

**Tuscarora Intermediate Unit  
Board of Directors' Meeting**

**AGENDA**

**Thursday, December 14, 2023 - 7:00 p.m.**

**REGULAR BOARD MEETING**

**I. CALL TO ORDER - PRESIDENT OF THE BOARD**

**II. ROLL CALL OF BOARD MEMBERS**

**Vacant** - 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  
**Vacant** - Mifflin County  
**Vacant** - Juniata County

**III. PUBLIC COMMENTS**

This is an opportunity for scheduled presentations or requests from the public.

**VIII. TIU BOARD**

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

1. Recommend approval be granted to elect **Jason C. Carbaugh** - 260 Thorton Drive, McConnellsburg, PA 17233 to the Tuscarora Intermediate Unit Board of Directors to fill the unexpired term of Julia E. E. Dovey effective December 14, 2023 through June 30, 2025.
2. Recommend approval be granted to elect **Martha Jane Shirk** - 100 North 5<sup>th</sup> Street, Mifflintown, PA 17059 to the Tuscarora Intermediate Unit Board of Directors to fill the unexpired term of Mark F. Wagner effective December 14, 2023 through June 30, 2026.

*Return to the regular Board Agenda sequence.*

**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 9, 2023. (Minutes are posted.)

VI. **REPORTS**

A. **Treasurer's Report**

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

B. **Budget Transfers (none)**

C. **Payment of Bills**

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

VII. **STAFF PRESENTATION (none)**

VIII. **TIU BOARD**

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

3. Election of **Vice President** of the TIU Board of Directors to fill the unexpired term of **Mark F. Wagner** effective December 14, 2023 to June 30, 2024.
4. The Department of Human Services (DHS) received its copy of the audit report on Tuscarora Intermediate Unit 11 for the period ended June 30, 2022, as well as a copy of the transmittal letter from the Bureau of Accounting and Financial Management. The reports contain no findings with regard to DHS funding, therefore they are considered closed. The Department of Human Services, Bureau of Financial Operations (BFO), Audit Resolution Section (ARS), has completed the settlement for the EITA Grant #4100083781 Program for the period ended June 30, 2022. No amount is due to DHS or to TIU. Information item, no action required.

B. **Policy/School Calendars**

1. Recommend approval be granted of the second reading and adoption of TIU Board Policy 624 Taxable Fringe Benefits (See Attachment #2.)

C. **Contracts/Leases**

1. Recommend approval be granted for the Tuscarora Intermediate Unit to issue contracts as needed between the December 2023 and February 2024 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 **Living Strong Consulting, LLC** - PO Box 497, Douglassville, PA 19518 to provide up to six group equity sessions for the Office of Child Development and Early Learning (OCDEL) executive staff at the rate of \$900/session, provide the keynote session at the OCDEL Conference in March 2024 at the rate of \$1,800, and one breakout session at the rate of \$900 for a total contract amount not to exceed \$8,100. Effective date is September 1, 2023 through June 30, 2024. Funding source: Early Intervention Technical Assistance.

VIII. TIU BOARD

C. Contracts/Leases

3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **PA Coalition Against Domestic Violence (PCADV)**, Attention: Mae Reale - 3605 Vartan Way #101, Harrisburg, PA 17110 to provide webinars, facilitation, and revisions/updates to the Office of Child Development and Early Learning (OCDEL) and PCADV Toolkit for OCDEL staff and member programs. Reimbursement not to exceed \$7,321.62. Effective date is January 1, 2024 through June 30, 2024. Funding source: Early Intervention Technical Assistance/Home Visiting Initiative.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Resources in Reading**, Attention: Elaine Czarnecki - 14836 Charterhouse Lane, Huntersville, NC, 28078 to conduct an independent evaluation of the Play and Grow and One Book Projects. Effective date is December 1, 2023 through June 30, 2024. Reimbursement not to exceed \$13,000. Funding source: CEWS/Office of Commonwealth Libraries/PA Department of Education.

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

1. Recommend approval be granted of the capital project Treasurer's Report. (See Attachment #3.)
2. Recommend approval be granted of the listed capital project payments. (See Attachment #4.)
  - a. Hillis-Carnes Engineering Associates, Inc. - \$25
  - b. eciConstruction, LLC - \$195,443.77
  - c. Myco Mechanical, Inc. - \$85,203.67
  - d. HRI, Inc. - \$128,178.90
  - e. Penelec - \$9,523.96
  - f. HHS DR - \$6,561.94
3. Recommend approval be granted of the listed capital project change order. (See Attachment #5.)
  - a. HRI, Inc. - \$31,689
4. The listed capital project contractor allowances were previously budgeted for and approved; therefore, change orders are not required. The allowances were approved by the General Contractor, Architect, and Executive Director. Information item, no action required. (See Attachment #6.)
  - a. eciConstruction, LLC - \$7,328
  - b. eciConstruction, LLC - \$16,569
  - c. HRI, Inc. - \$4,868
  - d. Myco Mechanical, Inc. - \$14,803.32
  - e. eciConstruction, LLC - \$1,549
  - f. Myco Mechanical, Inc. - \$1,954
  - g. Myco Mechanical, Inc. - \$3,357
  - h. HRI, Inc. - \$7,506

