

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

**AGENDA**

**Thursday, December 8, 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 November 10, 2022. (Minutes are posted.)

**VI. REPORTS**

**A. Treasurer's Report**

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

**B. Budget Transfers (none)**

**C. Payment of Bills**

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

**VII. STAFF PRESENTATION (none)**

**VIII. TIU BOARD**

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

**B. Policy/School Calendars**

1. Recommend approval be granted for compensation in addition to base salary for early intervention and special education certificated teachers or licensed staff that draft, develop, or are a contributor to IEPs or the IEP reevaluation process. One half of the stipend will be paid on the December 15<sup>th</sup> pay date, and one half of the stipend will be paid on the June 30<sup>th</sup> pay date. Funding source: Early Intervention, Special Education Core, Corrections Education, or Local Agreements.
  - a) Speech Therapist, Vision and Hearing Therapists, and Psychologist \$1,000
  - b) Occupational Therapists, Physical Therapists, Early Intervention Special Education Teachers, and other Special Education Teachers \$1,000
2. Recommend approval be granted of the Tuscarora Intermediate Unit 11 Postemployment Benefits Plan Actuarial Valuation as of July 1, 2021 for fiscal year ending June 30, 2022, which is required by the Governmental Accounting Standards Board Statement No. 75. (See Attachment #2.)

**C. Contracts/Leases**

1. Recommend approval be granted for the Tuscarora Intermediate Unit to issue contracts as needed between the December 2022 and February 2023 Board Meetings. The issued contracts will be listed on the February agenda.
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Lancaster Lebanon Intermediate Unit 13**, Attention: Tim Shenk - 1020 New Holland Avenue, Lancaster, PA 17601 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 November 1, 2022 through June 30, 2023. Reimbursement at the rate of \$75/hour not to exceed 120 hours or \$9,000. Funding source: Community Education & Workforce Services.

VIII. TIU BOARD

C. Contracts/Leases

3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Central Susquehanna Intermediate Unit 16** - 90 Lawton Lane, Milton, PA 17847 to review the current Early Intervention Family Survey; provide analysis of qualitative and quantitative data from Child Care Access questions; provide analysis of qualitative and quantitative data from the open-ended Childcare Access question; and produce an analysis report. Effective date is October 1, 2022 through March 31, 2023. Reimbursement at an amount not to exceed \$7,500. Funding source: Early Intervention Technical Assistance.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Karlie Summy** - 3863 Seaville Slew Drive, Harrisburg, PA 17112 to provide nutrition consultation; menu development and increased variety and nutrient density; menu review and approval; CACFP training/technical assistance for staff; assistance enhancing family partnerships through workshops and classroom engagement; assistance enhancing nutrition education for enrolled children and families addressing CACFP nutrition related questions/issues as needed. Effective date is January 1, 2023 through December 31, 2023. Reimbursement at the rate of \$34/hour not to exceed 15 hours/month. Additional hours for special projects not to exceed 25 hours during the contract period. Funding source: Juniata County Early Childhood Services.
5. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **ProCare Therapy, LLC** - 1979 Lakeside Parkway, Tucker, GA 30084 to provide school aged Tele Speech Language Pathology services (virtual) provided by Brittany Saraceno. Effective date is January 3, 2023 through May 26, 2023. Reimbursement at the rate of \$96/hour not to exceed 22.5 hours/week for a contract amount not to exceed \$45,360. Funding source: Local School District Contract.

D. Contracts/Payments for TIU Revenue Note, Series of 2022

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Mountain Research, LLC** - 825 25<sup>th</sup> Street, Altoona, PA 16601 to provide a bid solicitation for the Abatement of Asbestos Containing Material from Tuscarora Intermediate Unit 11 located at 2527 US Highway 522 South, McVeytown, PA 17051. In addition to the specification, Mountain Research will prepare a project manual and a bid form used for the submittal of asbestos abatement contractor bids; upon completion of the bid process, will provide TIU with each completed bid submitted and a summary of bids received; and provide a proposal at the request of the client for Third Party Abatement Oversight and Final Air Clearances for the proposed abatement project. Reimbursement shall not exceed \$7,500. Effective date is November 11, 2022. Funding source: TIU Revenue Note, Series of 2022 for Building Renovations and Upgrades.

