal process in order to provide support for agencies who will pilot equity audits. Effective date is October 1, 2022 through June 30, 2023. Reimbursement at the rate of \$50/hour not to exceed 180 hours or \$9,000. Funding source: Community Education & Workforce Services.

- a) **Carolanne Mitchell** - 5215 Larchwood Avenue, Philadelphia, PA 19143
- b) **Dawn Hannah** - 129 East Walnut Lane, Lot 4, Philadelphia, PA 19144
- c) **C. Kevin Cromwell** - 3028 Summer Meadow Drive, Douglassville, PA 19518
- d) **Wenxi Schwab** - 75 Windsor Street, Indiana, PA 15701

D. **Contracts/Payments for TIU Revenue Note, Series of 2022 (none)**

E. **Vendor Contracts**

1. Recommend approval be granted of an Agreement between Tuscarora Intermediate Unit and **Pennsylvania Association of Intermediate Units (PAIU)** - 55 Miller Street, Enola, PA 17025 to collaborate with the Pennsylvania Department of Health Covid-19 Prevention/Outreach/Testing Project as outlined in the PAIU Statement of Work. Effective date is August 1, 2022 through July 31, 2023. TIU will be reimbursed at an amount not to exceed \$296,718.

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 dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #4.)
2. Recommend approval be granted to advertise for bids for two vehicles for the Juniata County Early Childhood Services Early Head Start Program.

C. **Special Education Transportation**

1. Recommend approval be granted to add Robin Souders - 314 Cooper Lane, McConnellsburg, PA 17233 as an additional driver for Weaver Bussing, special education transportation contractor.

X. FISCAL

D. Juniata County Early Childhood Services

1. Recommend approval be granted of items as listed for Juniata County Early Childhood Services.
 - a) Federal Actual Expenditure Reports - October 2022 (See Attachment #5.)
 - b) Policy Council Bylaws - Head Start and Early Head Start (See Attachment #6.)
 - c) Information Comparison Reports - Head Start and Early Head Start (See Attachment #7.)
2. Recommend approval be granted for approximately \$54,000 in the Early Head Start grant be moved from personnel to equipment for the purchase of two new vehicles, and approximately \$23,000 in the Head Start grant be moved from personnel to equipment for the purchase of one new vehicle.
3. The Juniata County Early Childhood Services monthly report is attached for your information. Information item, no action required. (See Attachment #8.)
4. 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 for retirement purposes of **Sheree L. Goss** - Mifflintown, PA 17059 as a Full-time Workforce Specialist for the TIU Community Education & Workforce Services, effective at the end of the day on March 10, 2023. Ms. Goss has been employed by TIU since January 13, 1994.
2. Recommend approval be granted to accept the resignation of **Timothy G. Simons** - Fayetteville, PA 17222 as a Full-time Language Arts Instructor for Correctional Education Facilities, effective at the end of the day on/about December 16, 2022. Mr. Simons has been employed by TIU since September 13, 2010.
3. Recommend approval be granted to accept the resignation of **Kaitlin N. Kitko** - Smithmill, PA 16680 as a Full-time Speech Therapist, effective at the end of the day on January 2, 2023. Ms. Kitko has been employed by TIU since September 6, 2016.
4. Recommend approval be granted to accept the resignation of **Ellee M. Harpster** - Reedsville, PA 17084 as a Full-time Instructor Youth Projects for the TIU Community Education & Workforce Services, effective at the end of the day on November 11, 2022. Ms. Harpster has been employed by TIU since August 17, 2020.
5. Recommend approval be granted to accept the resignation of **Sarah I. Travis** - Bellefonte, PA 16823 as a Full-time Business Consultant for the TIU Community Education & Workforce Services, effective at the end of the day on December 31, 2022. Ms. Travis has been employed by TIU since December 15, 2009.

B. Leaves of Absence

1. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2022-11-01) using paid and/or unpaid leave, effective on/about December 1, 2022 through on/about February 23, 2023, not to exceed 12 weeks. Information item, no action required.
2. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for a full-time employee (FML2022-11-02) using paid leave, effective on/about December 13, 2022 through on/about December 31, 2022. Information item, no action required.

XI. PERSONNEL

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

1. Recommend approval be granted of a change in assignment for **Susan K. Wilt** - Lamar, PA 16848 from a Part-time Distance/Instructor to a Part-time Distance Learning Associate for the TIU Community Education & Workforce Services. Ms. Wilt was previously employed by TIU from January 29, 2018 through June 29, 2018, and since September 4, 2018.
Terms of Employment:
Assignment: Part-time Distance Learning Associate for the TIU CEWS
Community Education & Workforce Services (non-certificated) Employee Level 6.1
Effective Date: September 1, 2022
Salary: \$24.58/hour
Days in Work Year: 10 to less than 20 hours/week
Benefits: None unless required by state/federal mandates

