

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

AGENDA

Thursday, April 13, 2023 - 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 March 9, 2023.
(Minutes are posted.)

VI. REPORTS

A. Treasurer's Report

Recommend approval be granted of the Treasurer's Report for March 2023. (See Attachment #1.)

B. Budget Transfers (none)

C. Payment of Bills

Recommend approval be granted of the payment of bills for March 2023. (Printout is posted.)

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

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

1. Recommend approval be granted of the revised schedule of meeting dates for the Tuscarora Intermediate Unit Board of Directors and Superintendent's Advisory Council, and the calendar of holidays for the Tuscarora Intermediate Unit office for the 2023-2024 fiscal year. The revision is changing the July 2023 Board meeting. Refer to Minutes of 2/9/2023 Board meeting, Item VIII-A-5. (See Attachment #2.)

B. Policy/School Calendars

1. Recommend approval be granted of the Tuscarora Intermediate Unit Partial Hospitalization Program calendar for 2023-2024. (See Attachment #3.)
2. Recommend approval be granted of the 2023-2024 TIU Salary increase for Early Intervention Technical Assistance and PaTTAN Autism Initiative. (See Attachment #4.)
3. Recommend approval be granted of the Head Start/Early Head Start COLA adjustment of 5.6 percent retroactive to January 1, 2023. (See Attachment #5.)

C. Contracts/Leases

1. Recommend approval be granted of a Revised Contract between Tuscarora Intermediate Unit and **Compass Community Connections**, Attention: Bobbie Goss - 31 S. Dorcas Street, Suite A, Lewistown, PA 17044 to serve as a Provider Coach content expert for Professional Learning Communities, provide coding of video submissions, and support the Coaching Across Settings Initiative. Effective date is October 1, 2022 through June 30, 2023. Reimbursement at the rate of \$60/hour not to exceed 10 hours/week. The revision is a vendor name only. Funding source: Early Intervention Technical Assistance. Refer to Minutes of 10/13/2022 Board meeting, Item VIII-C-5.
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Heart and Science Consulting, LLC**, Attention: Dr. Paul Gavoni - 790 Bent Creek Drive, Ft. Pierce, FL 34947 to provide a half-day workshop/training on April 11, 2023 for PaTTAN Autism Initiative Consultants. Reimbursement at an amount not to exceed \$5,310. Funding source: Autism Initiative.

VIII. TIU BOARD

C. Contracts/Leases

3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Nikole Hollins-Sims, LLC** - 7045 Beaver Spring Road, Harrisburg, PA 1711 to consult in the area of Climate and School Safety Programs to the PDE Office of Safe Schools; work with IU level personnel tasked with supporting equitable trauma informed school climate and social emotional learning activities; disseminate trainings, publications and programs related to School Climate; and coordinate the PA School Climate Survey. Effective date is May 1, 2023 through June 30, 2023. Reimbursement at \$550/day not to exceed 61 days. Funding source: PDE State Initiatives purchase order.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **McNaughton Bros., Inc.** - 140 Old Route 119 Hwy South, PO Box 57, Indiana, PA 15701 to provide packing, labor, delivery, transportation, warehouse handling, and storage of TIU office furniture and equipment. The effective date will be determined following the anticipated move date. Reimbursement at the estimated amount of \$26,903. Funding source: GOB/Special Education.

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

E. Vendor Contracts

1. Recommend approval be granted of the 2023-2024 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 #6.)

IX. PROGRAMS

A. New Programs/Changes

1. Recommend approval be granted for the Tuscarora Intermediate Unit to operate the instructional component at the Trough Creek Youth Forestry Camp #3 for the 2023-2024 program year.
2. Recommend approval be granted for the Tuscarora Intermediate Unit to operate the instructional component at the South Mountain Secure Treatment Unit for the 2023-2024 program year.

