

**Tuscarora Intermediate Unit  
Board of Directors' Meeting****AGENDA****Thursday, November 9, 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 October 12, 2023. (Minutes are posted.)

**VI. REPORTS****A. Treasurer's Report**

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

**VI. REPORTS**

**B. Budget Transfers (none)**

**C. Payment of Bills**

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

**VII. STAFF PRESENTATION (none)**

**VIII. TIU BOARD**

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

1. Letter to Mr. Timothy J. Miller from the Pennsylvania Network for Student Assistance Services, informing him that as a result of the in-person monitoring visit October 2-4, 2023, Tuscarora Intermediate Unit 11 is hereby granted authorization to continue serving as a member of the Pennsylvania Approved SAP Training Provider (PASTP) system. Mr. Miller was thanked for ensuring that the Pennsylvania SAP training model is consistently delivered with the utmost quality to all training participants. The letter and monitoring report are attached. Information item, no action required. (See Attachment #2.)
2. Recommend approval be granted to adopt **Resolution 2023-05** to execute and make an amendment to a disbursement agreement between Tuscarora Intermediate Unit 11 and Kish Bank to enter into a First Amendment to the Disbursement Agreement with Kish Bank to ratify all prior draws made on the Note by Tuscarora Intermediate Unit 11 and to extend the draw period under the Disbursement Agreement from August 31, 2023 to November 15, 2023. (See Attachments #3a & 3b.)

**B. Policy/School Calendars**

1. Recommend approval be granted of the first reading of TIU Board Policy 624 - Taxable Fringe Benefits (See Attachment #4.)

**C. Contracts/Leases**

1. Recommend approval be granted of an Affiliation Agreement between Tuscarora Intermediate Unit and **PennWest University** - 804 Wood Street, Clarion, PA 16214 to host internship experiences for mutually agreed upon graduate students for clinical social work studies for a period of five years effective October 2023. Individual internships may vary for a period of nine to 18 weeks.
2. Recommend approval be granted of a Lease Agreement between Tuscarora Intermediate Unit and **Gregory N. and Alicia S. Kough** - 220 Hunting Hills Drive, Aiken, South Carolina 29803 for the property located at 930 Moore Street, Huntingdon, PA 16652. Property is currently used for the Huntingdon County Early Intervention classroom and related office space. Leased space is approximately 3,000 square feet. Effective date is January 1, 2024 through December 31, 2030. There is a right to renew for an additional five-year term. TIU is responsible for all utilities costs and sidewalk snow removal. Lessor will be responsible for snow removal from the parking lot. Agreement contains a funding out clause with a 30-day written notice. Lease cost as listed. Funding source: Early Intervention.
  - January 1, 2024 through December 31, 2025 - \$2,625 monthly or \$31,500 annually
  - January 1, 2026 through December 31, 2027 - \$2,750 monthly or \$33,000 annually
  - January 1, 2028 through December 31, 2030 - \$2,900 monthly or \$34,800 annually

VIII. TIU BOARD

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

1. Recommend approval be granted of the listed capital project payments. (See Attachment #5.)
  - a. HHSDR Architects Invoice 14 - \$4,787.35
  - b. Myco Mechanical, Inc. - \$46,682.55
  - c. eciConstruction, LLC - \$284,497.59
  - d. Penelec - \$9,523.96
  - e. HHSDR Architects Invoice 15- \$4,787.35

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, 2023 through July 31, 2024. TIU will be reimbursed at an amount not to exceed \$246,579.
2. Recommend approval be granted of an Agreement between Tuscarora Intermediate Unit and **JSI Research & Training Institute, Inc.** through its World Education Division - 44 Farnsworth Street, Boston, MA 02210 for TIU CEWS to provide Innovating Digital Education in Adult Learning (IDEAL) 101 and 102 course facilitation and updates, as well as attend the IDEAL Consortium Summer Institute. Effective date is July 1, 2023 through June 30, 2024. TIU will be reimbursed at an amount not to exceed \$8,820.
3. Recommend approval be granted of an Agreement between Tuscarora Intermediate Unit and **Juniata Valley Tri-Cunty Drug & Alcohol Abuse Commission** - 31 Dorcas Street, Suite D, Lewistown, PA 17044 for TIU CEWS to provide evidence-based prevention programming, Life Skills, and Second Step at East Juniata Elementary School. Effective date is July 1, 2023 through June 30, 2024. TIU will be reimbursed at an amount not to exceed \$56,335.

