

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

**AGENDA**

**Thursday, October 10, 2024 - 7:00 p.m.**

**REGULAR BOARD MEETING**

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

**II. ROLL CALL OF BOARD MEMBERS**

Jason C. Carbaugh - Central Fulton  
Zeb I. Harshbarger - Mifflin County  
Katherine R. Hollibaugh - Forbes Road  
Linda L. McClure - Mount Union Area  
Timothy A. Mellott - Southern Fulton  
Krista L. Reihart - Juniata Valley  
Kylee Ruiz - Southern Huntingdon County  
Britney N. Rutter - Huntingdon Area  
Martha Jane Shirk - Juniata County

**III. PUBLIC COMMENTS**

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

**IV. ROLL CALL VOTING**

As the vice 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 vice 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 September 12, 2024. (Minutes are posted.)

**VI. REPORTS**

**A. Treasurer's Report**

Recommend approval be granted of the Treasurer's Report for September 2024. (See Attachment #1.)

**B. Budget Transfers (none)**

VI. **REPORTS**

C. **Payment of Bills**

Recommend approval be granted of the payment of bills for September 2024. (Printout is posted.)

VII. **STAFF PRESENTATION (none)**

VIII. **TIU BOARD**

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

1. Act 30 of 1980, Section 910-A, permits the election of intermediate unit board members by mail ballot. Intermediate units choosing to elect members by mail ballot shall notify the secretary of the board of directors of each school district comprising the Intermediate Unit prior to January 1 of each year. Information item, no action required.

The listed school districts have board members' terms expiring on June 30, 2025.

Central Fulton School District - **Jason C. Carbaugh**

Huntingdon Area School District - **Britney N. Rutter**

Southern Huntingdon County School District - **Kylee Ruiz**

B. **Policy/School Calendars (none)**

C. **Contracts/Leases**

1. Recommend approval be granted of a Revised Contract between Tuscarora Intermediate Unit and the **Jessica Bush** - 1148 Bodine Road, Chester Springs, PA 19425 to provide duties as an endorsed PA Early Intervention Provider Master Coach. Effective date is July 1, 2024 through June 30, 2025. Reimbursement at the rate of \$120/hour up to 10 hours per week/not to exceed \$60,000. The revised contract is an increase in hourly rate due to earning Master Coach status. Funding source: EITA. Refer to Minutes of 7/11/2024 Board meeting, Item VIII-C-5-a.
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Novick Corporation**, Attention: Marcia Wileczek - 3660 South Lawrence Street, Philadelphia, PA 19148 to provide food, paper goods, and cleaning supplies for classrooms and various other program activities and provide training and discounted equipment as needed. Novick Corporation will also provide in-kind donations of food, supplies, training, and services that will go toward the 20% non-federal funds match as required by the Office of Head Start. Purchasing from Novick replaces up to six current vendors used weekly, and they offer support in USDAs Child Adult Care Food Program menu planning, training, and monitoring. Effective date is September 17, 2024. Funding source: Juniata County Early Childhood Services.
3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **University of Florida**, Attention: Nicholas Pugh - 207 Gitner Hall, PO 115500, Gainesville, FL 32611 to provide consultation and technical assistance with the Preschool State Implementation Team; development and adaptation of AZC-EIEL materials for use in Pennsylvania; developmental and adaptation of AZC-PBC materials for use in Pennsylvania, and share information about the evidence-base for the AZC model of EIEL and PBC with internal and external stakeholders through up to four in person or virtual presentations. Effective date is October 1, 2024 through September 30, 2026. Reimbursement not to exceed \$148,756. Funding source: Early Intervention Technical Assistance.

VIII. TIU BOARD

C. Contracts/Leases

4. Recommend approval be granted of a revised Subrecipient Agreement between Tuscarora Intermediate Unit and **Erie Public Schools** - 148 West 21<sup>st</sup> Street, Erie, PA 16502 to maintain a full-time wellness coordinator to implement the School-Based Interventions to Promote Equity and Improve Health, Academic Achievement, and Well-Being of Students Centers for Disease Control and Prevention grant (WSCC grant) framework in district schools and support staff participation in the district wellness council. Effective date is July 1, 2024 through June 30, 2025. Reimbursement not to exceed \$218,250. The revision includes additional services and an increased reimbursement amount. Funding Source: CEWS/Department of Health School Wellness Project. Refer to Minutes of 6/13/2024 Board meeting, Item VIII-C-12.
5. Recommend approval be granted of a Rental Agreement between Tuscarora Intermediate Unit and **Central Pennsylvania Workforce Development Corporation** - 130 Kelly Square, Suite 1, Lewisburg, PA 17837 for office space for one staff member. Effective date is July 1, 2024 through September 30, 2024. Reimbursement not to exceed \$6,736. Funding Source: CEWS.

