

**Tuscarora Intermediate Unit Board of Directors' Meeting****AGENDA****Thursday, February 13, 2025 - 7:00 p.m.****REGULAR BOARD MEETING****I. CALL TO ORDER - PRESIDENT OF THE BOARD****II. ROLL CALL OF BOARD MEMBERS**

Jackson J. Albert - Juniata County  
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

**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.

**EXECUTIVE SESSION**

Executive Session of the Board of Directors of Tuscarora Intermediate Unit for personnel matters.

**V. MINUTES OF PREVIOUS MEETING**

Recommend approval be granted of the minutes of the regular board meeting of December 12, 2024. (Minutes are posted.)

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

Recommend approval be granted of the Treasurer's Reports for December 2024 and January 2025. (See Attachment #1.)

**VI. REPORTS**

**B. Budget Transfers (none)**

**C. Payment of Bills**

Recommend approval be granted of the payment of bills for December 2024 and January 2025.  
(Printouts are posted.)

**VII. STAFF PRESENTATION (none)**

**VIII. TIU BOARD**

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

1. Recognition of Tuscarora Intermediate Unit Board Members. Information item, no action required.

**School Director Recognition Month: Honoring Commitment and Dedication**

In honor of the commitment and time school board directors volunteer on behalf of our schools and communities all year long, January is designated as School Director Recognition Month. While a meeting of the Tuscarora Intermediate Unit Board is not scheduled in January, we extend our sincere congratulations and salute our TIU Board in February.

School Director Recognition Month celebrates and honors members of local boards of education for their unwavering commitment to providing quality public education for Pennsylvania's schoolchildren. We acknowledge the challenging and vital work our Board Members do on behalf of our students, families, and community. We are grateful for their time, effort, and dedication to advancing public education.

Thank you for taking the time to advocate on behalf of our collective interests and for the benefit of our children. Most importantly, thank you for making students' success your priority.

**Jackson J. Albert** represents the Juniata County School District.

Mr. Albert has been a member of the TIU Board since 12/12/2024.

**Jason C. Carbaugh** represents the Central Fulton School District.

Mr. Carbaugh has been a member of the TIU Board since 12/14/2023.

**Zeb I. Harshbarger** represents the Mifflin County School District.

Mr. Harshbarger has been a member of the TIU Board since 02/08/2024.

**Katherine R. Hollibaugh** represents the Forbes Road School District.

Mrs. Hollibaugh has been a member of the TIU Board since 12/09/2021.

**Linda L. McClure** represents the Mount Union Area School District.

Mrs. McClure has been a member of the TIU Board since 12/12/2013.

Mrs. McClure has served as Vice President since 12/14/2023.

**Timothy A. Mellott** represents the Southern Fulton School District.

Mr. Mellott has been a member of the TIU Board since 12/06/2011.

**Krista L. Reihart** represents the Juniata Valley School District.

Mrs. Reihart has been a member of the TIU Board since 09/10/2015.

Mrs. Reihart served as Vice President 07/14/2016 through 12/08/2021 and has served as Board President since 12/09/2021.

**Kylee Ruiz** represents the Southern Huntingdon County School District.

Mrs. Ruiz has been a member of the TIU Board since 06/13/2024.

**Britney N. Rutter** represents the Huntingdon Area School District.

Mrs. Rutter has been a member of the TIU Board since 07/01/2022.

## VIII. TIU BOARD

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

2. Recommend approval be granted of the schedule of meeting dates for the Tuscarora Intermediate Unit Board of Directors and Superintendent's Advisory Council, and the calendar of holidays for the Tuscarora Intermediate Unit office for the 2025-2026 fiscal year. (See Attachment #2.)
3. The Tuscarora Intermediate Unit 11 has been notified by Tiffany Ebersole, Director, Bureau of Financial Management, that the Bureau of Workforce Development Administration has reviewed the Single Audit for the year ended June 30, 2023, as it relates to the Workforce Innovation and Opportunity Act (WIOA). The audit report contained no findings and/or deficiencies in the programmatic and financial systems of the WIOA programs operated by TIU. Therefore, no further action is necessary. Information item, no action required. (See Attachment #3.)

### B. Policy/School Calendars

1. The Tuscarora Intermediate Unit 11 Health and Safety Plan has been reviewed as required for period January 1, 2025 through June 30, 2025 with no updates or changes. Information item, no action required. (See Attachment #4.)
2. Recommend approval be granted of the Parents as Teachers - Parent Educator Salary Band and related staff salary realignments effective January 1, 2025. (See Attachment #5.)
3. Recommend approval be granted to retire Board Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff adopted 12/12/2024 and revert to Board Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff adopted 10/19/2016 and last revised 10/8/2020. (See Attachment #6.)