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions

1. Recommend approval be granted of the listed revised job description. (See Attachment #6.)
  - a. **Bilingual Spanish-speaking Regional Coordinator of Parent to Parent of Pennsylvania** Special Project (non-professional) Employee
2. Recommend approval be granted of the listed new job description. (See Attachment #7.)
  - a. **Floating Educator - Center-Based/Home-Based** Special Project Head Start/Early Head Start/Pre-K Counts/PAT Employee

X. FISCAL

A. Budgets - new, revised

1. Recommend approval be granted to operate the grant funded programs and other services presented in the 2023-2024 Program and Services Budget Summary. (See Attachment #8.)

**X. FISCAL**

**B. Purchases/Bids**

1. Recommend approval be granted to purchase TIU main office building security system equipment, software licenses, maintenance, and support from **Verkada, Inc.** - 403 East 3<sup>rd</sup> Avenue, San Mateo, CA 94401 at an amount not to exceed \$44,039 (sole source quote #00434802). Funding source: TIU Special Education Core, General Operating Budget, and EITA.
2. Recommend approval be granted to advertise for bid the listed vehicles for the Juniata County Early Head Start Program.
  - a. One (1) 2023 Chrysler Pacifica Touring L Van
  - b. One (1) 2023 Ford Escape Active

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

**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 (See Attachment #9.)
  - b. Head Start/Early Head Start Policy Council Bylaws (See Attachment #10.)
  - c. Head Start/Early Head Start School Readiness Plan (See Attachment #11.)
  - d. COVID 19 Mitigation Policy (See Attachment #12.)
2. The Juniata County Early Childhood Services Monthly Report is attached for your information. Information item, no action required. (See Attachment #13.)
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 **Cara Mowery** - Reedsville, PA 17084 as a Part-time Vision-Hearing Screening Aide, effective at the end of the day on October 24, 2023. Ms. Mowery was employed by TIU since July 24, 2023.
2. Recommend approval be granted to accept the resignation for retirement purposes of **Carol L. Cluck** - Mt. Pleasant Mills, PA 17853 as a Full-time Cook for Juniata County Early Childhood Services, effective at the end of the day on June 28, 2024. Ms. Cluck has been employed by TIU since September 5, 2006.
3. Recommend approval be granted to accept the resignation of **Heather A. Dysinger** - Mifflintown, PA 17059 as a Substitute Teacher-Preschool Pre-K Counts, effective at the end of the day on October 20, 2023. Ms. Dysinger was employed by TIU as a substitute since February 1, 2021.

**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. **FML2023-11-01** effective 10/3/2023 through 10/23/2023
  - b. **FML2023-11-02** effective 12/12/2023 through 03/12/2024
  - c. **FML2023-11-03** effective 01/02/2024 through 03/22/2024