B. Job Descriptions (none)

X. FISCAL

A. Budgets - new, revised (none)

X. FISCAL

B. Purchases/Bids

1. Recommend approval be granted to purchase the listed items from **zSpace, Inc.** - 2050 Gateway Place, Suite 100-302, San Jose, CA 95110 at a total cost of \$24,908.98 (pricing is sole source). Funding source: South Mountain Secure Treatment through the Pennsylvania Commission on Crime and Delinquency Grant.
 - 4 - zSpace Learning Station Inspire with one-year warranty and configuration
 - 2 - Software License 12-month subscription, GTAFE Virtual Automotive Expert and Mechanic
 - 2 - Software License 12-month subscription, zSpace LabTech HVAC Fundamentals and Residential
 - 2 - Software License 12-month subscription, Mimbus Wave NG Welding Application and Welding Torch with Basic Vulcan Welding Management System Access
 - 2 - Software License, Vivid Carpentry
 - 1 - zSpace hosts and facilitates a remote onboarding call, remote tech check, and one-hour of zSpace orientation
 - 6 Participants - train end users on the technology hardware, software, and instructional application of zSpace (includes one, one hour session of professional development for a small group)
 - 4 - service contract adds two years to the base and pro laptop limited warranty per the quoted terms and specifications
2. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #7.)
3. Recommend approval be granted to permanently transfer technology equipment to the Belleville Mennonite School. (See Attachment #8.)
4. Recommend approval be granted to purchase an Annual SCView Subscription from **Central Susquehanna Intermediate Unit (CSIU)** - 90 Lawton Lane, Milton, PA 17847. SCView is a document management system developed by CSIU and SC Strategic Solutions. CSIU will provide hosting, training, and support for SCView. The system will include document management/ electronic forms builder/workflow, purchasing & accounts payable, mileage reimbursement, and staff onboarding applications. The annual fee will be \$14,469 for the 2023-2024 fiscal year. Startup training is at no cost, but excessive training will be billed at \$97/hour and consulting will be billed at \$120/hour. Funding source: Various TIU Programs and GOB. (See Attachment #9.)
5. Recommend approval be granted to award the bid for 500,000 copies of Session Notes (printed and shipped to the PaTTAN Harrisburg office) to **Kish Printing & Promotional Products, Inc.** - 20 Windmill Hill, Suite 2, Burnham, PA 17009 at a total cost of \$33,126.75. Gazette Printers, Duncansville, PA requested bid information and declined to bid. Funding source: Early Intervention Technical Assistance.

C. Special Education Transportation

1. Recommend approval be granted to add the listed driver for Dorothy Porter, special education transportation contractor.
 - a. **Yvonne Hadl** - 7587 Woolverton Way, Alexandria, PA 16611

X. FISCAL

D. Juniata County Early Childhood Services

1. Recommend approval be granted of the listed items for Juniata County Early Childhood Services.
 - a) Federal Actual Expenditure Reports - January 2023 (See Attachment #10.)
 - b) Head Start submission of grant for COLA: \$57,573
 - c) Early Head Start submission of grant for COLA: \$38,436
 - d) Head Start Quality Improvement funds: \$21,510
 - e) Early Head Start Quality Improvement funds: \$25,300
2. The listed items for Juniata County Early Childhood Services are attached for your information. Information item, no action required.
 - a) Monthly Report (See Attachment #11.)
 - b) Monitoring Report: Focus Area One program monitoring conducted by the Administration for Children and Families March 13-15, 2023. (See Attachment #12.)
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 for retirement purposes of **Kimberly A. Huff** - Dallas, PA 18612 as a Full-time Database Coordinator and Trainer/Communications and Social Media Manger of Parent to Parent of Pennsylvania, effective at the end of the day on March 31, 2023. Ms. Huff was employed by TIU since June 1, 1999.
2. Recommend approval be granted to accept the resignation for retirement purposes of **Sharon K. Stuller** - Huntingdon, PA 16652 as a Full-time Paraprofessional/Personal Care Aide, effective at the end of the day on June 7, 2023. Ms. Stuller has been employed by TIU since December 5, 2005.
3. Recommend approval be granted to accept the resignation of **Michael T. Renard** - Mifflinburg, PA 17844 as a Full-time Science Instructor for Correctional Education Facilities, effective at the end of the day on June 9, 2023. Mr. Renard has been employed by TIU since April 4, 2022.
4. Recommend approval be granted to accept the resignation for retirement purposes of **Colleen R. Curfman** - Todd, PA 16685 as a Full-time Language Arts Instructor for Correctional Education Facilities, effective at the end of the day on June 9, 2023. Ms. Curfman has been employed by TIU since July 1, 1984.