### C. Contracts/Leases

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Usable Learning, LLC**, Attention: Julie Dirksen - 4304 44<sup>th</sup> Avenue S, Minneapolis, MN 55406 to provide onsite training workshops addressing Instructional Design Strategies including instructional gap analysis and online learning design. Effective date is June 17, 2025 through June 18, 2025. Reimbursement not to exceed \$10,000. Funding source: Early Intervention Technical Assistance.
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Bobbie Goss** - 910 Country Lane, McVeytown, PA 17051 to provide duties as an endorsed Pennsylvania Early Intervention Master Coach. Effective date is January 1, 2025 through June 30, 2025. Reimbursement at the rate of \$120/hour up to 10 hours/week not to exceed \$30,000. Funding source: Early Intervention Technical Assistance.
3. 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 Speech Therapy (virtual or in-person) to students located within the Correctional Education Facility. Services will be invoiced per the Special Education Billing for Service Provider's. Effective date is January 27, 2025 through June 30, 2025. Funding source: Corrections Education.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Conrad Siegel** - 501 Corporate Circle, PO Box 5900, Harrisburg, PA 17110-0900 for GASB 75 Actuarial Valuation and other related services performed with valuation dates from 1/1/2025 to 12/31/2028. The fee for the first cycle valuation dates ranging from 1/1/2025 to 12/31/2026 based on the Medium Group size will be \$5,125 and for the second cycle valuation date ranging from 1/1/2027 to 12/31/2028 based on the Medium Group size will be \$5,425. Funding source: General Operating Budget funding will be utilized.

**VIII. TIU BOARD**

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

1. Recommend approval be granted of the capital project Treasurer's Report. (See Attachment #7.)
2. Recommend approval be granted of the capital project payments of bills. (See Attachment #8.)
3. Recommend approval be granted of the listed capital project payments. (See Attachment #9.)
  - a. Fidevia (November) - \$1,500
  - b. eciConstruction, LLC - \$14,753.45
  - c. Myco Mechanical, Inc. - \$9,235.02
  - d. eciConstruction, LLC - \$56,970.55
  - e. Fidevia (December) - \$1,500
  - f. Fidevia (January) - \$1,000

**E. Vendor Contracts**

1. Recommend approval be granted of the 2025-2026 Memorandum of Understanding (MOU) for the Tuscarora Intermediate Unit Adolescent Partial Hospitalization Program (TIU11 PHP). The TIU11 PHP, a mental health treatment program/placement, will operate five days/week during the school year at the Huntingdon Area Middle School. The MOU will be between the TIU11 PHP and school districts that make referrals to the program. (See Attachment #10.)

**IX. PROGRAMS**

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

**B. Job Descriptions**

1. Recommend approval be granted of the listed new job descriptions. (See Attachment #11.)
  - a. **Fiscal Analyst for Family Support Programs**  
Special Project (non-professional) Employee
  - b. **Early Intervention Technical Assistance Consultant for Early Intervention and Supervisor for Department of Health Family Support Program**  
Special Project (non-professional) Employee
2. Recommend approval be granted of the listed revised job descriptions. (See Attachment #12.)
  - a. **Director of Innovation and Special Projects**  
Certificated (professional) Employee - Middle Management
  - b. **Director of I.T. Operations**  
Allied (non-professional) Employee - Middle Management
  - c. **Director of Educational Technology**  
Certificated (professional) Employee - Middle Management

**X. FISCAL**

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

**B. Purchases/Bids**

1. Recommend approval be granted to purchase security cameras and licenses from **Verkada, Inc.** 60 East 3<sup>rd</sup> Avenue, Suite 300, San Mateo, CA 94401 at a total cost of \$77,135. Pricing is sole source. Funding source: Revenue received from the purchase.

**X. FISCAL**

**B. Purchases/Bids**

2. Recommend approval be granted to purchase security cameras and licenses from **Verkada, Inc.** 60 East 3<sup>rd</sup> Avenue, Suite 300, San Mateo, CA 94401 at a total cost of \$90,606.20. Pricing is sole source. Funding source: Revenue received from the purchase.
3. Recommend approval be granted to purchase a total of 86 Microsoft Academic Laptop Go Pro 3 w/Wired Mouse for student use at the Corrections Education Programs (43 for South Mountain Secure Treatment Unit and 43 for Trough Creek Youth Forestry Camp) from **GovConnection** - 706 Milford Road, Merrimack, NH 03054 at a total cost of \$86,391.30. Pricing is per PEPPM. Funding source: Correctional Education Programs.