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

1. Recommend approval be granted of the capital project Treasurer's Report. (See Attachment #2.)
2. Recommend approval be granted of the capital project payments of bills. (See Attachment #3.)
3. Recommend approval be granted of the listed capital project payments. (See Attachment #4.)
  - a. Allied Mechanical & Elec., Inc. - \$85,588.20
  - b. Allied Mechanical & Elec., Inc. - \$24,786
  - c. Eastern Air Balance Corporation - \$1,890
  - d. Fidevia - \$9,100 (September)
4. Recommend approval be granted of an Agreement between Tuscarora Intermediate Unit and **Right Elevator** - 901 Oak Street, Johnstown, PA 15902 to provide team labor to clean elevator hoistway including cart top, pit, hoistway door tracks, hangers, closers, sills, interlocks, etc. due to building construction dirt. Verify proper car leveling and ride quality, clean and adjust car door components, ensure smooth operation, and perform 3-year pressure test to be witnessed by state inspector. Effective date is October 1, 2024. Reimbursement not to exceed \$3,900.

E. Vendor Contracts

1. Recommend approval be granted of an Intergovernmental Agreement between Tuscarora Intermediate Unit and **Department of Health/Bureau of Health Promotion and Risk Reduction** 652 Forster Street, 10<sup>th</sup> Floor, Harrisburg, PA 17120 for the Early Childhood and School Wellness Initiatives within the Community Education & Workforce Program. Effective date is July 1, 2024 through June 30, 2027. Reimbursement not to exceed \$2,756,223.

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions

1. Recommend approval be granted of the listed new job description. (See Attachment #5.)
  - a. **Data Specialist**  
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee

**X. FISCAL**

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

**B. Purchases/Bids**

1. Recommend approval be granted to dispose of office furniture, cabinets, and miscellaneous items that are obsolete, outdated, and/or no longer required and not anticipated to be required in the future in accordance with TIU Board Policy 706.1 - Disposal of Obsolete/Outdated Equipment. Salvageable items will be offered as is to school districts, nonprofit organizations, and other local or state governments.

**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** (September) (See Attachment #6.)
  - b. **School Readiness Goals 2024-2025** (See Attachment #7.)
  - c. **Monitoring Schedule for 2024-2025** (See Attachment #8.)
  - d. **Head Start Grant Extension** - requesting to extend the grant due date of October 1, 2024 to a new date determined by the Office of Head Start to allow for updates and changes to be entered in the grant to better reflect program operations included in the change in scope.
2. The Juniata County Early Childhood Services Monthly Report is attached for your information. Information item, no action required. (See Attachment #9.)
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 D. Howard** - Richfield, PA 17086 as a Full-time Secretary/Receptionist for Juniata County Early Childhood Services, effective at the end of the day on September 23, 2024. Ms. Howard was employed by TIU since 8/20/2015.
2. Recommend approval be granted to accept the resignation of **Natalie E. Dessin** - Lewistown, PA 17044 as a Full-time Teacher-Preschool Head Start, effective at the end of the day on September 20, 2024. Ms. Dessin was previously employed by TIU from 4/17/2023 through 10/4/2023, and since 2/16/2024.
3. Recommend approval be granted to accept the resignation of **Stephanie L. Redmond** - St. Mary's, PA 15857 as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, effective at the end of the day on September 30, 2024. Ms. Redman was employed by TIU since 1/5/2015.
4. Recommend approval be granted to accept the resignation of **Candice R. Gilliland** - Shirleysburg, PA 17260 as a Full-time Life Skills Instructor for Correctional Education Facilities, effective at the end of the day on/about November 27, 2024. Ms. Gilliland was employed by TIU since 8/8/2023.
5. Recommend approval be granted to accept the resignation of **Michelle E. Smithman** - Dresher, PA 19025 as a Part-time Regional Coordinator of Parent to Parent of Pennsylvania, effective at the end of the day on October 1, 2024. Ms. Smithman was employed by TIU since 8/24/2015.