D. New Employees

1. Recommend approval be granted to employ **Kathy J. Stimely** - McVeytown, PA 17051 on a provisional basis as a Substitute Secretary/Receptionist, pending receipt of required clearances and employment paperwork. Ms. Stimely was previously employed by TIU from July 5, 1976 through April 6, 2015.
Terms of Employment:
Assignment: Substitute Secretary/Receptionist
Non-certificated (non-professional) Employee
Effective Date: November 1, 2022
Salary: \$130/day or \$65/half-day
Days in Work Year: Substitute as needed
Benefits: None unless required by state/federal mandates
2. Recommend approval be granted to employ one Full-time Early Intervention Technical Assistance Consultant for Early Intervention (special project/non-professional employee) effective on/about January 1, 2023. The starting salary will be commensurate with experience and to scale with benefits as required by state/federal mandates. When the position is filled, the name will be presented to the TIU Board for approval.
3. Recommend approval be granted to employ **Staci M. Young** - Hesston, PA 16647 on a provisional basis as a Full-time Educational Consultant, pending receipt of required clearances and employment paperwork. Ms. Young was previously employed by TIU from July 11, 2005 through July 31, 2007. This is a vacant position.
Terms of Employment:
Assignment: Full-time Educational Consultant
Certificated (professional) Employee Level III
Effective Date: On/about January 9, 2023
Salary: \$72,740/year - prorated (Master's)
Days in Work Year: 200 days/year (8 hours/day) - prorated
Benefits: Usual benefits granted to certificated employees

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted of a Supplemental Contract for **Crystal L. Hand** - Carlisle, PA 17015, Part-time Parent Mentor for Family Connections for Language and Learning, to provide backup to the Family Connections Program Director while she is on paid time off, covering the Department of Health referrals from Newborn Hearing Screening to Family Connections. Effective date is October 17, 2022 through June 30, 2023. Reimbursement at the rate of \$23/hour not to exceed 80 hours. Ms. Hand has been employed by TIU since February 18, 2014. Funding source: Early Intervention Technical Assistance.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

2. Recommend approval be granted of a Supplemental Contract for **Jane A. Quirion** - Port Royal, PA 17082, Full-time Assistant Teacher/Teacher Aide for Juniata County Early Childhood Services, to work additional hours to support the Mifflintown Preschool classroom in the teacher's absence. Effective date is October 10, 2022 through November 30, 2022. Reimbursement at the rate of \$12.05/hour not to exceed 80 hours. Ms. Quirion has been employed by TIU since January 28, 2006. Funding source: Juniata County Early Childhood Services.
3. Recommend approval be granted of Supplemental Contracts for the listed individuals to serve as COVID-19 Testing Coordinators that will coordinate the supportive activities of the COVID-19 testing programs between participating K-12 schools, the Department of Health, and the Departments testing vendors, in order to safely keep schools open for in-person learning. A detailed Statement of Work is attached. Effective date is August 1, 2022 through July 31, 2023 at the listed amounts. Funding source: PA Association of Intermediate Units Department of Health Agreement for COVID testing, prevention, and outreach. (See Attachment #9.)
 - a) **Dr. Brett A. Gilliland** - Shirleysburg, PA 17260 - \$7,500 - employed by TIU since 1/1/2018
Director for Nonpublic Schools and Pupil Services
 - b) **Timothy J. Miller** - Cassville, PA 16623 - \$7,500 - employed by TIU since 7/1/2012
Director for Curriculum, Instruction, and Correctional Education Facilities
 - c) **Kelly L. Zurybida** - Alexandria, PA 16611 - \$7,500 - employed by TIU since 11/14/2011
Director for Special Education
 - d) **Alicia A. Hull** - Orbisonia, PA 17243 - \$2,500 - employed by TIU since 8/17/2015
Coordinator of Professional Development Services
 - e) **Stephanie D. Daniels** - Huntingdon, PA 16652 - \$2,500 - employed by TIU since 3/7/2022
Curriculum Consultant

XII. CONFERENCE REQUESTS

Presentation by Dr. Shawn L. Kovac on an opportunity for Dr. Gilliland, Dr. Kovac, and Mr. Miller to provide a presentation on *Children's Mental Health Is In Crisis - One Component of Care: the Viability and Efficacy of Partial Hospitalization Programs* selected by Oxford University in England to be included in the *Journal of Public Policy* with a multinational presentation.

1. Recommend approval be granted for **Jigar J. Patel**, Coordinator of Innovation and Special Projects, to attend the South by Southwest Edu Conference in Austin, TX from March 6-9, 2023 at an approximate cost of \$2,905. South by Southwest Edu is an inspiring conference that enables new ideas for attendees to implement and learn about the future of education, will provide learning and networking opportunities to connect with educators from across the country to share the IUs work in digital equity, and help expand educational technology professional development to other states. Funding source: Educational Technology.
2. Recommend approval be granted for **Dr. Brett A. Gilliland**, Director for Nonpublic Schools and Pupil Services, **Dr. Shawn L. Kovac**, Executive Director, and **Timothy J. Miller**, Director for Curriculum, Instruction, and Correctional Education Facilities, to attend the International Round Table Symposiums at Harris Manchester College, University of Oxford that will be held July 9 through 13, 2023 in England at an approximate cost of \$3,500/individual. The individuals were selected by Oxford University to present a paper they will author, *Children's Mental Health Is In Crisis - One Component of Care: the Viability and Efficacy of Partial Hospitalization Programs*, and will attend various symposium sessions in order to bring back information to Pennsylvania. Funding source: ARP/ESSR, EITA, and GOB. (See Attachment #10.)

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Student of the Month

The Student of the month for November 2022 is **Brady Krepps**, a student enrolled in the Mifflin County Early Intervention classroom. (See Attachment #11.)

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

B. Employee Data

September 8, 2022	October 13, 2022
307 Full-time	315 Full-time
44 Part-time	41 Part-time
6 Substitutes	5 Substitutes
1 Temporary	1 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, December 8, 2022 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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