E. Vendor Contracts

1. Recommend approval be granted to enter into a Chief Science Officer's Agreement between Tuscarora Intermediate Unit and **Montgomery County Intermediate Unit 23** - 2 West Lafayette Street, Norristown, PA 19401 to receive reimbursement in the amount of \$16,125. Effective date is July 1, 2023 through June 30, 2024. TIU will support the CSO Program Initiative by designating a CSO Cabinet Coordinator and Operating the cabinet, including mini grants for participating districts.

**IX. PROGRAMS**

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

**B. Job Descriptions**

1. Recommend approval be granted of the listed revised job descriptions. (See Attachment #7.)
  - a. **Project Manager for Early Intervention Technical Assistance**  
Special Project (non-professional) Employee
  - b. **Equitable Participation Teacher/Teacher of Enrichment Students - Nonpublic School Program**  
Certificated (professional) Employee Level I

**X. FISCAL**

**A. Budgets - new, revised (none)**

**B. Purchases/Bids**

1. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #8.)
2. Recommend approval be granted to permanently transfer equipment to the Huntingdon County Career and Technology Center. (See Attachment #9.)
3. Recommend approval be granted to award vehicle bids as listed - bid summary attached. Funding Source: Juniata County Early Childhood Services. (See Attachment #10.)
  - a. **Whitmoyer Ford, Inc.** - Mount Joy, PA 17552  
2023 Ford Escape AWD Vehicle - **\$29,575**
  - b. **Lake Chrysler Dodge Jeep Ram** - Lewistown, PA 17044  
2023 Chrysler Pacifica Touring L AWD Van - **\$45,988**

**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 #11.)
  - b. Rebudgeting of monies from the Head Start Grant at an approximate amount of \$69,000 reducing line item from staff salaries, wages, benefits, and other to increase the supplies line for the purchase of new technology-related supplies to include updating security cameras and building entry security features. No increase in the budget is being requested.
  - c. Rebudgeting of monies from the Early Head Start Grant at an approximate amount of \$115,000 reducing line item from staff salaries, wages, benefits, and other to increase the equipment line item for the purchase of two new vehicles and an infant/toddler playground climber. Remaining funds will be used to increase the supply line for new technology-related supplies to include tablets and computers for program staff, and updated security cameras and entry systems for the buildings. No increase in the budget is being requested.
  - d. Organizational Chart (See Attachment #12.)
  - e. Policy - Suspension and Expulsion (See Attachment #13.)
  - f. Governance Reports (See Attachment #14.)

X. FISCAL

D. Juniata County Early Childhood Services

2. The Juniata County Early Childhood Services Monthly Report is attached for your information. Information item, no action required. (See Attachment #15.)
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 **Jillian A. Thuringer** - Brunswick, ME 04011 as a Part-time Parent Mentor for Family Connections for Language & Learning, effective at the end of the day on November 23, 2023. Ms. Thuringer was employed by TIU since March 13, 2023.
2. Recommend approval be granted to accept the resignation for retirement purposes of **C. Audrey Shuey** - Lebanon, PA 17046 as a Full-time Administrative Support Staff for Early Intervention Technical Assistance, Parent to Parent of Pennsylvania, and Guide By Your Side of Pennsylvania, effective at the end of the day on February 5, 2024. Ms. Shuey has been employed by TIU since December 29, 2004.
3. Recommend approval be granted to accept the resignation of **Brooke L. Carlson** - Bedford, PA 15522 as a Full-time Speech Therapist, effective at the end of the day on February 9, 2024. Ms. Carlson has been employed by TIU since September 1, 2020.

B. Leaves of Absence

1. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for full-time employees using paid and/or unpaid leave, not to exceed 12 weeks. Information item, no action required.
  - a. **FML2023-12-01** effective 01/12/2024 through 02/05/2024
  - b. **FML2023-12-02** effective 01/29/2024 through 02/29/2024
2. Recommend approval be granted of a Leave of Absence without Pay for **Kerri B. Collins** - Cleona, PA 17042 in her position of Full-time Analyst Consultant for the Pattan Autism Initiative effective October 17, 2023 through March 22, 2024. Ms. Collins has been employed by TIU since July 1, 2016.

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

1. Recommend approval be granted to rescind the employment of **Mika M. Lang** - Huntingdon, PA 16652 as a Part-time Vision-Hearing Screening Aide effective November 8, 2023. Ms. Lang did not return the employment acceptance letter.

D. New Employees

1. Recommend approval be granted for the Tuscarora Intermediate Unit to fill positions and hire employees as needed between the December 2023 and February 2024 Board Meetings. The new employee information will be listed on the February 2024 agenda.

