

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

AGENDA

Thursday, September 14, 2023 - 7:00 p.m.

REGULAR BOARD MEETING

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 July 19, 2023.
(Minutes are posted.)

VI. REPORTS

A. Treasurer's Report

Recommend approval be granted of the Treasurer's Reports for July 2023 and August 2023.
(See Attachment #1.)

B. Budget Transfers (none)

C. Payment of Bills

Recommend approval be granted of the payment of bills for July 2023 and August 2023.
(Printouts are posted.)

VII. STAFF PRESENTATION

Presentation by Dr. Shawn L. Kovac, Dr. Brett A. Gilliland, and Mr. Timothy J. Miller.

VIII. TIU BOARD

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

1. Recommend approval be granted for the TIU Board of Directors to authorize the TIU Board Secretary to cast one vote for each Pennsylvania School Board Association (PSBA) officer using the PSBA Slate of Candidates. The electronic vote must be cast during the open voting period September 11 - October 27, 2023. Each school entity is strongly encouraged to discuss and vote on PSBA Officer Candidates. Additional candidate details can be found at <https://www.psba.org/psba-officer-elections/>. (See Attachment #2.)

**According to PSBA bylaws and Policy303, the Nominating Committee may endorse slated candidates. Endorsed candidates are noted with an asterisk (*).*

- a. 2024 President-Elect (one-year term):
The TIU Board of Directors select _____ as their candidate for President-elect.
(One candidate: Allison Mathis*)
- b. 2024 Vice President (one-year term):
The TIU Board of Directors select _____ as their candidate for Vice President.
(One candidate: Sabrina Backer*)
- c. Treasurer (three-year term - 2024-2026):
The TIU Board of Directors select _____ as their candidate for Treasurer.
(One candidate: Karen Beck Pooley*)
- d. Insurance Trustees: (term ends 12/31/2026)(Vote for up to two candidates):
The TIU Board of Directors select _____ as their candidate(s) for Trustee.
(Two candidates: Marianne Neel and Michael Faccinnetto)

B. Policy/School Calendars

1. Recommend approval be granted of the first reading of TIU Board Policy 251 - Students Experiencing Homelessness and Other Educational Instability. (See Attachment #3.)
2. Recommend approval be granted of the TIU Partial Hospitalization Program 2023-2024 Student and Family Handbook. (See Attachment #4.)

VIII. TIU BOARD

C. Contracts/Leases

1. Recommend approval be granted of Agreements between Tuscarora Intermediate Unit and the listed agencies. The Early Childhood Comprehensive System (ECCS) Partner Agreements were offered to all members of the ECCS Advisory Committee. The funds are federal funds from the ECCS Grant that was awarded to TIU 11. Two partner agencies applied for the funds to be used for focus groups, data collection and analysis, parent input, and reporting writing. Each agency was awarded \$25,000. Effective date is June 30, 2023 through December 30, 2023. Funding source: Early Intervention Technical Assistance.
 - a. **Maternity Care Coalition** - Philadelphia, PA 19134
 - b. **The PRISM Program/Genesis Birth Services** - Williamsport, PA 17701
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Rhonda Beach Tyree, d/b/a The Compact** - 67 Woodhaul Court, Delaware, OH 43015 to provide services as an expert consultant working with a core team of Bureau and EITA staff to prepare the state early intervention program for the federal monitoring that will occur on site in 2025. Effective date is July 1, 2023 through June 30, 2024. Reimbursement at the rate of \$100/hour not to exceed \$28,500, plus travel expenses not to exceed \$1,000. Funding source: Early Intervention Technical Assistance.
3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Qualtrics, LLC**, Attention: Randy Roland - 333 West River Park Drive, Provo, UT 84604 for the use of Qualtrics Survey System to meet federal reporting requirements and project goals. Effective date is October 3, 2023 through October 2, 2024. Reimbursement not to exceed \$27,500. Funding source: Early Intervention Technical Assistance.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Red Pepper**, Attention: Jenna George - 2436 West 700 S, Suite 202, Pleasant Grove, UT 84062 to provide 25 hours of regularly scheduled training on Qualtrics implementation. Effective date is September 15, 2023 through September 14, 2024. Reimbursement not to exceed \$3,750. Funding source: Early Intervention Technical Assistance.
5. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Substitute Teacher Service (STS)** - 2901 Dutton Mill Road, Suite 220, Aston, PA 19014 to provide the services of Karen Marter as a substitute Speech Language Therapist. Effective date is July 25, 2023 through June 30, 2024. Reimbursement at the rate of \$81/hour. Funding source: Special Education/Early Intervention.
6. Recommend approval be granted of a Service Agreement between Tuscarora Intermediate Unit and **Lincoln Intermediate Unit 12** - 65 Billerbeck Street, New Oxford, PA 17350 to provide Occupational Therapy, Physical Therapy, Blind-Visually Impaired, Orientation & Mobility, Speech, and Deaf Hard of Hearing Services to students located within the Correctional Education Facility. Services will be invoiced per the Special Education Billing for Service Provider's. Effective date is July 1, 2023 through June 30, 2024. Funding Source: Corrections Education.
7. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Treese Educational Associates, LLC**, Attention: Matthew Treese - 2900 Fairview Road, Camp Hill, PA 17011 to provide technical advisory and related services to support the Pennsylvania Department of Education's Bureau of School Support to include, and not be limited to, activities associated with traditional and cyber charter schools, supporting charter school authorizing entities, quality improvement in charter school programs, school monitoring process, Future Ready Comprehensive Planning Portal support, Act 48/Act 45 reviews, Ch. 49 implementation support, and Standard Operation Procedures support. Effective date is October 2, 2023 through June 30, 2024. Reimbursement at the rate of \$500/day for up to 192 days, not to exceed \$96,000. Funding source: PDE State Educational Initiatives.

