

**Tuscarora Intermediate Unit  
Board of Directors' Meeting****AGENDA****Thursday, December 12, 2024 - 7:00 p.m.****REGULAR BOARD MEETING****I. CALL TO ORDER - 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  
**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 **Jackson Albert** - 261 Edgewood Drive, Mifflin, PA 17058 to the Tuscarora Intermediate Unit Board of Directors to fill the unexpired term of Martha Jane Shirk effective December 12, 2024 through June 30, 2026. Mr. Albert was appointed to the TIU Board at the Juniata County School Board Reorganization meeting held on December 5, 2024.

*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 14, 2024. (Minutes are posted.)

**VI. REPORTS**

**A. Treasurer's Report**

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

**B. Budget Transfers (none)**

**C. Payment of Bills**

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

**VII. STAFF PRESENTATION (none)**

**VIII. TIU BOARD**

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

**B. Policy/School Calendars**

1. Recommend approval be granted of the second reading and adoption of TIU Revised Board Policy 104 Discrimination/Harassment Affecting Staff. (See Attachment #2.)
2. Recommend approval be granted of the Actuarial Valuation Report performed by Conrad Siegel, Inc. required by GASB 75 Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions for FYE June 30, 2024. (See Attachment #3.)

**C. Contracts/Leases**

1. Recommend approval be granted for the Tuscarora Intermediate Unit to issue contracts as needed between the December 2024 and February 2025 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 **Jennifer Broughton** - 327 Nauvoo Road, Morris, PA 16938 to provide duties of an endorsed PA Early Intervention Provider Coach. Effective date is December 15, 2024 through June 30, 2025. Reimbursement at the rate of \$100/hour for up to 10 hours/week not to exceed \$30,000. Funding source: Early Intervention Technical Assistance.
3. Recommend approval be granted for the Tuscarora Intermediate Unit to donate \$250 to the Annual Fund Drive of the **Newton-Wayne Volunteer Fire Company** - PO Box 307, Newton Hamilton, PA 17075. Funding source: General Operating Budget.

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

1. Recommend approval be granted of the capital project Treasurer's Report. (See Attachment #4.)
2. Recommend approval be granted of the capital project payments of bills. (See Attachment #5.)
3. Recommend approval be granted of the listed capital project payment. (See Attachment #6.)
  - a. HHSDR. - \$1,375

**E. Vendor Contracts (none)**

**IX. PROGRAMS**

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

**IX. PROGRAMS**

**B. Job Descriptions**

1. Recommend approval be granted of the listed new job descriptions. (See Attachment #7.)
  - a. **Executive Secretary for Special Education**  
Non-certificated (non-professional) Employee Level 3.1
  - b. **Executive Secretary for Professional Development Services/Receptionist**  
Non-certificated (non-professional) Employee Level 3.05
  - c. **Executive Secretary to the Director for Curriculum, Instruction, Correctional Education Facilities, and Nonpublic Services**  
Non-certificated (non-professional) Employee Level 3.1

**X. FISCAL**

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

**B. Purchases/Bids**

1. Recommend approval be granted to purchase a two-year subscription effective December 2024 for Getty Images Premium Access Account for still images and video for online asynchronous courses and job aids and other training, documents, and publications from **Getty Images** - 195 Broadway 10<sup>th</sup> Floor, New York, NY 10007 at a total cost of \$15,840. Pricing is sole source. Funding source: Early Intervention Technical Assistance.
2. Recommend approval be granted to award the bid for 750,000 copies of Session Notes (printed and shipped to the PaTTAN Harrisburg office) to **KB Offset Printing, Inc.** - 3500 East College, Avenue, #1000, State College, PA 16801 at a total cost of \$48,691. Two other bids were received (Kish Printing & Promotional Products, Inc. and Crabar GBF, Inc.) and KB Offset Printing, Inc. was the lowest bidder. Funding source: Early Intervention Technical Assistance.