B. Leaves of Absence (none)

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

1. Recommend approval be granted to end the employment of **Cheryl L. Silks** - Port Royal, PA 17082 as a Full-time Program Aide for Juniata County Early Childhood Services, effective at the end of the day on March 15, 2023 due to abandonment of position. Ms. Silks was employed by TIU since January 28, 2006.

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

2. Recommend approval be granted to change the start date for **Michelle S. Romig** - McAlisterville, PA 17049, Full-time PAT-Parent Educator for Juniata County Early Childhood Services. Refer to Minutes of 3/9/2023 Board meeting, Item VIII-D-3.
Terms of Employment:
Assignment: Full-time PAT-Parent Educator
Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
Effective Date: March 17, 2023
Salary: \$28,387/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to JCECS employees

3. Recommend approval be granted of a change in assignment for **Isabel M. Jones** - Mifflintown, PA 17059 from a Substitute to a Part-time Program Aide for Juniata County Early Childhood Services. Ms. Jones has been employed by TIU since October 8, 2018.
Terms of Employment:
Assignment: Part-time Program Aide
Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
Effective Date: March 16, 2023
Salary: \$9.50/hour
Days in Work Year: 25 to less than 30 hours/week (38 weeks/year)
Benefits: None unless required by state/federal mandates

4. Recommend approval be granted to furlough **Christine E. Gloss-Ulery** - Mifflintown, PA 17059 in her position of Full-time Distance/Instructor for the TIU Community Education & Workforce Services effective May 1, 2023. The furlough is due to the loss of DLP funding within the TIU Community Education & Workforce Services. Ms. Gloss-Ulery has been employed by since January 21, 2014.

D. New Employees

1. Recommend approval be granted to employ **Nicole L. Dolson** - Cranberry Township, PA 16066 on a provisional basis as a Part-time Parent Mentor for Family Connections for Language and Learning, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Part-time Parent Mentor for Family Connections for Language and Learning
Special Project (non-professional) Employee
Effective Date: April 3, 2023
Salary: \$17.48/hour
Days in Work Year: Less than 10 hours/week - 52 weeks/year
Benefits: None unless required by state/federal mandates

2. Recommend approval be granted to employ **Dawn M. Lynn** - James Creek, PA 16657 on a provisional basis as a Full-time Educational Consultant, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Educational Consultant
Certificated (professional) Employee Level III
Effective Date: July 1, 2023
Salary: \$74,559/year
Days in Work Year: 200 days/year (8 hours/day)
Benefits: Usual benefits granted to certificated employees

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D. New Employees

3. Recommend approval be granted to employ **Natalie E. Dessin** - Lewistown, PA 17044 on a provisional basis as a Full-time Home Visitor-Joint B-5 for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. This is a new position.
Terms of Employment:
Assignment: Full-time Home Visitor-Joint B-5
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee
Effective Date: April 17, 2023
Salary: \$30,452/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to JCECS employees