VIII. TIU BOARD

C. Contracts/Leases

8. Recommend approval be granted of an Agreement between Tuscarora Intermediate Unit and **Young Oakes Brown & Company, Certified Public Accountants** - 1210 Thirteenth Street, Altoona, PA 16603 for the audit of the Tuscarora Intermediate Unit's financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the Tuscarora Intermediate Unit 11 as of and for the years ended June 30, 2023, 2024, and 2025 and other audit related services as included in the attached engagement letter. The fee for these services will be \$36,650, \$37,750, and \$38,875, respectively, for the year ended June 30, 2023, 2024, and 2025, which is based on the estimate of actual time spent at standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). TIU will also be billed the review of individual programs separate from the above referenced fee. Funding source: Various TIU Programs. (See Attachment #5.)

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

1. Recommend approval be granted of the listed capital project payments certified by Architects HHSSR, Inc. (See Attachment #6.)
 - a. Payment Application #1 - Myco Mechanical, Inc. - \$14,827.50
 - b. Payment Application #2 - Myco Mechanical, Inc. - \$16,357.50
2. Recommend approval be granted of the listed capital project payments. (See Attachment #7.)
 - a. Fidevia Professional Services August 2023 - \$9,100
 - b. Payment Application #1 (asbestos removal) - R.L. Abatement, Inc. - \$33,723

E. Vendor Contracts

1. Recommend approval be granted of an Agreement between Tuscarora Intermediate Unit and **Juniata County School District**- 146 Weatherby Way, Mifflintown, PA 17059 for TIU to provide Every Student Succeeds Act (ESSA) Title I supplemental education to students who are attending nonpublic schools. Effective date is September 1, 2023 for three years. Per pupil reimbursement amount is \$1,442.50 to be invoiced in October, February, and June.
2. Recommend approval be granted of a Subrecipient Agreement between Tuscarora Intermediate Unit and **Allegheny Intermediate Unit** - 5475 East Waterford Drive, Homestead, PA 15120. Subcontractor will provide work as described by AIU and the Pennsylvania Department of Education regarding Career Readiness State and Technical Support and Outreach Plan for Career Ready Region 4. Effective date is July 1, 2023 through June 30, 2024. The allocation is \$18,750.
3. Recommend approval be granted of a Purchase of Service Agreement between Tuscarora Intermediate Unit and **Juniata County Children & Youth Social Service Agency** - 133 Industrial Circle, Suite 1, Mifflintown, PA 17059 for the implementation of Strengthening Families Program. Effective date is July 1, 2023 through June 30, 2024. Reimbursement not to exceed \$27,021.41.
4. Recommend approval be granted of a Purchase of Service Agreement between Tuscarora Intermediate Unit and **County of Mifflin/Children and Youth Agency** - 101 West Third Street, Lewistown, PA 17044 for the implementation of Mifflin County Communities That Care. Effective date is July 1, 2023 through June 30, 2024. Reimbursement not to exceed \$129,000.