**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** (December 2024/January 2025) (See Attachment #13.)
  - b. **Self-Assessment Timeline 2024-2025** (See Attachment #14.)
  - c. **Policy - Mental Health Supports for Children and Families** (See Attachment #15.)
  - d. **Policy - Support for Children with Challenging Behaviors** (See Attachment #16.)
  - e. **Policy - Staff Health, Mental Health, and Wellness** (See Attachment #17.)
  - f. **Policy - Providing Transportation Services** (See Attachment #18.)
  - g. **Comparison Reports** (Head Start and Early Head Start) (See Attachment #19.)
  - h. **Governance Report - Fall 2024** (Head Start/Early HS/PK Counts) (See Attachment #20.)
2. Recommend approval be granted of the Head Start/Early Head Start budget revision and carryover request as revised in a combined amount of \$290,512.61. (See Attachment #21.)
3. The Juniata County Early Childhood Services Monthly Reports (December 2024/January 2025) are attached for your information. Information item, no action required. (See Attachment #22.)
4. 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 **Jessica Sheaffer** - Lewistown, PA 17044 as a Full-time Data Specialist for Juniata County Early Childhood Services, effective at the end of the day on January 16, 2025. Ms. Sheaffer was employed by TIU since 11/20/2024.
2. Recommend approval be granted to accept the resignation of **Anna E. Wisner** - McAlisterville, PA 17049 as a Full-time Speech Therapist, effective at the end of the day on January 9, 2025. Ms. Wisner was employed by TIU since 1/11/2023.
3. Recommend approval be granted to accept the resignation for retirement purposes of **Constance R. Flaherty** - Mount Union, PA 17066 as a Full-time Executive Secretary for Professional Development Services/Receptionist, effective at the end of the day on April 4, 2025. Ms. Flaherty has been employed by TIU since 6/5/2000.
4. Recommend approval be granted to accept the resignation for retirement purposes of **Mark R. Woods** - Huntingdon, PA 16652 as a Full-time Early Intervention Classroom Teacher, effective at the end of the day on June 10, 2025. Mr. Woods has been employed by TIU since 12/14/1989.
5. Recommend approval be granted to accept the resignation of **Michelle S. McMahon** - Lewistown, PA 17044 as a Full-time Triage Specialist for the TIU Community Education & Workforce Services, effective at the end of the day on January 31, 2025. Ms. McMahon was employed by TIU since 9/12/2022.

**XI. PERSONNEL**

**A. Resignations/Retirements**

6. Recommend approval be granted to accept the resignation for retirement purposes of **Mark W. Gensimore** - Martinsburg, PA 16662 as a Full-time Business/Computer Technology Instructor for Correctional Education Facilities, effective at the end of the day on June 6, 2025. Mr. Gensimore was previously employed by TIU from 10/11/2001 through 6/30/2014, 5/16/2016 through 9/6/2017, and since 8/1/2018.
7. Recommend approval be granted to accept the resignation of **Samuel L. Goodwin** - Centre Hall, PA 16828 as a Full-time Workforce Specialist for the TIU Community Education & Workforce Services, effective at the end of the day on February 14, 2025. Mr. Goodwin has been employed by TIU since 7/10/2023.
8. Recommend approval be granted to accept the resignation of **Alyssa J. Mierta** - Macungie, PA 18062 as a Part-time Regional Coordinator of Parent to Parent of Pennsylvania, effective at the end of the day on February 18, 2025. Ms. Mierta has been employed by TIU since 11/7/2023.
9. Recommend approval be granted to accept the resignation of **Melissa K. Minium** - Honey Grove, PA 17035 as a Part-time Education and Health Services Assistant for Juniata County Early Childhood Services, effective at the end of the day on February 14, 2025. Ms. Minium has been employed by TIU since 1/28/2006.
10. Recommend approval be granted to accept the resignation of **Rylie S. Hanson** - Lewistown, PA 17044 as a Full-time Case Manager Youth Projects for the TIU Community Education & Workforce Services, effective at the end of the day on March 7, 2025. Ms. Hanson has been employed by TIU since 12/13/2021.