E. Vendor Contracts

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Mount Union Area School District** - 603 North Industrial Drive, Mount Union, PA 17066 to provide tele speech language pathology services (virtual) through a third-party entity, ProCare Therapy LLC. In addition, TIU will provide administrative oversight including scheduling with district, approve weekly time logs of completed work, review district procedures and policies with assigned practitioner, review MA related paperwork requirements, and conduct final review with practitioner that all required paperwork has been submitted. Reimbursement at the rate of \$98/hour for 22.5 hours/week or \$46,305. Effective date is January 3, 2023 through May 26, 2023.

**VIII. TIU BOARD**

**E. Vendor Contracts**

2. Recommend approval be 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, 2022 through June 30, 2023 at the estimated amounts listed.

|                               |            |
|-------------------------------|------------|
| a. Central Fulton SD          | \$ 91,767  |
| b. Forbes Road SD             | \$ 95,430  |
| c. Huntingdon Area SD         | \$ 20,839  |
| d. Juniata County SD          | \$ 245,546 |
| e. Juniata Valley SD          | \$ 52,315  |
| f. Mount Union Area SD        | \$ 43,365  |
| g. Southern Fulton SD         | \$ 24,322  |
| h. Southern Huntingdon Co. SD | \$ 64,154  |
| i. New Day Charter School     | \$ 8,154   |
| j. Stone Valley Community CS  | \$ 17,950  |

3. Recommend approval be 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, 2022 through June 30, 2023 at the estimated amounts listed.

|                        |           |
|------------------------|-----------|
| a. Central Fulton SD   | \$ 15,722 |
| b. Forbes Road SD      | \$ 26,637 |
| c. Huntingdon Area SD  | \$ 22,172 |
| d. Juniata County SD   | \$ 2,974  |
| e. Mifflin County SD   | \$ 43,908 |
| f. Mount Union Area SD | \$ 58,029 |

**IX. PROGRAMS**

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

**B. Job Descriptions**

1. Recommend approval be granted of the listed new job descriptions. (See Attachment #3.)

- a. Child Care Aide for the TIU Community Education & Workforce Services  
Community Education & Workforce Services (non-certificated) Employee Level 3
- b. Building Operations Coordinator & Data Quality Specialist I for the TIU CEWS  
Community Education & Workforce Services (non-certificated) Employee Level 4.2

**X. FISCAL**

**A. Budgets - new, revised**

1. Recommend approval be granted to adopt and operate the 2022-2023 Program Budgets in the amount of \$39,599,604. (See Attachment #4.)

**X. FISCAL**

**B. Purchases/Bids**

1. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #5.)
2. Recommend approval be granted to award the bid for the purchase of One (1) 2023 Ford Escape S AWD and One (1) 2022 Ford EcoSport SE to **Lake Ford** - 429 South Main Street, Lewistown, PA 17044. This was the only bid received. A total of Five (5) bid packets were sent out to various Ford dealerships. The 2022 Ford Escape S model is not available due to a product recall. The award amount for the 2023 Ford Escape is \$28,733. The award amount for the 2022 Ford EcoSport is not to exceed \$26,496. Bid Award is subject to final approvals and budget revision by DHHS Head Start/Early Head Start Office. Funding source: Federal Early Head Start.

**C. Special Education Transportation (none)**

**D. Juniata County Early Childhood Services**

1. Recommend approval be granted of the listed item for Juniata County Early Childhood Services.
  - a) Federal Actual Expenditure Reports - November 2022 (See Attachment #6.)
2. The Juniata County Early Childhood Services monthly report is attached for your information. Information item, no action required. (See Attachment #7.)
3. 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 **Temma J. Border** - Saxton, PA 16678 as a Full-time Speech Therapist, effective at the end of the day on/about January 9, 2023. Ms. Border has been employed by TIU since August 1, 2022.
2. Recommend approval be granted to accept the resignation for retirement purposes of **Jamie S. Cunningham** - McVeytown, PA 17051 as a Full-time Early Intervention Classroom Teacher, effective at the end of the day on January 6, 2023. Ms. Cunningham has been employed by TIU since August 18, 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 (FML2022-12-01) using paid and/or unpaid leave, effective November 30, 2022 through December 14, 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 **Janine M. Logan** - Lewistown, PA 17044 from a Full-time Data Quality Specialist I to a Full-time Building Operations Coordinator & Data Quality Specialist I for the TIU Community Education & Workforce Services. Ms. Logan has been employed by TIU since May 19, 1996.  
Terms of Employment:  
Assignment: Full-time Building Operations Coordinator & Data Quality Specialist I for the TIU CEWS Community Education & Workforce Services (non-certificated) Employee Level 4.2  
Effective Date: December 1, 2022  
Salary: \$41,267/year - prorated  
Days in Work Year: 12 months/year (7.5 hours/day) - prorated  
Benefits: Usual benefits granted to CEWS employees