VIII. TIU BOARD

E. Vendor Contracts

5. Recommend approval be granted of a Purchase of Service Agreement between Tuscarora Intermediate Unit and **County of Mifflin/Children and Youth Agency** - 101 West Third Street, Lewistown, PA 17044 for case management to at-risk school aged children and their families. Project YES, Second Step, and Life Skills Programs reimbursement not to exceed \$522,488, and Strengthening Families Program reimbursement not to exceed \$31,175. Effective date is July 1, 2023 through June 30, 2024.

6. Recommend approval be granted of Contracts between Tuscarora Intermediate Unit and the schools 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, 2023 through June 30, 2024 at the estimated amounts listed.

- a. Central Fulton SD \$ 40,908
- b. Forbes Road SD \$ 94,561
- c. Huntingdon Area SD \$ 21,673
- d. Juniata County SD \$ 217,949
- e. Juniata Valley SD \$ 73,913
- f. Mount Union Area SD \$ 52,115
- g. Southern Fulton SD \$ 22,627
- h. Southern Huntingdon Co. SD \$ 14,940
- i. New Day Charter School \$ 22,006
- j. Stone Valley Community CS \$ 30,374

7. Recommend approval be granted of Contracts between Tuscarora Intermediate Unit and the schools 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, 2023 through June 30, 2024 at the estimated amounts listed.

- a. Central Fulton SD \$ 13,206
- b. Huntingdon Area SD \$ 4,547
- c. Juniata County SD \$ 19,982
- d. Juniata Valley SD \$ 2,728
- e. Mifflin County SD \$ 28,122
- f. Mount Union Area SD \$ 24,784
- g. Southern Huntingdon Co. SD \$ 10,478

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions

1. Recommend approval be granted of the listed revised job descriptions. (See Attachment #8.)
- a. **Instructor Youth Projects for the TIU CEWS**
Community Education & Workforce Services (non-certificated) Employee Level 5
 - b. **Mental Health Manager**
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (exempt) Employee
 - c. **Early Childhood Behavioral Health Specialist**
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (exempt) Employee

IX. PROGRAMS

B. Job Descriptions

2. Recommend approval be granted of the listed new job descriptions. (See Attachment #9.)
 - a. **Assistant Director for Early Intervention Technical Assistance: Communication and Policy**
Special Project (non-professional) Employee
 - b. **Assistant Director for Early Intervention Technical Assistance: Family Support - Fed. Reporting**
Special Project (non-professional) Employee
 - c. **Assistant Director for Early Intervention Technical Assistance: EI State Training Initiatives**
Special Project (non-professional) Employee

X. FISCAL

A. Budgets - new, revised (none)

B. Purchases/Bids

1. Recommend approval be granted to purchase equipment and installation of conferences/meeting room upgrades for PaTTAN Harrisburg from **Haverford Systems, Inc.**- 152 Robbins Road, Downingtown, PA 19335. Total cost is \$65,702.11. Pricing is per CoStars Contract 003-009. Funding source: Early Intervention Technical Assistance.
2. Recommend approval be granted to purchase Today's One Room School House (TORSH) Talent HS Premium User Licenses and custom workflows from **TORSH** - 701 Loyola Avenue #52377, New Orleans, LA 70152. 135 licenses will be purchased for 2023-2024 at an amount not to exceed \$23,229.28. Funding source: Early Intervention Technical Assistance.
3. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #10.)
4. Recommend approval be granted to permanently transfer equipment to the Mount Union Area School District. (See Attachment #11.)
5. Recommend approval be granted to permanently transfer equipment to the Tussey Mountain School District. (See Attachment #12.)
6. Recommend approval be granted to permanently transfer equipment to the Office of Child Development and Early Learning. (See Attachment #13.)
7. Recommend approval be granted to purchase Discovery Education DEX subscription package renewal effective July 1, 2023 through June 30, 2024 from **Discovery Education, Inc.** - PO Box 744954, Atlanta, GA 30374. The subscription renewal is for 9,706 high school, middle school, and elementary school students paid at the rate of \$1.65/student, and 24 schools at the rate of \$550/school, for a total amount not to exceed \$29,214.90 The cost is per PAIU Consortium. Funding source: Instructional Media Service.

