

Tuscarora Intermediate Unit Board of Directors' Meeting**AGENDA****Thursday, March 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 February 13, 2025. (Minutes are posted.)

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

Recommend approval be granted of the Treasurer's Report for February 2025. (See Attachment #1.)

B. Budget Transfers (none)

VI. REPORTS

C. Payment of Bills

Recommend approval be granted of the payment of bills for February 2025. (Printout is posted.)

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

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

1. The Office of the Budget, Bureau of Accounting and Financial Management, functioning as Single Audit Coordinator for the Commonwealth's subrecipients, has performed a limited review of the single audit reporting package for Tuscarora IU 11 for the year ended June 30, 2023 and determined that the audit report contains the required elements of a single audit report package as required by federal and state rules and regulations. Information item, no action required. (See Attachment #2.)
2. The Department of Human Services, Bureau of Financial Operations (BFO), Audit Resolution Section (ARS), has completed the settlement for the EITA Program (410083781) for the period ended June 30, 2023. Based on the supplemental schedules submitted as part of the single audit report. No adjustments are necessary to finalize and close the above grant for the period ended June 30, 2023. Information item, no action required. (See Attachment #3.)

B. Policy/School Calendars

1. Recommend approval be granted of the 2025-2026 administrative salaries based on a 2.61 percent increase. (See Attachment #4.)
2. Recommend approval be granted to place current and new Certificated Teachers and Speech Therapists in the Master's +30 salary scale column if they have obtained a 60+ credit Master's Degree. Effective date is July 1, 2025.
3. Recommend approval be granted of the 2025-2026 salary increase for Certificated Teachers and Speech Therapists based on a 3.83 percent increase. (See Attachment #5.)
4. Recommend approval be granted of the Tuscarora Intermediate Unit Correctional Education Facilities calendar for 2025-2026. (See Attachment #6.)
5. Recommend approval be granted of the Tuscarora Intermediate Unit Partial Hospitalization Program school calendar for 2025-2026. (See Attachment #7.)
6. Recommend approval be granted of the Tuscarora Intermediate Unit Partial Hospitalization Program mental health and school calendar for 2025-2026. (See Attachment #8.)

C. Contracts/Leases

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Jani Kozlowski Consulting** - 793 Chadwick Shores Drive, Sneads Ferry, NC 28460 to provide two webinars for Early Intervention professionals focused on current research and evidence-based strategies for collaborative partnerships to foster high quality learning environments for children with and without disabilities. Effective date is April 28, 2025 through May 28, 2025. Reimbursement not to exceed \$6,000. 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 perform 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 \$20,000. Funding source: Early Intervention Technical Assistance.

VIII. TIU BOARD

C. Contracts/Leases

3. Recommend approval be granted of Professional Service Agreements between Tuscarora Intermediate Unit and the listed programs to assist Early Intervention programs to meet the requirements of preschool service delivery implementation. Effective date is March 15, 2025 through June 30, 2025. Reimbursement at an amount not to exceed \$10,000/agency. Funding source: Early Intervention Technical Assistance/Success for PA Early Learners.
 - a. Midwestern Intermediate Unit 4 - Grove City, PA 16127
 - b. Appalachia Intermediate Unit 8 - Altoona, PA 16602
 - c. Central Intermediate Unit 10 - State College, PA 16801
 - d. Tuscarora Intermediate Unit 11 - McVeytown, PA 17051
 - e. Lancaster Lebanon Intermediate Unit 13 - Lancaster, PA 17601
 - f. Beaver Valley Intermediate Unit 27 - Monaca, PA 15061
 - g. ARIN Intermediate Unit 28 - Indiana, PA 15701
 - h. Altoona Area School District - Altoona, PA 16602
 - i. Tyrone Area School District - Tyrone, PA 16686
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Frontline Education** - 550 East Swedesford Road, Suite 360, Wayne, PA 19087 for a one-year subscription renewal effective July 1, 2025 through June 30, 2026 for Absence and Substitute Management - \$4,809.17, and Applicant Tracking - \$6,070.46. Funding source: Special education CORE, Early Intervention, and other various TIU programs.

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

1. Recommend approval be granted of the capital project Treasurer's Report. (See Attachment #9.)
2. Recommend approval be granted of the capital project payments of bills. (See Attachment #10.)
3. Recommend approval be granted of the listed capital project payment. (See Attachment #11.)
 - a. Eastern Air Balance Corporation - \$16,470

E. Vendor Contracts (none)

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions

1. Recommend approval be granted of the listed new job description. (See Attachment #12.)
 - a. **Intern School Psychologist for Special Education Programs**
Certificated (professional) Employee Level II
2. Recommend approval be granted of the listed revised job descriptions. (See Attachment #13.)
 - a. **School Psychologist for Special Education Programs**
Certificated (professional) Employee Level II
 - b. **Professional Development Specialist for the TIU Community Education & Workforce Services**
Community Education & Workforce Services (non-certificated) Employee Level 6.3

X. FISCAL

A. Budgets - new, revised

1. Recommend approval be granted to adopt the Tuscarora Intermediate Unit General Operating Budget for 2025-2026 in the amount of \$3,793,033. (See attachment #14.)