**XI. PERSONNEL**

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

1. Recommend approval be granted of a change in assignment for **Michael B. Brink** - Johnstown, PA 15905 from a Full-time Project Manager for Early Intervention Technical Assistance to a Full-time Assistant Director for Early Intervention Technical Assistance: Early Intervention State Training Initiatives and Technical Assistance. Mr. Brink has been employed by TIU since October 1, 2009.  
Terms of Employment:  
Assignment: Full-time Assistant Director for EITA: EI State Training Initiatives and TA  
Special Project (non-professional) Employee  
Effective Date: November 1, 2023  
Salary: \$120,000/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 end the employment of **Robin D. Fields** - Mifflin, PA 17058 as a Part-time Child Care Aide for the TIU Community Education & Workforce Services, effective at the end of the day on October 25, 2023. The employment end is due to unavailability for the work schedule. Ms. Fields was employed by TIU since January 4, 2023.
3. Recommend approval be granted to end the employment of **Kathy J. Zook** - Mifflintown, PA 17059 as a Substitute Program Aide for Juniata County Early Childhood Services, effective at the end of the day on October 19, 2023. The employment end is due to performance. Ms. Zook was employed by TIU since April 3, 2023.

**D. New Employees**

1. Recommend approval be granted to employ **Alyssa J. Mierla** - Macungie, PA 18062 on a provisional basis as a Part-time Regional Coordinator of Parent to Parent of Pennsylvania, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Part-time Regional Coordinator of Parent to Parent of Pennsylvania  
Special Project (non-professional) Employee  
Effective Date: November 7, 2023  
Salary: \$20/hour  
Days in Work Year: 20 to less than 25 hours/week  
Benefits: None unless required by state/federal mandates
2. Recommend approval be granted to employ **Mika M. Lang** - Huntingdon, PA 16652 on a provisional basis as a Part-time Vision-Hearing Screening Aide, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Part-time Vision-Hearing Screening Aide  
Non-certificated (non-professional) Employee Level I  
Effective Date: On/about November 8, 2023  
Salary: \$15/hour  
Days in Work Year: 10 to less than 20 hours/week  
Benefits: None unless required by state/federal mandates
3. Recommend approval be granted to employ one (1) Part-time **Bilingual Spanish-speaking Regional Coordinator of Parent to Parent of Pennsylvania** (special project/non-professional) and one (1) Full-time **Floating Educator - Center-Based/Home-Based** (special project Head Start) effective on/about November 13, 2023. The starting salary will be commensurate with experience and to scale with benefits if required by state/federal mandates. When the positions are filled, the names will be presented to the TIU Board for approval.

**XI. PERSONNEL**

**D. New Employees**

4. Recommend approval be granted of an unpaid internship within the TIU Partial Hospitalization Program for **Lara Zluchowski**, a senior at Juniata College with a program of emphasis in Social Work. Ms. Zluchowski will intern with Megan Morrison, LCP, to complete her senior field placement effective on/about November 10, 2023.
5. Recommend approval be granted to employ **Amanda L. Ruth** - Myerstown, PA 17067 on a provisional basis as a Full-time Consultant 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 Consultant for the TIU CEWS  
Community Education & Workforce Services (non-certificated) Employee Level 6.4  
Effective Date: December 4, 2023  
Salary: \$57,748/year - prorated  
Days in Work Year: 12 months/year (8 hours/day) - prorated  
Benefits: Usual benefits granted to CEWS employees

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

1. Recommend approval be granted of a Supplemental Contract for **Autumn B. Bilger** - Mill Creek, PA 17060, Full-time Executive Secretary for Special Education, to work as a Substitute Vision-Hearing Screening Aide. Regular work hours will be flexed and exchanged outside of the workday including evenings and weekends as approved by Supervisor. Effective date is October 26, 2023 through June 30, 2024. Reimbursement at current hourly rate. Ms. Bilger has been employed by TIU since September 15, 2017. Funding source: Early Intervention and Special Education.
2. Recommend approval be granted of Supplemental Contracts for the listed Full-time Educational Consultants to provide technical assistance, specialized onsite consultation, guided practice, and professional development in state mandated special education initiative areas. Effective date is November 10, 2023 through June 30, 2024. Reimbursement for up to 10 additional days at the individual's per diem rate. Funding source: Early Intervention and Special Education.
  - a. **Staci M. Young** - Hesston, PA 16647 (employed since 1/9/2023)
  - b. **Elizabeth A. Cox** - Lewistown, PA 17044 (employed since 10/31/2022)
  - c. **Elizabeth C. Kruse** - Huntingdon, PA 16652 (employed since 4/12/2016)
  - d. **Dawn M. Lynn** - James Creek, PA 16657 (employed since 7/1/2023)
  - e. **Erin O. McManamon** - Huntingdon, PA 16652 (employed since 7/1/2005)
3. Recommend approval be granted of Supplemental Contracts for the listed Full-time Special Education Data Coordinators to work additional hours for data conversion and export review for the School Based Medical Access Program in the new state data system. Effective date is November 1, 2023 through June 30, 2024. Reimbursement not to exceed 20 hours at the individual's hourly rate. Funding source: Early Intervention and Special Education.
  - a. **Lori A. Espigh** - McVeytown, PA 17051 (employed since 10/1/2007)
  - b. **Debra L. Rhodes** - McVeytown, PA 17051 (employed since 1/19/2005)