C. Special Education Transportation (none)

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 (July and August) (See Attachment #14.)
 - b. Head Start Federal Refunding Grant Application: **Total Amount \$1,405,979**
Program Operations \$1,107,173; T/TA \$17,610; Non-Federal Share \$281,196
 - c. Early Head Start Federal Refunding Grant Application: **Total Amount \$955,648**
Program Operations \$750,093; T/TA \$14,425; Non-Federal Share \$191,130
 - d. Early Head Start Governance Report Fall/Spring 2022-2023 (See Attachment #15.)
 - e. Annual Program Report 2022 (See Attachment #16.)
 - f. Community Assessment Update 2021-2022 (See Attachment #17.)
2. The Juniata County Early Childhood Services Monthly Reports are attached for your information. Information item, no action required. (See Attachment #18.)
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 **Amanda L. Morningstar** Lewistown, PA 17044 as a Full-time Teacher - Child/Adolescent Partial Hospitalization Program, effective at the end of the day on August 18, 2023. Ms. Morningstar was employed by TIU since December 13, 2021.
2. Recommend approval be granted to accept the resignation of **Jill A. Bauer** - Port Royal, PA 17082 as a Full-time Family Services Worker for Juniata County Early Childhood Services, effective at the end of the day on August 16, 2023. Ms. Bauer was employed by TIU since November 1, 2021.
3. Recommend approval be granted to accept the resignation of **Abby L. Walters** - State College, PA 16801 as a Full-time Itinerant Teacher of the Visually Impaired, effective at the end of the day on October 17, 2023. Ms. Walters has been employed by TIU since August 16, 2021.
4. Recommend approval be granted to accept the resignation of **Alexandra Wise** - Reedsville, PA 17084 as a Full-time Social Worker/Mental Health Professional, effective at the end of the day on August 18, 2023. Ms. Wise resigned prior to beginning employment with the TIU.
5. Recommend approval be granted to accept the resignation of **Stephanie M. Hower** - Belleville, PA 17004 as a Full-time Early Intervention Paraprofessional/Personal Care Aide, effective at the end of the day on September 7, 2023. Ms. Hower was employed by TIU since September 25, 2019.
6. Recommend approval be granted to accept the resignation of **Breanna D. Anderson** - Burnham, PA 17009 as a Full-time Early Childhood Specialist for Juniata County Early Childhood Services, effective at the end of the day on September 8, 2023. Ms. Anderson was employed by TIU since July 18, 2022.

XI. PERSONNEL

B. Leaves of Absence

1. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for the listed full-time employees using paid and/or unpaid leave, not to exceed 12 weeks. Information item, no action required.
 - a. **FML2023-09-01** effective 9/5/2023 through 10/11/2023
 - b. **FML2023-09-02** effective 7/24/2023 through 8/15/2023
 - c. **FML2023-09-03** effective 8/30/2023 through 9/12/2023 with intermittent leave to follow through on/about 2/24/2024 (not to exceed 12 weeks)

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

1. Recommend approval be granted of a change in assignment for **Jennifer C. Johnson** - Lewistown, PA 17044 from a Part-time to a Full-time Early Intervention Paraprofessional/Personal Care Aide. Ms. Johnson has been employed by TIU since June 27, 2022.
Terms of Employment:
Assignment: Full-time Early Intervention Paraprofessional/Personal Care Aide
Non-certificated (non-professional) Employee Level I.1
Effective Date: September 5, 2023
Salary: No change in hourly rate (\$18,946/year)
Days in Work Year: 181 days/year (7 hours/day)
Benefits: Usual benefits granted to non-certificated employees
2. Recommend approval be granted of a reduction in hours (demotion) for **Donald K. Peters, III** Thompsontown, PA 17094 in his position as a Part-time Facilities, Equipment, and Maintenance Worker for Juniata County Early Childhood Services. The demotion is at the request of Mr. Peters. Mr. Peters has been employed by TIU since February 1, 2023.
Terms of Employment:
Assignment: Part-time Facilities, Equipment, and Maintenance Worker
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee
Effective Date: August 31, 2023
Salary: No change in hourly rate (\$12.67/hour)
Days in Work Year: 10 to less than 20 hours/week - 38 weeks/year
Benefits: None unless required by state/federal mandates
3. Recommend approval be granted of a reduction in days worked/year (demotion) for **Morgan R. Shirey** - Beaver Springs, PA 17812 in her position as a Full-time Learning Support Teacher and Teacher of Enrichment Students. The demotion is at the request of Ms. Shirey, moving from 185 days/year to 152 days/year. Ms. Shirey has been employed by TIU since April 13, 2015.
Terms of Employment:
Assignment: Full-time Learning Support Teacher and Teacher of Enrichment Students
Certificated (professional) Employee Level 1
Effective Date: August 28, 2023
Salary: No change in daily rate (\$52,681/year - prorated for 152 days)
Days in Work Year: 152 days/year (7.5 hours/day) - prorated from 185 days/year
Benefits: Usual benefits granted to certificated employees