**B. Leaves of Absence (none)**

**XI. PERSONNEL**

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

1. Recommend approval be granted of a temporary change in assignment (demotion) for **Laura Shope** - McVeytown, PA 17051 from a Full-time Health Manager and Nutrition Specialist to a Temporary Part-Time Health Manager and Nutrition Specialist for Juniata County Early Childhood Services. The demotion is at the request of Ms. Shope. Ms. Shope has been employed by TIU since 9/11/2024.  
Terms of Employment:  
Assignment: Temporary Part-time Health Manager and Nutrition Specialist  
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee  
Effective Date: September 16, 2024 through June 30, 2025  
Salary: \$165.25/day  
Days in Work Year: 3 days/week through June 30, 2025  
Benefits: None unless required by state/federal mandates
2. Recommend approval be granted of a change in assignment for **Dr. Jennifer L. Morgan** Warfordsburg, PA 17267 from a Full-time Occupational Therapist to a Full-time Occupational Therapist Service Coordinator. Dr. Morgan has been employed by TIU since 8/18/2005.  
Terms of Employment:  
Assignment: Full-time Occupational Therapist Service Coordinator  
Allied (non-professional) Employee Level II  
Effective Date: October 14, 2024  
Salary: \$78,291/year - prorated  
Days in Work Year: 190 days/year (7.5 hours/day) - prorated  
Benefits: Usual benefits granted to allied employees
3. Recommend approval be granted of a change in assignment for **Bradley A. Kreitzer** - Liverpool, PA 17045 from a Full-time Business Solutions Representative to a Full-time Business Consultant for the TIU Community Education & Workforces Services. Mr. Kreitzer has been employed by TIU since 2/14/2022. This is a vacant position.  
Terms of Employment:  
Assignment: Full-time Business Consultant for the TIU CEWS  
Community Education & Workforces Services (non-certificated) Employee Level 5.9  
Effective Date: October 1, 2024  
Salary: \$44,498/year - prorated  
Days in Work Year: 12 months/year (8 hours/day) - prorated  
Benefits: Usual benefits granted to CEWS employees

**D. New Employees**

1. Recommend approval be granted of unpaid internships/field placements with TIU Social Workers or Licensed Professional Counselors for students from Juniata College majoring in Social Work, Mental Health, and/or Psychology. The individuals will provide the required paperwork/clearances as needed.
2. Recommend approval be granted to employ **Jayne M. Harpster** - Lewistown, PA 17044 on a provisional basis as a Part-time Instructor Youth Projects for the TIU Community Education & Workforce Services, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Part-time Instructor Youth Projects for the TIU CEWS  
Community Education & Workforce Services (non-certificated) Employee Level 5  
Effective Date: October 8, 2024  
Salary: \$20.03/hour  
Days in Work Year: 25 to less than 30 hours/week (38 weeks/year)  
Benefits: None unless required by state/federal mandates

**XI. PERSONNEL**

**D. New Employees**

3. Recommend approval be granted to employ **Zachariah S. Stotter** - Middleburg, PA 17842 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. Mr. Stotter was previously employed by TIU from 6/27/2019 through 9/30/2022. 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: October 22, 2024  
Salary: \$44,392/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 to issue tenure and a professional contract to **Brian K. Fleming** Saint Thomas, PA 17252 effective October 11, 2024, for having completed three years of satisfactory performance as a Full-time Special Education Instructor for Correctional Education Facilities. Mr. Fleming has been employed by TIU since October 11, 2021.
2. Recommend approval be granted of a Supplemental Contract for the listed individuals to provide after-hours support with correspondence and purchasing requirements for the Non-public EANS program. Effective date is August 1, 2022 through September 30, 2024. Reimbursement at the individual's current hourly rate not to exceed 250 hours. Funding source: Act 89.
  - a. **Melinda M. Reed** – Three Springs, PA 17264  
Full-time Technology Purchasing Specialist, employed by TIU since 2/22/1988
  - b. **Dawn L. Palm** – Lewistown, PA 17044  
Full-time State & Federal Programs Fiscal Analyst, employed by TIU since 10/4/1995
3. Recommend approval be granted of a Supplemental Contract for **Sarah E. Whitesel** McAlisterville, PA 17049, Full-time Distance Learning Associate for the TIU Community Education & Workforce Services, to conduct research and review the existing Professional Learning Opportunities course Reading Instruction Strategies for Beginning ELLs to ensure content and strategies are current and make revisions, as necessary. Effective date is September 1, 2024 through June 30, 2025. Reimbursement at \$41.09/hour not to exceed 140 hours. Ms. Whitesel was previously employed by TIU from 9/16/2013 through 8/15/2018, and since 9/15/2020. Funding source: CEWS.

**XII. CONFERENCE REQUESTS**

1. Recommend approval be granted for **Jonathan M. Edwards**, Consultant, to attend the Coalition on Adult Basic Education (COABE) 2024 Conference in Dallas, Texas from March 30 through April 2, 2025, at an approximate cost of \$2,642. Mr. Edwards will have access to over 400 breakout sessions related to adult education, as well as peers from across the country to remain current with professional development strategies and tools to support his work. Funding source: CEWS.

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

**A. Field Trips**

1. Place: Butcher's Farm Market  
Date: October 22, 2024 (rain date 10/30/2024)  
Participants: 5 staff/chaperones & 17 students (Explorers Classroom)  
Purpose: To learn about agriculture and farming.

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

**B. Student of the Month**

The Student of the Month for October 2024 is **Ayleah Rice**, a student enrolled in the Juniata County Early Intervention classroom. (See Attachment #10.)

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

**C. Employee Data**

<b>July 11, 2024</b>	<b>September 12, 2024</b>
326 Full-time	325 Full-time
47 Part-time	46 Part-time
1 Temporary	7 Substitutes
7 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, November 14, 2024 at 7:00 p.m.**

**XV. ADJOURNMENT**

Other business.

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