B. Purchases/Bids

1. Recommend approval be granted to purchase 100 online course seats (one year license for each seat) for Social Communication Development in Infants and Toddlers from **Autism Navigator, LLC** 1400 Village Square Boulevard, Suite 3-157, Tallahassee, FL 32312 at a total cost of \$7,500. Pricing is sole source. Funding source: Early Intervention Technical Assistance.
2. Recommend approval be granted to advertise for bid a School Bus for Juniata County Early Childhood Services. Funding source: Juniata County Head Start.
3. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #15.)
4. Recommend approval be granted to permanently transfer technology equipment to the Mount Union Area School District. (See Attachment #16.)
5. Recommend approval be granted to permanently transfer technology equipment to the Tussey Mountain School District. (See Attachment #17.)

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 #18.)
 - b. **Policy - Flexible Instruction Plan** (See Attachment #19.)
 - c. **Holiday Breaks and Schedule** (See Attachment #20.)
2. The Juniata County Early Childhood Services Monthly Report is attached for your information. Information item, no action required. (See Attachment #21.)
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 **Mandy Tabb** - Port Royal, PA 17082 as a Part-time Program Aide for Juniata County Early Childhood Services, effective at the end of the day on February 27, 2025. Ms. Tabb was employed by TIU since 9/25/2024.

B. Leaves of Absence (none)

XI. PERSONNEL

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

1. Recommend approval be granted of a change in assignment for **Sarah E. Whitesel** - McAlisterville, PA 17049 from a Full-time Distance Learning Associate to a Full-time Professional Development Specialist for the TIU Community Education & Workforce Services. Ms. Whitesel was previously employed by TIU from 9/16/2013 through 8/15/2018 and since 9/15/2020.
Terms of Employment:
Assignment: Full-time Professional Development Specialist for the TIU CEWS
Community Education & Workforce Services (non-certificated) Employee Level 6.3
Effective Date: March 17, 2025
Salary: \$60,239/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 to employ two **Professional Development Specialists** for the TIU Community Education & Workforce Services (Level 6.3) effective on/about March 14, 2025. 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.
2. Recommend approval be granted of an unpaid internship within the TIU Technology Department for **Colby Yoder**, a student at Penn State University majoring in cybersecurity. The internship is effective on/about May 1, 2025 through on/about August 30, 2025. The individual will provide the required paperwork/clearances as needed.
3. Recommend approval be granted to employ **Katherine L. Dameron** - West Chester, PA 19380 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: March 18, 2025
Salary: \$20/hour
Days in Work Year: 20 to less than 25 hours/week
Benefits: None unless required by state/federal mandates
4. Recommend approval be granted to employ **Cheyenne King** - Reading, PA 19606 on a provisional basis as a Full-time Fiscal Analyst for Family Support Programs, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Fiscal Analyst for Family Support Programs
Special Project (non-professional) Employee
Effective Date: On/about March 17, 2025
Salary: \$60,000/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to special project employees
5. Recommend approval be granted to employ **Eryn Kendall** - Shade Gap, PA 17255 on a provisional basis as a Full-time State and Federal Programs Fiscal Analyst, pending receipt of required clearances and employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time State and Federal Programs Fiscal Analyst
Non-certificated (non-professional) Employee Level 4.5
Effective Date: On/about March 24, 2025
Salary: \$46,397/year (Step 1) - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to non-certificated employees