XI. PERSONNEL

D. New Employees

1. Recommend approval be granted to employ **Amy Dilatush** - Cranberry Township, PA 16066 on a provisional basis as a Full-time Analyst Consultant for the Pattan Autism Initiative, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Analyst Consultant for the Pattan Autism Initiative
Special Project (non-professional) Employee
Effective Date: August 21, 2023
Salary: \$70,000/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 **Samantha Weisbeck** - Minersville, PA 17954 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 Early Intervention
Special Project (non-professional) Employee
Effective Date: October 1, 2023
Salary: \$80,577/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees

3. Recommend approval be granted to employ **Abigail E. Kane** - Huntingdon, PA 16652 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: August 21, 2023
Salary: \$48,419/year (Step 1, Bachelors)
Days in Work Year: 185 days/year (7.5 hours/day)
Benefits: Usual benefits granted to certificated employees

4. Recommend approval be granted to employ **Lucas M. Wilson** - Hesston, PA 16647 on a provisional basis as a Full-time Vocational Education Teacher for Welding for Correctional Education Facilities, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Vocational Education Teacher for Welding
Certificated (professional) Employee Level I
Effective Date: September 1, 2023
Salary: \$51,716/year (Step 1, Bachelors) - prorated
Days in Work Year: 188 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to certificated employees

5. Recommend approval be granted to employ **Michele A. Collinson** - Port Royal, PA 17082 on a provisional basis as a Substitute Program Aide for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Substitute Program Aide
Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
Effective Date: September 6, 2023
Salary: \$9.50/hour
Days in Work Year: Substitute - as needed
Benefits: None unless required by state/federal mandates

XI. PERSONNEL

D. New Employees

- 6.** Recommend approval be granted to employ **Amie C. Bard** - Thompsettown, PA 17094 on a provisional basis as a Full-time Assistant Teacher/Teacher Aide for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. Ms. Bard was previously employed by TIU from June 6, 2018 through January 31, 2022. This is a vacant position.
Terms of Employment:
Assignment: Full-time Assistant Teacher/Teacher Aide
Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee
Effective Date: September 6, 2023
Salary: \$12.50/hour
Days in Work Year: 40 weeks/year (7.5 hours/day)
Benefits: Usual benefits granted to JCECS employees
- 7.** Recommend approval be granted to employ **Tabitha Dunn** - Mifflintown, PA 17059 on a provisional basis as a Full-time Administrative Assistant - HR Specialist/Management Information System for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Administrative Assistant - HR Specialist/Management Information System
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee
Effective Date: September 18, 2023
Salary: \$34,008/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to JCECS employees
- 8.** Recommend approval be granted to employ **Jennifer R. Treece** - Saxton, PA 16678 on a provisional basis as a Full-time Learning Support Teacher and Teacher of Enrichment Students for the Non-public School Program, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Learning Support Teacher and Teacher of Enrichment Students
Certificated (professional) Employee Level I
Effective Date: on/about October 20, 2023
Salary: \$59,019/year (Step 15, Masters) - prorated
Days in Work Year: 185 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to certificated employees
- 9.** Recommend approval be granted to employ **Kara Williamson-Yackey** - Mifflintown, PA 17059 on a provisional basis as a Part-time Mental Health Manager for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. Ms. Williamson-Yackey was previously employed by TIU from October 1, 2018 through July 28, 2021. This is a vacant position.
Terms of Employment:
Assignment: Part-time Mental Health Manager
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (exempt) Employee
Effective Date: September 18, 2023
Salary: \$50/hour
Days in Work Year: 10 to less than 20 hours/week
Benefits: None unless required by state/federal mandates