**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 #8.)
  - b. **2024-2025 Policy Council Bylaws** (See Attachment #9.)
  - c. **Policy - Health and Safety Protocol and Reporting** (See Attachment #10.)
  - d. **Organizational Chart** (See Attachment #11.)
  - e. **Budget Revisions for Head Start and Early Head Start** (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 **Randy Sandoval** - Liverpool, PA 17045 as a Substitute Program Aide for Juniata County Early Childhood Services, effective at the end of the day on November 29, 2024. Mr. Sandoval was employed by TIU since 8/19/2024.

**XI. PERSONNEL**

**A. Resignations/Retirements**

2. Recommend approval be granted to accept the resignation of **Katelyn M. Oser** - Huntingdon, PA 16652 as a Full-time Early Intervention Classroom Teacher, effective at the end of the day on December 20, 2024. Ms. Oser has been employed by TIU since 2/24/2020.
3. Recommend approval be granted to accept the resignation of **Joshua Brycki** - Huntingdon, PA 16652 as a Full-time Science Instructor for Correctional Education Facilities, effective at the end of the day on/about February 10, 2025. Mr. Brycki has been employed by TIU since 8/8/2023.
4. Recommend approval be granted to accept the resignation for retirement purposes of **Mary T. Anketell** - Elizabethtown, PA 17022 as a Full-time Project Manager for Early Intervention Technical Assistance, effective at the end of the day on March 3, 2025. Ms. Anketell has been employed by TIU since 7/1/1993.
5. Recommend approval be granted to accept the resignation for retirement purposes of **Dawn L. Palm** - Lewistown, PA 17044 as a Full-time State & Federal Programs Fiscal Analyst, effective at the end of the day on May 8, 2025. Ms. Palm has been employed by TIU since 10/4/1995.

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

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

1. Recommend approval be granted of the elimination of the position of Full-time Executive Secretary to the Director for Curriculum and Professional Development, Non-certificated (non-professional) Employee Level 3.05, effective January 4, 2025. The position elimination is due to staff realignment.
2. Recommend approval be granted of a change in assignment for **Kellen Sines** - Philadelphia, PA 19144 from a Part-time to a Full-time Course Development Coordinator for the TIU Community Education & Workforce Services. Ms. Sines has been employed by TIU since 7/23/2024.  
Terms of Employment:  
Assignment: Full-time Course Development Coordinator for the TIU CEWS  
Community Education & Workforce Services (non-certificated) Employee Level 6.4  
Effective Date: January 1, 2025  
Salary: \$57,748/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 a change in assignment for **Patti J. Kling** - Mount Union, PA 17066 from a Full-time Executive Secretary for Nonpublic Services and Human Resources to a Full-time Executive Secretary to the Director for Curriculum, Instruction, Correctional Education Facilities, and Nonpublic Services. Ms. Kling has been employed by TIU since 8/9/2011.  
Terms of Employment:  
Assignment: Full-time Executive Secretary to the Director for Curriculum, Instruction, Correctional Education Facilities, and Nonpublic Services  
Non-certificated (non-professional) Employee Level 3.1  
Effective Date: January 1, 2025  
Salary: \$46,392/year - prorated  
Days in Work Year: 12 months/year (8 hours/day) - prorated  
Benefits: Usual benefits granted to non-certificated employees

**XI. PERSONNEL**

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

4. Recommend approval be granted of a change in assignment for **Autumn B. Bilger** - Mill Creek, PA 17060 from a Full-time Executive Secretary for Special Education (Level 3.05) to a Full-time Executive Secretary for Special Education (Level 3.1). Ms. Bilger has been employed by TIU since 9/15/2017.

Terms of Employment:

Assignment: Full-time Executive Secretary for Special Education

Non-certificated (non-professional) Employee Level 3.1

Effective Date: January 1, 2025

Salary: \$41,119/year (Step 5) - prorated

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

Benefits: Usual benefits granted to non-certificated employees

5. Recommend approval be granted of a change in assignment for **Constance R. Flaherty** - Mount Union, PA 17066 from a Full-time Executive Secretary for Professional Development Services/ Receptionist (Level 3) to a Full-time Executive Secretary for Professional Development Services/ Receptionist (Level 3.05). Ms. Flaherty has been employed by TIU since 6/5/2000.