**XI. PERSONNEL**

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

4. Recommend approval be granted of an increase in pay for **Shannon J. Fye** - Lewistown, PA 17044 in her position as a Part-time Vision-Hearing Screening Aide. Ms. Fye has been employed by TIU since August 15, 2022.  
Terms of Employment:  
Assignment: Part-time Vision-Hearing Screening Aide  
Non-certificated (non-professional) Employee Level I  
Effective Date: November 15, 2023  
Salary: \$23/hour  
Days in Work Year: 20 to 25 hours/week  
Benefits: None unless required by state/federal mandates
5. Recommend approval be granted of a Supplemental Contract for **Luke D. Aungst** - Martinsburg, PA 16662, Full-time System Support Specialist, to provide E-Rate Support to Consortium and other Districts. Anticipated 40-60 hours for meeting duties and 20 hours for training and webinars in Year 1. Effective date is November 10, 2023 through December 31, 2025. Reimbursement at \$40/hour, or overtime rate as required, not to exceed 80 hours annually. Duties include completion of Forms 471, 486, 472, and 500. Mr. Aungst has been employed by TIU since October 1, 2021. Funding source: General Operating Budget.

**XII. CONFERENCE REQUESTS**

1. Recommend approval be granted for **Callianne S. Hazen**, Evaluation Coordinator for the Community Education & Workforce Services, to attend the Coalition of Adult Basic Education (COABE) conference in Nashville, TN from March 16-20, 2024 at an approximate cost of \$2,340. Ms. Hazen will present a preconference session and seek additional opportunities for better systems to help analyze data and identify ways to increase evaluation techniques. Funding source: CEWS.
2. 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 4-7, 2024 at an approximate cost of \$2,677. South by Southwest Edu is an inspiring conference that enables new ideas for attendees to implement and learn about the future of education, provides learning and networking opportunities to connect with educators from across the country to share the IUs work in digital equity, and expand educational technology professional development to other states. Funding source: Educational Technology.

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

**A. Field Trips**

1. Place: Explorers Classroom  
Date: October 13, 2023  
Participants: 3 staff/chaperones & 15 students (PSEJ Classroom)  
Purpose: Walking field trip to the Explorers Classroom where the Fire Department interacted with students and taught them about fire safety.
2. Place: Juniata County Library  
Date: November 21, 2023  
Participants: 3 staff/chaperones & 17 students (PJS Classroom)  
Purpose: Walking field trip to the Library to read a story and check out books.

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

**B. Student of the Month**

The Student of the Month for November 2023 is **Breelynn Forshey**, a student enrolled in the Mifflin County Early Intervention classroom. (See Attachment #14.)

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

**C. Employee Data**

<b>September 14, 2023</b>	<b>October 12, 2023</b>
323 Full-time	322 Full-time
45 Part-time	45 Part-time
8 Substitutes	10 Substitutes

**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, December 14, 2023 at 7:00 p.m.**

**XV. ADJOURNMENT**

Other business.

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