XI. PERSONNEL

D. New Employees

- 10.** Recommend approval be granted to employ **Kristen N. Sheffield** - Mill Creek, PA 17060 on a provisional basis as a Substitute CONNECT Help Line Support, pending receipt of required clearances and employment paperwork.
Terms of Employment:
Assignment: Substitute CONNECT Help Line Support
Special Project (non-professional) Employee
Effective Date: August 28, 2023
Salary: \$18/hour
Days in Work Year: Substitute - as needed
Benefits: None unless required by state/federal mandates
- 11.** Recommend approval be granted to employ **Heather C. Matlock** - Camp Hill, PA 17011 on a provisional basis as a Full-time Analyst Consultant for the Pattan Autism Initiative, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Analyst Consultant for the Pattan Autism Initiative
Special Project (non-professional) Employee
Effective Date: October 20, 2023
Salary: \$78,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees
- 12.** Recommend approval be granted to employ **Annette M. Brodbeck** - Mount Union, PA 17066 on a provisional basis as a Full-time Teacher - Child/Adolescent Partial Hospitalization Program, pending receipt of required clearances and employment paperwork. This is a vacant position. Ms. Brodbeck was employed as a Full-time Instructor Youth Projects for the TIU Community Education & Workforce Services for one day, September 6, 2023 before filling the vacant position within the Partial Hospitalization Program (the CEWS salary was prorated from \$39,214/year).
Terms of Employment:
Assignment: Full-time Teacher - Child/Adolescent Partial Hospitalization Program
Special Project Certificated (professional) Employee Level I
Effective Date: September 7, 2023
Salary: \$50,437/year (Step 6, Bachelors) - prorated
Days in Work Year: 185 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to certificated PHP employees
- 13.** Recommend approval be granted to employ **Tracy Yoder**- Lewistown, PA 17044 on a provisional basis as a Full-time Classroom Teacher Aide for the Non-public School Program, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Classroom Teacher Aide for the Non-public School Program
Non-certificated (non-professional) Employee Level I.1
Effective Date: September 18, 2023
Salary: \$19,864/year - prorated
Days in Work Year: 181 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to non-certificated employees
- 14.** Recommend approval be granted of an unpaid internship within the TIU Partial Hospitalization Program for **Isabella Motta**, a junior at Juniata College with a program of emphasis in Social Work and Psychology, and a secondary emphasis in Spanish. Ms. Motta will intern with Megan Morrison, LCP, to complete an 80-hour mini field placement effective on/about September 15, 2023.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted of an increase in pay for **Chelsea R. DeLeo** - Peckville, PA 18452 in her position as a Full-time Manager for the Professional Learning Opportunities Project for the TIU Community Education & Workforce Services. The increase is to align the salary with similar positions within the same level. Ms. DeLeo has been employed by TIU since June 27, 2019.
Terms of Employment:
Assignment: Full-time Manager for the Professional Learning Opportunities Project
Community Education & Workforce Services (non-certificated) Employee Level 7.5
Effective Date: September 1, 2023
Salary: \$68,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to CEWS employees
2. Recommend approval be granted of an increase in pay for **Shelby L. Liebegott** - Lewistown, PA 17044 in her position as a Full-time Manager for Youth Projects for the TIU Community Education & Workforce Services. The increase is to align the salary with similar positions within the same level. Ms. Liebegott has been employed by TIU since October 6, 2003.
Terms of Employment:
Assignment: Full-time Manager for Youth Projects
Community Education & Workforce Services (non-certificated) Employee Level 7.5
Effective Date: September 1, 2023
Salary: \$68,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to CEWS employees
3. Recommend approval be granted of Supplemental Contracts for the listed individuals to provide after-hours developmental evaluations for children referred to early intervention, as well as speech language services for children in Fulton County. Effective date is September 5, 2023 through August 30, 2024. Reimbursement at the individual's hourly rate, not to exceed 8 hours/week. Funding source: Special Education/Early Intervention.
 - a. **Rebecca A. Brady** - Big Cove Tannery, PA 17212
Full-time Early Intervention Classroom Teacher, employed since 7/11/2014
 - b. **Brooke L. Carlson** - Lewistown, PA 17044
Full-time Speech Therapist, employed since 9/1/2020
4. Recommend approval be granted of Supplemental Contracts for the listed individuals to provide speech/communication screenings to children birth through five for the Juniata County Early Childhood Services Community Outreach Program/School Readiness Days. Reimbursement at the individual's hourly rate. Effective dates and hours as listed. Funding source: JCECS.
 - a. **Anna E. Wisner** - McAlisterville, PA 17049
Full-time Speech Therapist, employed since 1/11/2023
Effective August 22, 2023, not to exceed 6 hours
 - b. **Katelyn R. Wagner**- Milroy, PA 17063
Full-time Speech Therapist, employed since 9/1/2022
Effective August 21, 2023 through September 1, 2023, not to exceed 10.5 hours
 - c. **Megan J. Brackbill** - Mifflintown, PA 17059
Full-time Speech Therapist, employed since 7/1/2019
Effective August 18, 2023, not to exceed 4.5 hours
 - d. **Anna M. Brackbill** - Mifflintown, PA 17059
Full-time Speech Therapist, employed since 7/1/2021
Effective August 31, 2023, not to exceed 6 hours