**D. New Employees**

1. Recommend approval be granted for the Tuscarora Intermediate Unit to fill positions and hire employees as needed between the December 2022 and February 2023 Board Meetings. The new employee information will be listed on the February agenda.
2. Recommend approval be granted to employ **Amber N. Resto** - Reedsville, PA 17084 on a provisional basis as a Full-time Workforce Specialist 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 Specialist for the TIU CEWS Community Education & Workforce Services (non-certificated) Employee Level 5  
Effective Date: December 12, 2022  
Salary: \$38,445/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 **Anna E. Wisner** - McAlisterville, PA 17049 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: On/about January 3, 2023  
Salary: \$46,506/year - prorated (Step 1, Bachelor's)  
Days in Work Year: 183 days/year (7.5 hours/day) - prorated  
Benefits: Usual benefits granted to certificated employees
4. Recommend approval be granted to employ **Ashlyn Erhard** - Millerstown, PA 17062 on a provisional basis as a Substitute Program Aide for Juniata County Early Childhood Services and a Part-time Child Care Aide for the TIU Community Education & Workforce Services, pending receipt of required clearances and employment paperwork. This is a new position.  
Terms of Employment:  
Assignment: Substitute Program Aide - Special Project HS/EHS/PKC (non-exempt) Employee  
Assignment: Part-time Child Care Aide for the TIU CEWS (non-certificated) Employee Level 3  
Effective Date: On/about December 12, 2022  
Salary: \$9/hour - Substitute Program Aide/JCECS & \$15/hour - Child Care Aide/CEWS  
Days in Work Year: Substitute as needed/JCECS & 20 to 25 hours/week/CEWS  
Benefits: None unless required by state/federal mandates

**XI. PERSONNEL**

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

1. Recommend approval be granted of a Supplemental Contract for **Allison N. Solt** - Lewistown, PA 17044 that in addition to her assignment as Full-time Early Intervention/Speech & Language Service Coordinator, she serve as a Mentor in the Induction Program (for Anna E. Wisner) effective on/about January 3, 2023 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. Solt was previously employed by TIU from July 1, 2010 through March 28, 2012, and since January 5, 2015.
2. Recommend approval be granted of a Supplemental Contract for **Julie L. Brown** - Petersburg, PA 16669 that in addition to her assignment as Full-time Educational Consultant, she provide training and technical assistance for Juniata County Early Childhood Services Head Start classrooms in the areas of social emotional development, language and literacy, and differentiation of instruction to support Head Start School Readiness goals. Effective date is December 9, 2022 through June 30, 2023 at the rate of \$374.86/day not to exceed 12 days or \$4,500. Ms. Brown has been employed by TIU since August 17, 2015.

**XII. CONFERENCE REQUESTS**

1. Recommend approval be granted for **Lisa Gragg**, Early Intervention Technical Assistance Consultant for Early Intervention, to attend the National Institute on Effective Practices Conference (NTI) in Tampa, FL from April 11-14, 2023 at an approximate cost of \$2,054. NTI is a national conference that focuses on current research to support children's positive behavior and social wellbeing. EITA staff attend to share what is happening in Pennsylvania and to learn from presenters from other states. Funding source: Early Intervention Technical Assistance.
2. Recommend approval be granted for **Stephanie L. Redmond**, Early Intervention Technical Assistance Consultant for Early Intervention, to attend the Learning Solutions Conference & Expo and Pre-session in Orlando, FL from April 11-15, 2023 at an approximate cost of \$3,576. The nationally recognized conference focuses on virtual learning, learning online, and other relevant topics that will continue to improve the programs online courses and EITA Portal. Funding source: Early Intervention Technical Assistance.

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

**A. Student of the Month**

The Student of the month for December 2022 is **Levi Grove**, a student enrolled in the Huntingdon County Early Intervention classroom. (See Attachment #8.)

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

The Student of the month for January 2023 is **Ryan Ehrisman**, a student enrolled in the Juniata County Early Intervention classroom. (See Attachment #8.)

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

**B. Employee Data**

| <b>October 13, 2022</b> | <b>November 10, 2022</b> |
|-------------------------|--------------------------|
| 315 Full-time           | 315 Full-time            |
| 41 Part-time            | 41 Part-time             |
| 5 Substitutes           | 6 Substitutes            |
| 1 Temporary             | 1 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 9, 2023 at 7:00 p.m.**

**XV. ADJOURNMENT**

Other business.

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