**B. Leaves of Absence**

1. A Leave of Absence without pay was approved for the listed employees. Information item, no action required.
  - a. LOA2025-02-01 - effective 1/15/2025 through 4/9/2025
  - b. LOA2025-02-02 - effective 3/6/2025 through on/about 4/17/2025
  - c. LOA2025-02-03 - effective 4/30/2025 through on/about 5/28/2025
2. A Leave of Absence under the Family & Medical Leave Act of 1993 was approved for the listed employees, using paid and/or unpaid leave, not to exceed 12 weeks. Information item, no action required.
  - a. FML2025-02-01 - effective 12/18/2024 through 3/18/2025
  - b. FML2025-02-02 - effective 1/21/2025 through 3/31/2025
  - c. FML2025-02-03 - effective 3/3/2025 through on/about 6/6/2025

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

1. Recommend approval be granted of revised job titles for the listed individuals effective February 14, 2025. The individuals are employed 12 months/year (8 hours/day). There are no salary or benefit changes.
  - a. **Jigar J. Patel** - Director of Innovation and Special Projects  
Jonestown, PA 17038 - employed since 7/12/2010
  - b. **Joshua S. Wakefield** - Director of I.T. Operations  
Saxton, PA 16678 - employed since 1/1/2021
  - c. **Dr. Eric D. Yoder** - Director of Educational Technology  
Huntingdon, PA 16652 - employed since 9/6/2011

**XI. PERSONNEL**

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

2. Recommend approval be granted to amend the start date for **Benjamin J. Gutshall** - Hesston, PA 16647 in his position of Full-time Mathematics Instructor for Correctional Education Facilities. Refer to Minutes of 12/12/2024 Board meeting, Item XI-D-11.  
Terms of Employment:  
Assignment: Full-time Mathematics Instructor for Correctional Education Facilities  
Certificated (professional) Employee Level I  
Effective Date: January 23, 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
3. Recommend approval be granted to amend the start date for **James A. Rivello** - Huntingdon, PA 16652 in his position of Full-time Science Instructor for Correctional Education Facilities. Refer to Minutes of 12/12/2024 Board meeting, Item XI-D-12.  
Terms of Employment:  
Assignment: Full-time Science Instructor for Correctional Education Facilities  
Certificated (professional) Employee Level I  
Effective Date: January 16, 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
4. Recommend approval be granted of a temporary change in assignment for **Kathy D. Clark** Shirleysburg, PA 17260 from a Full-time Executive Secretary to the Director for Curriculum and Professional Development to a Temporary Substitute for the purpose of transition. Ms. Clark has been employed by TIU since 10/21/1986.  
Terms of Employment:  
Assignment: Temporary Substitute  
Non-certificated (non-professional) Employee  
Effective Date: January 4, 2025  
Salary: \$27.28/hour  
Days in Work Year: Temporary Substitute, as needed through transition period  
Benefits: None unless required by state/federal mandates
5. Recommend approval be granted of an additional assignment for **Jordan P. Coffman** Huntingdon, PA 16652. In addition to her regular assignment as a Part-time Vision-Hearing Screening Aide (August through December) she will work as a Substitute Early Intervention Paraprofessional/Personal Care Aide (January through July). Ms. Coffman has been employed by TIU since 8/1/2024.  
Terms of Employment:  
Additional Assignment: Substitute Early Intervention Paraprofessional/Personal Care Aide  
Non-certificated (non-professional) Employee Level I.1  
Effective Date: January 1, 2025  
Salary: \$15.03/hour  
Days in Work Year: Substitute (January through July)  
Benefits: None unless required by state/federal mandates
6. Recommend approval be granted of a temporary change in assignment for **Chelsea R. DeLeo** Peckville, PA 18452 from a Full-time to Temporary Part-time Manager for the Professional Learning Opportunities Project for the TIU Community Education & Workforce Services. Ms. DeLeo has been employed by TIU since 6/27/2019.  
Terms of Employment:  
Assignment: Temporary Part-time Manager for the Professional Learning Opportunities Project for the TIU CEWS  
Community Education & Workforce Services (non-certificated) Employee Level 7.5  
Effective Date: January 27, 2025 through May 31, 2025 (returning to Full-time 6/1/2025)  
Salary: \$33.87/hour through 5/31/2025  
Days in Work Year: 25 to less than 30 hours/week through 5/31/2025  
Benefits: None unless required by state/federal mandates