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

5. Recommend approval be granted of a Supplemental Contract for **Melissa K. Minium** - Honey Grove, PA 17035 in her position as Part-time Education and Health Services Assistant for Juniata County Early Childhood Services to work additional hours for staff orientation/training. Effective date is August 16, 2023 through September 1, 2023. Reimbursement at the rate of \$16.07/hour not to exceed 50 hours. Funding source: JCECS.
6. Recommend approval be granted of a Supplemental Contract for **Kylee E. Bricker** - Burnham, PA 17009 to provide after-hours speech language support services for children in early intervention in Huntingdon, Juniata, and Mifflin Counties. Effective date is September 5, 2023 through August 30, 2024. Reimbursement at the individual's hourly rate, not to exceed 8 hours/week. Ms. Bricker has been employed by TIU since July 1, 2023. Funding source: Special Education/Early Intervention.
7. 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 Abigail Kane) effective September 5, 2023 through June 30, 2024, 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. Funding source: Early Intervention and Special Education.
8. Recommend approval be granted of a Supplemental Contract for **Krista D. Low** - James Creek, PA 16657 that in addition to her assignment as Full-time Special Education and Life Skills Instructor for Correctional Education Facilities, she serve as a Mentor in the Induction Program (for Joshua Brycki) effective August 9, 2023 through June 5, 2024, 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. Low has been employed by TIU since November 1, 2022. Funding source: Corrections Education.
9. Recommend approval be granted of a Supplemental Contract for **Lora A. Palmer** - Todd, PA 16685 that in addition to her assignment as Full-time Language Arts Instructor for Correctional Education Facilities, she serve as a Mentor in the Induction Program (for Lucas Wilson) effective September 1, 2023 through June 5, 2024, 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. Palmer was previously employed by TIU from August 13, 2012 through August 5, 2015 and since March 30, 2016. Funding source: Corrections Education.
10. Recommend approval be granted of Supplemental Contracts for the listed individuals within the TIU Community Education & Workforce Services Program to facilitate up to two after-hours sessions (7 weeks each session) of the Strengthening Families Program . Effective date is September 15, 2023 through June 30, 2024. Reimbursement at the hourly rates as listed, or overtime rate as required, not to exceed 84 hours/individual. Funding source: CEWS.
 - a. **Keith D. Mernin** - Belleville, PA 17004 - \$23.22/hour
Full-time Instructor, employed since 7/31/2003
 - b. **Susan K. Stringer** - McVeytown, PA 17051 - \$20.93/hour
Full-time Instructor Youth Projects, employed since 2/7/2017
 - c. **Jill R. Rowe** - Lewistown, PA 17044 - \$23.66/hour
Full-time Instructor Youth Projects, employed since 12/10/2001
 - d. **M. Aleta Kammerer** - Milroy, PA 17063 - \$26.88/hour
Full-time Communities That Care Coordinator, employed since 3/6/2017