**XI. PERSONNEL**

**D. New Employees**

2. Recommend approval be granted to employ **Steven J. Mason** - Bellefonte, PA 16823 on a provisional basis as a Full-time Business Solutions Representative 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 Business Solutions Representative for the TIU CEWS

Community Education & Workforce Services (non-certificated) Employee Level 5

Effective Date: December 4, 2023

Salary: \$39,214/year - prorated

Days in Work Year: 12 months/year (7.5 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 **Katelyn M. Oser** - Huntingdon, PA 16652 that in addition to her assignment as Full-time Early Intervention Classroom Teacher she serve as a Mentor in the Induction Program (for Cherie Hanson) effective November 13, 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 year. Ms. Oser has been employed by TIU since February 24, 2020. Funding source: Early Intervention and Special Education.
2. Recommend approval be granted of a Supplemental Contract for **Denise N. Shugarts** - Mount Union, PA 17066, Full-time Interagency/Mental Health Coordinator, to work up to ten (10) additional days providing technical assistance, specialized onsite consultation, guided practice, and professional development in state mandated special education initiative areas. Effective date is December 11, 2023 through June 30, 2024. Reimbursement at current per diem rate. Ms. Shugarts has been employed by TIU since September 16, 2019. Funding source: Early Intervention and Special Education.
3. 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 services for 2024. Effective date is December 11, 2023 through August 31, 2024. 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.

**XII. CONFERENCE REQUESTS**

1. Recommend approval be granted for **Susan G. Pennay**, Project Manager for Early Intervention Technical Assistance, and **Karen M. Neifer**, Early Intervention Technical Assistance Consultant for Early Intervention, to attend the National Training Institute on Effective Practices: Addressing Challenging Behavior in Tampa, FL from April 16-19, 2024 at an approximate cost of \$1,657/individual. Attendance at the conference supports work in social emotional learning and challenging behaviors around the Pyramid Model. Through this learning opportunity, the individuals will gain strategies and resources that will further support the team to improve services and training opportunities for Pennsylvania early intervention providers and programs. Funding source: Early Intervention Technical Assistance.

**XII. CONFERENCE REQUESTS**

2. Recommend approval be granted for **Lisa Gragg**, Early Intervention Technical Assistance Consultant for Early Intervention, to attend the National Training Institute on Effective Practices Conference and Policy Day in Tampa, FL from April 14-19, 2024 at an approximate cost of \$3,226. The National Center for Pyramid Model Innovation is the primary source for the resources used to support social emotional instruction and support and is the central place for learning about the most recent resources. Funding source: Early Intervention Technical Assistance.
3. Recommend approval be granted for **Rosmarie Gioia-Fine**, Manager for Special Projects, to attend the National Head Start Conference in Portland, Oregon from April 14-19, 2024 at an approximate cost of \$2,899. Attendance at the conference will provide a deeper understanding of critical topics and latest research on literacy development, social emotional learning, and family engagement. The new information will be integrated into the Play and Grow Library Continuous Quality Improvement Project that reaches small and rural libraries across the Commonwealth. Funding source: Community Education & Workforce Services.
4. Recommend approval be granted for **Charles Klinger**, Manager for Adult Education, **Destiny Simpson**, Manager for Technology and Communications Projects, **Rachel Baron**, Professional Development Specialist, and **Amanda Ruth**, Consultant, to attend the 2024 Coalition on Adult Basic Education (COABE) national conference in Nashville, TN from March 17-20, 2024 at an approximate cost of \$2,358/individual. C. Klinger and D. Simpson will co-present two sessions involving math instruction and digital literacy in adult education. R. Baron will present a session on the math curriculum designed by the Professional Learning Opportunities Project. As the newest consultant to the Project Team, A. Ruth will benefit from attending the conference as part of her induction to becoming a leader in the field. The individuals will attend conference sessions to learn about national innovations, trends, and resources in adult education. Funding source: Community Education & Workforce Services.
5. Recommend approval be granted for **Nicole Lindsay**, Database Coordinator and Trainer/ Communications and Social Media Manager for Parent to Parent of Pennsylvania, to attend the 2024 Early Hearing Detection and Intervention conference in Denver, CO from March 17-19, 2024 at an approximate cost of \$1,755. Ms. Lindsay will share best practices that are being implemented in Pennsylvania, and her attendance will provide an opportunity to learn current best practices for supporting families of children experiencing hearing loss. Funding source: Parent to Parent of Pennsylvania.

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

**A. Student of the Month**

The Student of the Month for December 2023 is **Jaxon Trayer**, a student enrolled in the Fulton County Early Intervention classroom. (See Attachment #16.)

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

**B. Employee Data**

<b>October 12, 2023</b>	<b>November 9, 2023</b>
322 Full-time	323 Full-time
45 Part-time	45 Part-time
10 Substitutes	8 Substitutes

**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 8, 2024 at 7:00 p.m.**

**XV. ADJOURNMENT**

Other business.

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