**XI. PERSONNEL**

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

7. Recommend approval be granted of a change in assignment for **Amber N. Resto** - Reedsville, PA 17084 from a Full-time Workforce Specialist to a Full-time Case Manager Youth Projects for the TIU Community Education & Workforce Services. Ms. Resto has been employed by TIU since 12/12/2022.  
Terms of Employment:  
Assignment: Full-time Case Manager Youth Projects for the TIU CEWS  
Community Education & Workforce Services (non-certificated) Employee Level 5  
Effective Date: February 17, 2025  
Salary: \$44,354/year (no change in salary)  
Days in Work Year: 12 months/year (8 hours/day)  
Benefits: Usual benefits granted to CEWS employees
8. Recommend approval be granted of a change in assignment for **Anne K. Gaspich** - Enola, PA 17025 from a Full-time Early Intervention Technical Assistance Consultant for Early Intervention to a Full-time Early Intervention Technical Assistance Consultant for Early Intervention and Supervisor for Department of Health Family Support Program. Ms. Gaspich has been employed by TIU since 8/1/2011.  
Terms of Employment:  
Assignment: Full-time Early Intervention Technical Assistance Consultant for Early Intervention and Supervisor for Department of Health Family Support Program  
Special Project (non-professional) Employee  
Effective Date: February 14, 2025  
Salary: \$89,499/year - Prorated  
Days in Work Year: 12 months/year (8 hours/day) - prorated  
Benefits: Usual benefits granted to special project employees

**D. New Employees**

1. Recommend approval be granted to employ **Karen Skoczynski** - Enola, PA 17025 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. Ms. Skoczynski was previously employed by TIU from 8/14/2017 through 12/31/2019. 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 4, 2025  
Salary: \$18/hour  
Days in Work Year: Less than 10 hours/week  
Benefits: None unless required by state/federal mandates
2. Recommend approval be granted to employ **Shayden Messimer** - Millerstown, PA 17062 on a provisional basis as a Part-time 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: Part-time Program Aide  
Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee  
Effective Date: January 24, 2025  
Salary: \$11/hour  
Days in Work Year: 25 to less than 30 hours/week  
Benefits: None unless required by state/federal mandates



**XI. PERSONNEL**

**D. New Employees**

3. Recommend approval be granted to employ **Faith Pannebaker** - Port Royal, PA 17082 on a provisional basis as a Part-time Program Aide for Juniata County Early Childhood Services, pending receipt of required clearances and employment paperwork. Ms. Pannebaker was previously employed by TIU from 4/11/2019 through 11/30/2020. This is a vacant position.  
Terms of Employment:  
Assignment: Part-time Program Aide  
Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee  
Effective Date: January 23, 2025  
Salary: \$11/hour  
Days in Work Year: 25 to less than 30 hours/week  
Benefits: None unless required by state/federal mandates
4. Recommend approval be granted to employ **Timothy D. Snare** - Huntingdon, PA 16652 on a provisional basis as a Full-time Educational Consultant pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Full-time Educational Consultant  
Certificated (professional) Employee Level III  
Effective Date: July 1, 2025  
Salary: \$77,500/year (Step 21, Master's)  
Days in Work Year: 200 days/year (8 hours/day)  
Benefits: Usual benefits granted to certificated employees
5. Recommend approval be granted to employ **Katy Hosler** - McAlisterville, PA 17049 on a provisional basis as a Full-time Data 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 Data Specialist  
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee  
Effective Date: March 5, 2025  
Salary: \$15/hour  
Days in Work Year: 12 months/year (40 hours/week 40 weeks; 32 hours/week 12 weeks)  
Benefits: Usual benefits granted to JCECS employees
6. Recommend approval be granted to employ **Sarah M. Gearhart** - McVeytown, PA 17051 on a provisional basis as a Full-time Executive Secretary for Professional Development Services/ Receptionist pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Full-time Executive Secretary for Professional Development Services/Receptionist  
Non-certificated (non-professional) Employee Level 3.05  
Effective Date: On/about February 18, 2025  
Salary: \$37,818/year (Step 1) - prorated  
Days in Work Year: 12 months/year (8 hours/day) - prorated  
Benefits: Usual benefits granted to non-certificated employees
7. Recommend approval be granted to employ **Yeilyn A. Melara** - Mifflintown, PA 17059 on a provisional basis as a Temporary Full-time Triage Specialist for the TIU Community Education & Workforce Services pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Temporary Full-time Triage Specialist for the TIU CEWS  
Community Education & Workforce Services (non-certificated) Employee Level 4  
Effective Date: February 18, 2025 through June 30, 2025  
Salary: \$32,459/year - prorated  
Days in Work Year: 2/18/2025 through 6/30/2025 (7.5 hours/day)  
Benefits: Usual benefits granted to CEWS employees