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

11. Recommend approval be granted of a Supplemental Contract for **Bethany A. Lezanic** - Creekside, PA 15732 that in addition to her assignment as Full-time Distance Literacy & Distance Education Coordinator for the TIU Community Education & Workforce Services, she serve as a team member for the ELA Lesson Development Project that falls with the Professional Learning Opportunities work. Effective date is August 15, 2023 through June 30, 2024. Reimbursement at the rate of \$28.31/hour, or overtime rate as required, not to exceed 25 hours. Funding source: CEWS.
12. Recommend approval be granted of a Supplemental Contract for **Lora A. Palmer** - Todd, PA 16685 that in addition to her assignment as Full-time Language Arts Instructor for Correctional Education Facilities, she serve as Co-Head Teacher at Trough Creek Youth Forestry Camp for the 2023-2024 school year. Reimbursement at an amount not to exceed \$1,300. Ms. Palmer was previously employed by TIU from August 13, 2012 through August 5, 2015 and since March 30, 2016. Funding source: Corrections Education.
13. Recommend approval be granted of a Supplemental Contract for **Krista D. Low** - James Creek, PA 16657 that in addition to her assignment as Full-time Special Education and Learning Support Instructor for Correctional Education Facilities, she serve as Co-Head Teacher at Trough Creek Youth Forestry Camp for the 2023-2024 school year. Reimbursement at an amount not to exceed \$300. Ms. Low has been employed by TIU since November 1, 2022. Funding source: Corrections Education.
14. Recommend approval be granted of a Supplemental Contract for **Nalini Kowalski** - Huntingdon, PA 16652 that in addition to her assignment as Full-time Early Intervention Teacher/ITL, she serve as a mentor for Julie Martin. Effective date is September 5, 2023 through June 30, 2024 at an amount not to exceed \$550 to meet and work with the mentee for up to 25 hours. Ms. Kowalski has been employed by TIU since December 12, 2003. Funding source: Early Intervention and Special Education.
15. Recommend approval be granted of a Supplemental Contract for **Zachary R. Treece** - Saxton, PA 16678 that in addition to his assignment as Full-time Remedial Math Teacher and Teacher of Enrichment Students, he serve as Head Teacher for the Act 89 Program for the 2023-2024 school year. Reimbursement at an amount not to exceed \$1,600. Mr. Treece has been employed by TIU since August 10, 2018. Funding source: Act 89.

XII. CONFERENCE REQUESTS

1. Recommend approval be granted for **Mary T. Anketell**, Project Manager for Early Intervention Technical Assistance, to attend the 2023 SPDG National Meeting in Washington, DC, from October 16-18, 2023 at an approximate cost of \$819. This is the national meeting for the Federal State Professional Development Grants. The Pennsylvania Department of Education requested that Ms. Anketell attend to represent Early Intervention as part of the SPEL Grant. Funding source: EITA.
2. Recommend approval be granted for **Dyan R. Schauer**, Consultant for Community Education & Workforce Services, to attend the 2023 Families Learning Conference in Omaha, NE, from October 23-25, 2023 at an approximate cost of \$2,087. Ms. Schauer is a subject matter expert in Family Literacy and provides training for agencies around family engagement, parent education, and interactive literacy activities. This conference provides innovative learning strategies and cutting-edge research in family learning. Sessions will also provide strategies to create equitable learning experiences for families in our programs. By attending this conference, Ms. Schauer will have exposure to a national network and community of other family literacy programs. Funding source: CEWS.

XII. CONFERENCE REQUESTS

3. Recommend approval be granted for **Donna L. Miller** and **Sue Ann Boyles**, Early Intervention Technical Assistance Consultant's for Early Intervention, to attend the National DEC Conference in Minneapolis, MN from November 28 through December 1, 2023 at an approximate cost of \$1,829/individual. This is a national conference focused on how states and professionals implement infant toddler and preschool early intervention. The individuals will share information from Pennsylvania and bring back new ideas. Funding source: EITA.
4. Recommend approval be granted for **Dr. Brett A. Gilliland**, Director for Nonpublic Schools and Pupil Services, and **Timothy J. Miller**, Director for Curriculum, Instruction, and Correctional Education Facilities, to attend the Association of Educational Service Agencies Conference from November 29 through December 1, 2023 in Anaheim, California at an approximate cost of \$2,500/individual. The individuals have been chosen to present and will attend the conference to collect ideas and activities that other education service agencies are providing to constituents. PAIU will reimburse for up to \$3,000 towards the associated conference expenses. Funding source: Various TIU programs.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Employee Data

June 8, 2023	July 19, 2023
322 Full-time	320 Full-time
39 Part-time	43 Part-time
6 Substitutes	6 Substitutes

B. 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, October 12, 2023 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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