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted of a Supplemental Contract for **Staci M. Young** - Hesston, PA 16647, Full-time Educational Consultant, to work up to ten (10) additional days assisting the Special Education department with administrative tasks relative to the provision of Extended School Year (ESY) services for 2023. Effective date is April 17, 2023 through August 25, 2023. Reimbursement at current per diem rate. Ms. Young was previously employed by TIU from July 11, 2005 through July 31, 2007, and since January 9, 2023. Funding source: Early Intervention and Special Education.
2. Recommend approval be granted of a Supplemental Contract for **Jeannette L. Underhill** - McClure, PA 17841, Full-time Learning Support Teacher & Teacher of Enrichment Students for the Non-public School Program, to provide Summer Tutoring for Non-public School Students. Effective date is on/about June 1, 2023 through on/about August 30, 2023 not to exceed 70 hours at the rate of \$30/hour. Ms. Underhill has been employed by TIU since October 12, 2012. Funding source: Act 89.
3. Recommend approval be granted of Supplemental Contracts for the listed Full-time Teacher's for the Child/Adolescent Partial Hospitalization Program, to work additional days as substitutes for the Partial Hospitalization Summer Program. Effective date is June 12, 2023 through July 21, 2023. Reimbursement at the individual's current per diem rate. Funding source: Partial Hospitalization Program.
 - a. **Stacey J. Miller** - Cassville, PA 16623, employed by TIU since September 7, 2021
 - b. **Amanda L. Morningstar** - Lewistown, PA 17044, employed by TIU since December 13, 2021
4. 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 2023-2024 school year at the rate of \$1,600. Ms. Miller has been employed by TIU since September 7, 2021. Funding source: Partial Hospitalization Program.
5. Recommend approval be granted of a Supplemental Contract for **Elizabeth C. Kruse** - Huntingdon, PA 16652, Full-time Educational Consultant, to work up to six (6) additional days providing consultation and technical assistance for Juniata County Early Childhood Services. Effective date is April 3, 2023 through June 30, 2023. Reimbursement at current per diem rate. Ms. Kruse has been employed by TIU since April 12, 2016. Funding source: Juniata County Early Childhood Services.

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E. Supplemental Contracts/Employment, Change in Pay

6. Recommend approval be granted of a Supplemental Contract for **Michele A. Huntsman** - Mill Creek, PA 17060, Full-time Executive Secretary to the Executive Director/Board of Directors, to work up to 10 hours/week providing evening and weekend coverage as requested by the Program Supervisor, Deb Daulton, entering Connect data for online and fax referrals. Effective date is July 1, 2023 through on/about December 31, 2023. Reimbursement at current hourly rate, or overtime rate as required by FLSA. Supplemental service could end earlier pending OCDEL program direction. Ms. Huntsman has been employed by TIU since October 29, 1992. Funding source: Early Intervention Technical Assistance.

7. Recommend approval be granted of Supplemental Contracts for the listed Full-time Speech Therapist's, to work four (4) additional hours providing speech/communication screenings to children birth through five for the community outreach Family Fun Fair at the Juniata County Fairgrounds for Juniata County Early Childhood Services. Effective date is May 4, 2023. Reimbursement at the individual's current hourly rate. Funding source: Juniata County Early Childhood Services.
 - a. **Anna M. Brackbill** - Mifflintown, PA 17059, employed by TIU since July 1, 2021
 - b. **Katelyn R. Wagner** - Milroy, PA 17063, employed by TIU since September 1, 2022

8. Recommend approval be granted of a change in pay for **Chastity L. DiFrancesco** - Greensburg, PA 15601 in her position of Full-time Supervisor of Parent to Parent of Pennsylvania. The increase is due to additional job responsibilities. Ms. DiFrancesco has been employed by TIU since October 4, 2016.

Terms of Employment:
Assignment: Full-time Supervisor of Parent to Parent of Pennsylvania
Special Project (non-professional) Employee
Effective Date: April 1, 2023
Salary: \$53,576/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees

9. Recommend approval be granted of a change in pay for the listed part-time Regional Coordinators of Parent to Parent of Pennsylvania. Effective date is April 1, 2023 at the listed rates. The increase is due to additional job responsibilities and staff retention. Employees will receive no benefits unless required by state/federal mandates.
 - a. **Krin D. Fortuna** - New Castle, PA 16105: \$20/hour (employed since 4/19/2022)
 - b. **Nicole M. Lindsay** - Scranton, PA 18508: \$20.57/hour (employed since 3/3/2020)
 - c. **Margaret V. Parke** - Mechanicsburg, PA 17050: \$20/hour (employed since 2/14/2022)
 - d. **Michelle E. Smithman** - Dresher, PA 19025: \$21.81/hour (employed since 8/24/2015)
 - e. **Jennifer L. Bulson** - Royersford, PA 19468: \$20/hour (employed since 2/14/2022)
 - f. **Nicole A. Zilli** - Greensburg, PA 15601: \$22.54/hour
(prev. employed 11/17/2008 - 9/1/2015 and since 11/2/2015)
 - g. **Georgina M. Perez-Liz** - Cheltenham, PA 19012: \$20.57/hour
(Bilingual Regional Coordinator - employed since 6/6/2019)

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E. Supplemental Contracts/Employment, Change in Pay

- 10.** Recommend approval be granted of a change in pay for **Callianne S. Hazan** - Carlisle, PA 17013 in her position of Full-time Evaluation Coordinator for the TIU Community Education & Workforce Services. The increase is a correction of salary range based on prior employment/experience when previously promoted to Evaluation Coordinator. Ms. Hazan has been employed by TIU since January 29, 2018.

Terms of Employment:

Assignment Full-time Evaluation Coordinator for the TIU CEWS

Community Education & Workforce Services (non-certificated) Employee Level 6.4

Effective Date: July 1, 2022

Salary: \$60,063/year

Days in Work Year: 12 months/year (8 hours/day)

Benefits: Usual benefits granted to CEWS employees

- 11.** Recommend approval be granted of a Supplemental Contract for **Angelique R. Price** - Port Royal, PA 17082, Full-time Floating Teacher-Preschool Head Start, to work up to 11 additional days as co-teacher in the Voyagers Classroom through the end of the program year. Effective date is May 17, 2023 through June 2, 2023. Reimbursement at the rate of \$125.94/day. Ms. Price has been employed by TIU since September 15, 2020. Funding source: Juniata County Early Childhood Services.

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 2023. 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. **Elizabeth L. Fleming** - Shade Gap, PA 17255 (New Paraeducator)
- b. **Alda Messner** - Three Springs, PA 17264 (New Paraeducator)
- c. **Courtney J. Neville** - Saxton, PA 16678 (New Teacher)
- d. **David Gourley** - Hustontown, PA 17229 (New Teacher)
- e. **Hannah R. Hess** - Huntingdon, PA 16652 (Teacher)
- f. **Dinah R. Lapp** - Petersburg, PA 16669 (New Teacher)
- g. **Sarah N. Griest** - Shade Gap, PA 17255 (New Teacher)

XII. CONFERENCE REQUESTS

- 1.** Recommend approval be granted for **Sadia Batool**, Family Lead for the Early Childhood Comprehensive Systems Grant, to attend the 2023 International Inclusion Institute in Chapel Hill, NC from May 15-18, 2023 at an approximate cost of \$490. The conference focuses primarily on inclusive practices birth to five. Ms. Batool will bring back additional ideas to improve service in Pennsylvania. Funding source: Early Intervention Technical Assistance.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Field Trips

1. Place: Juniata County Library
Date: April 27, 2023
Participants: 3 staff/chaperones & 17 students (Pre-K Counts Juniata County Classroom)
Purpose: Explore the local library to foster a love of reading.

2. Place: Moist Run Park
Date: June 9, 2023
Participants: 3 staff/chaperones & 17 students (Pre-K Counts Juniata County Classroom)
Purpose: Work on gross motor skills and celebrate all of the work the students did throughout the year.

B. Student of the Month

The Student of the Month for April 2023 is **Damian McCauley**, a student enrolled in the Mifflin County Early Intervention classroom. (See Attachment #13.)

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

C. Employee Data

February 9, 2023	March 9, 2023
318 Full-time	319 Full-time
43 Part-time	43 Part-time
6 Substitutes	7 Substitutes
1 Temporary	1 Temporary

D. 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, May 11, 2023 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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