**XI. PERSONNEL**

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

1. Recommend approval be granted of a Supplemental Contract for **Staci M. Young** - Hesston, PA 16647 that in addition to her assignment as Full-time Educational Consultant, she work up to five (5) additional days assisting the Special Education Department with administrative tasks relative to the provision of Extended School Year services for 2025. Effective date is February 14, 2025 through August 29, 2025. Reimbursement at current per diem rate. Ms. Young was previously employed by TIU from 7/11/2005 through 7/31/2007, and since 1/9/2023. Funding source: Early Intervention and Special Education.
2. Recommend approval be granted of a Supplemental Contract for **Dawn M. Lynn** - James Creek, PA 16657 that in addition to her assignment as Full-time Educational Consultant, she work up to five (5) additional days assisting the Special Education Department with administrative tasks relative to the provision of Extended School Year services for 2025. Effective date is February 14, 2025 through August 29, 2025. Reimbursement at current per diem rate. Ms. Lynn has been employed by TIU since 7/1/2023. Funding source: Early Intervention and Special Education.
3. Recommend approval be granted to extend the Supplemental Contract for the listed individuals that in addition to their regular assignment they provide extra duties in the absence of the Program Director for the Partial Hospitalization Program. Effective January 28, 2025 through February 12, 2025. Reimbursement at the listed amounts. Funding source: GOB/PHP. Refer to Minutes of 11/14/2024 Board meeting, Item XI-E-4-a-b.
  - a. **Stacey J. Miller**: \$2,360 - Cassville, PA 16623 - employed by TIU since 9/7/2021  
Full-time Teacher - Child/Adolescent Partial Hospitalization Program
  - b. **Zachary R. Treece**: \$2,090 - Saxton, PA 16678 - employed by TIU since 8/10/2018  
Full-time Remedial Math Teacher/Teacher of Enrichment Students for Non-public Schools

**XII. CONFERENCE REQUESTS**

1. Recommend approval be granted for **Sadia Batool**, Family Lead for the Early Childhood Comprehensive Systems Grant for EITA, to attend the Zero to Three Financing Policy Project Convening in Minneapolis, MN from March 16-19, 2025 at an approximate cost of \$487. Associated travel costs will be covered by another agency. Ms. Batool was identified as a state team member to work with the National Zero to Three organization to develop a finance strategy for Pennsylvania. Funding source: Early Intervention Technical Assistance.
2. Recommend approval be granted for **Destiny Simpson**, Manager for Technology and Communications Projects for CEWS, to attend the Coalition on Adult Education (COABE) in Dallas, TX from March 31, 2025 through April 2, 2025 at an approximate cost of \$3,601. The conference is the primary national adult education conference and will provide Ms. Simpson with the opportunity to attend sessions to learn about the latest efforts in adult education instructional and professional development. Funding source: Community Education & Workforce Services.
3. Recommend approval be granted for **Krista Armbruster, Nicole Deitz, Rebekah Houck, Alex Miklos, Jessica Stamper, Brianna Troyer, and Somer Wiggins**, Educational Consultants for the PaTTAN Autism Initiative, to attend the ABAI 51<sup>st</sup> Annual Convention in Washington, DC from May 23-26, 2025 at an approximate cost of \$2,426/individual. Conference attendance will provide an opportunity to represent TIU, share work from the Pennsylvania Autism Initiative classrooms, and engage with experts in the field while earning valuable continuing education credits that enhance professional growth and networking. Funding source: Pennsylvania Autism Initiative.

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

**A. Student of the Month**

The Student of the Month for January 2025 is **Lucien Reisbig**, a student enrolled in the Fulton County Early Intervention classroom.

The Student of the Month for February 2025 is **Emma Buttlar**, a student enrolled in the Mount Union Early Intervention classroom.

Congratulations are extended to Lucien and Emma for being named Student of the Month.  
(See Attachment #23.)

**B. Employee Data**

<b>November 14, 2024</b>	<b>December 12, 2024</b>
323 Full-time	325 Full-time
44 Part-time	50 Part-time
8 Substitutes	7 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, March 13, 2025 at 7:00 p.m.**

**XV. ADJOURNMENT**

Other business.

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