Terms of Employment:

Assignment: Full-time Executive Secretary for Professional Development Services/Receptionist

Non-certificated (non-professional) Employee Level 3.05

Effective Date: January 1, 2025

Salary: \$47,689/year (Step 25) - prorated

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

Benefits: Usual benefits granted to non-certificated employees

**D. New Employees**

1. Recommend approval be granted for the Tuscarora Intermediate Unit to fill positions and hire employees as needed between the December 2024 and February 2025 Board Meetings. The new employee information will be listed on the February agenda.

2. Recommend approval be granted of unpaid internships/field placements within the TIU Partial Hospitalization Program for students from Penn State University majoring in Social Work, Mental Health, and/or Psychology. The individuals will provide the required paperwork/clearances as needed.

3. Recommend approval be granted to employ **Dr. Sheri H. Lake** - Indiana, PA 15701 on a provisional basis as a Full-time Early Intervention Technical Assistance Consultant for Early Intervention, pending receipt of required clearances and employment paperwork. Dr. Lake was previously employed by TIU from 7/1/2016 through 8/24/2018. 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: January 6, 2025

Salary: \$100,000/year (Doctorate) - prorated

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

Benefits: Usual benefits granted to special project employees

4. Recommend approval be granted to employ **Regan Wagner**- Burnham, PA 17044 on a provisional basis as a Full-time Early Intervention Paraprofessional/Personal Care Aide, pending receipt of required clearances and employment paperwork. This is a vacant position.

Terms of Employment:

Assignment: Full-time Early Intervention Paraprofessional/Personal Care Aide

Non-certificated (non-professional) Employee Level I.1

Effective Date: December 3, 2024

Salary: \$15.03/hour (Step 1)

Days in Work Year: 181 days/year (7 hours/day) - prorated

Benefits: Usual benefits granted to non-certificated employees

**XI. PERSONNEL**

**D. New Employees**

5. Recommend approval be granted to employ **Bianca L. Enkulenko** - Madison Twp, PA 18444 on a provisional basis as a Part-time Parent Mentor for Family Connections for Language and Learning, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Part-time Parent Mentor for Family Connections for Language and Learning  
Special Project (non-professional) Employee  
Effective Date: January 6, 2025  
Salary: \$18/hour  
Days in Work Year: Less than 10 hours/week, not to exceed 30 hours/month  
Benefits: None unless required by state/federal mandates
6. Recommend approval be granted to employ **Shelley Lill** - Lilly, PA 15938 on a provisional basis as a Part-time Parent Mentor for Family Connections for Language and Learning, pending receipt of required clearances and employment paperwork. Ms. Lill was previously employed by TIU from 2/18/2014 through 7/14/2016 and 11/6/2017 through 1/17/2020. This is a vacant position.  
Terms of Employment:  
Assignment: Part-time Parent Mentor for Family Connections for Language and Learning  
Special Project (non-professional) Employee  
Effective Date: January 6, 2025  
Salary: \$18/hour  
Days in Work Year: Less than 10 hours/week, not to exceed 30 hours/month  
Benefits: None unless required by state/federal mandates
7. Recommend approval be granted to employ **Catherine Kost** - Milroy, PA 17063 on a provisional basis as a Full-time Health Manager and Nutrition Specialist 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 Health Manager and Nutrition Specialist  
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee  
Effective Date: December 17, 2024  
Salary: \$39,500/year (Bachelors) - prorated  
Days in Work Year: 236 days/year (8 hours/day) - prorated  
Benefits: Usual benefits granted to JCECS employees
8. Recommend approval be granted to employ **Kate Ragona** - Northampton, PA 18067 on a provisional basis as a Part-time Parent Mentor for Family Connections for Language and Learning, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Part-time Parent Mentor for Family Connections for Language and Learning  
Special Project (non-professional) Employee  
Effective Date: January 6, 2025  
Salary: \$18/hour  
Days in Work Year: Less than 10 hours/week, not to exceed 30 hours/month  
Benefits: None unless required by state/federal mandates
9. Recommend approval be granted to employ **Jennifer Gordon** - Harrisburg, PA 17104 on a provisional basis as a Part-time Deaf/Hard of Hearing (DHH) Mentor for Family Connections for Language and Learning, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Part-time DHH Mentor for Family Connections for Language and Learning  
Special Project (non-professional) Employee  
Effective Date: January 6, 2025  
Salary: \$18/hour  
Days in Work Year: Less than 10 hours/week  
Benefits: None unless required by state/federal mandates

**XI. PERSONNEL**

**D. New Employees**

- 10.** Recommend approval be granted to employ **Sara Ebbert**- Harrisburg, PA 17110 on a provisional basis as a Part-time Deaf/Hard of Hearing (DHH) Mentor for Family Connections for Language and Learning, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Part-time DHH Mentor for Family Connections for Language and Learning  
Special Project (non-professional) Employee  
Effective Date: January 6, 2025  
Salary: \$18/hour  
Days in Work Year: Less than 10 hours/week  
Benefits: None unless required by state/federal mandates
- 11.** Recommend approval be granted to employ **Benjamin J. Gutshall** - Hesston, PA 16647 on a provisional basis as a Full-time Mathematics Instructor for Correctional Education Facilities, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Full-time Mathematics Instructor for Correctional Education Facilities  
Certificated (professional) Employee Level I  
Effective Date: February 1, 2025  
Salary: \$69,920/year (Step 19, Master's Equivalent) - prorated  
Days in Work Year: 188 days/year (7.5 hours/day) - prorated  
Benefits: Usual benefits granted to certificated employees
- 12.** Recommend approval be granted to employ **James A. Rivello** - Huntingdon, PA 16652 on a provisional basis as a Full-time Science Instructor for Correctional Education Facilities, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Full-time Science Instructor for Correctional Education Facilities  
Certificated (professional) Employee Level I  
Effective Date: February 10, 2025  
Salary: \$70,780/year (Step 19, Master's Equivalent +15 Credits) - prorated  
Days in Work Year: 188 days/year (7.5 hours/day) - prorated  
Benefits: Usual benefits granted to certificated employees

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

- 1.** Recommend approval be granted of a Supplemental Contract for **Aaron L. Hicks** - Cassville, PA 16623 that in addition to his assignment as Full-time Social Studies Instructor for Correctional Education Facilities, he serve as a Mentor in the Induction Program (for Matthew Buchart) effective November 1, 2024 for two years, at an amount not to exceed \$1,100 to meet and work with the mentee for up to 50 hours throughout the course of the program. \$550 will be paid at the end of the first year, and the remaining balance will be paid upon completion of the induction program and submission of the required paperwork. Mr. Hicks has been employed by TIU since 1/30/2020. Funding source: Corrections Education.

**XII. CONFERENCE REQUESTS**

- 1.** Recommend approval be granted for **Sarah E. Whitesel**, Distance Learning Associate, to attend the Coalition on Adult Basic Education (COABE) Conference in Dallas, TX from March 30, 2025 through April 2, 2025, at an approximate cost of \$2,473. Ms. Whitesel was invited to present at the COABE conference, and the conference will provide her with research and best practice form across the country to incorporate into her work supporting adult educators across Pennsylvania. Funding source: CEWS.

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

**A. Student of the Month**

The Student of the Month for December 2024 is **Fjord Hydrick**, a student enrolled in the Huntingdon Early Intervention classroom. (See Attachment #14.)

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

**B. Publicity**

News articles reporting the TIU Ribbon Cutting Ceremony and Open House (See Attachment #15.)

**C. Employee Data**

<b>October 10, 2024</b>	<b>November 14, 2024</b>
321 Full-time	323 Full-time
42 Part-time	46 Part-time
1 Temporary	8 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, February 13, 2025 at 7:00 p.m.**

**XV. ADJOURNMENT**

Other business.

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