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted of Supplemental Contracts for the listed Full-time Occupational Therapists to provide after-hours occupational therapy evaluations and related work as approved by supervisor. Reimbursement at the individual's current hourly rate not to exceed five hours/week. Funding source: Early Intervention and Special Education.
 - a. **Amy B. Rhodes** - Milroy, PA 17063 - employed by TIU since 8/23/2004
Effective date is February 14, 2025 through June 30, 2025
 - b. **Alyssa N. Hollibaugh** - McVeytown, PA 17051 - employed by TIU since 8/13/2018
Effective date is March 3, 2025 through June 30, 2025
2. Recommend approval be granted of Supplemental Contracts for the listed Full-time Educational Consultants to provide support literacy professional development and Enhanced Core Reading Instruction in various implementing schools. Effective date is March 14, 2025 through June 30, 2025. Reimbursement at the individual's current per diem rate not to exceed the number of days listed. Funding source: Early Intervention and Special Education.
 - a. **Elizabeth C. Kruse** (10 days) - Huntingdon, PA 16652 - employed by TIU since 4/12/2016
 - b. **Dawn Lynn** (5 days) - James Creek, PA 16657 - employed by TIU since 7/1/2023
3. 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 additional days to support additional BSE Initiative (Assistive Technology). Effective date is March 14, 2025 through June 30, 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.
4. Recommend approval be granted of Supplemental Contracts for the listed Full-time Instructors for the TIU Community Education & Workforce Services to provide after-hours work with Technology Project/Instructional Designers providing ideas for instructional activities, reviewing language for appropriateness for adult learners, and writing and designing instructional activities as needed. Effective date is March 1, 2025 through June 30, 2025 at the listed hourly rates not to exceed 25 hours/individual. Funding source: Community Education & Workforce Services.
 - a. **Nicole D. Homan** (\$32.66/hour) - Milroy, PA 17063 - employed by TIU since 1/9/2019
 - b. **Richard J. Searle** (\$36.38/hour) - Burnham, PA 17009 - employed by TIU since 7/25/2008
5. Recommend approval be granted of Supplemental Contracts for the listed individuals to provide after-hours work taking an existing in-person curriculum and converting it into an online curriculum by completing an instructional design plan, developing materials and activities, and entering those activities into an online learning management system. The Project also includes evaluation of the curriculum after it has been implemented. Effective date is March 1, 2025 through June 30, 2025 at the listed hourly rates not to exceed 156 hours/individual. Funding source: Community Education & Workforce Services.
 - a. **Kellen Sines** - Philadelphia, PA 19144: \$27.66/hour
Full-time Course Development Coordinator, employed since 7/23/2024
 - b. **Sarah N. Creasy** - Denver, CO 80221: \$28.96/hour
Full-time Instructional Designer, employed since 12/13/2019
 - c. **Tessa C. Gross** - Port Royal, PA 17082: \$30.22/hour
Full-time Instructional Designer II, employed since 9/9/2011
6. Recommend approval be granted of a Supplemental Contract for **Landi N. Landis** - Mifflintown, PA 17059 that in addition to her assignment as Full-time Assistant Teacher/Teacher Aide for Juniata County Early Childhood Services, she act as Teacher for Voyagers Head Start classroom during the absence of the regular teacher. Effective date is March 24, 2025 through June 6, 2025. Reimbursement at \$19/hour not to exceed 450 hours. Ms. Landis has been employed by TIU since 9/6/2022. Funding source: Juniata County Early Childhood Services.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

7. Recommend approval be granted of Supplemental Contracts for **Carrie Miller** - Port Royal, PA 17082 that in addition to her regular assignment as a Part-time Program Aide for Juniata County Early Childhood Services she provide the following: Act as Assistant Teacher/Teacher Aide in Voyagers Head Start classroom effective March 24, 2025 through June 6, 2025 at the rate of \$14.50/hour not to exceed 420 hours and provide summer recruitment activities effective June 9, 2025 through August 15, 2025 at the rate of \$11/hour not to exceed 50 hours. Ms. Miller has been employed by TIU since 8/19/2024. Funding source: Juniata County Early Childhood Services.
8. Recommend approval be granted of a Supplemental Contract for **Talon L. Walton** - Mifflintown, PA 17059 that in addition to her assignment as Part-time Program Aide for Juniata County Early Childhood Services, she work additional hours for Voyagers Head Start classroom effective March 24, 2025 through June 6, 2025 at the rate of \$12/hour not to exceed 132 hours. Ms. Walton has been employed by TIU since 8/31/2022. Funding source: Juniata County Early Childhood Services.

F. Extended School Year (ESY)

1. Recommend approval be granted of the reimbursement rates for Extended School Year effective May 20, 2025. Teachers and Therapists \$37/hour; Paraeducators \$14.25/hour. Current TIU employees will be paid at their per diem or hourly rate. Individuals will not receive benefits except those required by state/federal mandates. Funding source: School District.
2. Recommend approval be granted to issue Supplemental Contracts to the individuals as listed to work on an as needed basis in the Armstrong-Kline court mandated Extended School Year (ESY) Program. Services will be provided during June, July, and August 2025. Reimbursement will be at the individual's current hourly rate. Travel time will be reimbursed at the rate of \$10.50/hour. Funding source: School District.
 - a. **Laura B. Copenhaver** (Certified Occupational Therapy Assistant) - Mount Union, PA 17066
 - b. **Tracy Yoder** (Paraeducator) - Lewistown, PA 17044
 - c. **Mikayla Cummings** (Speech Therapist) - Huntingdon, PA 16652
3. Recommend approval be granted for the Tuscarora Intermediate Unit to employ or continue to employ individuals to work on an as needed basis in the Armstrong-Kline court mandated Extended School Year (ESY) Program on a provisional basis as per Act 168. Services will be provided during June, July, and August 2025. Reimbursement for the individuals will be at the rate of \$37/hour for Teachers and Therapists, and \$14.25/hour for Paraeducators. The individuals will not receive benefits except those required by state/federal mandates. The individuals will be employed pending receipt of required clearances and employment paperwork. Funding source: School District.
 - a. **Dorea K. Cunningham** - Huntingdon, PA 16652 (Teacher)
 - b. **Bethany R. Eberly** - Newton Hamilton, PA 17075 (Teacher)
 - c. **Ryan P. McGonigle** - Mount Union, PA 17066 (Teacher)
 - d. **Beth A. Rose** - Neelyton, PA 17239 (Teacher)
 - e. **Margaret Wilson** - Three Springs, PA 17264 (Teacher)
 - f. **Dinah Lapp** - Petersburg, PA 16669 (Teacher)
 - g. **Katrina Best** - Mount Union, PA 17066 (Teacher)
 - h. **Rosanna M. Corbin** - Petersburg, PA 16669 (Paraeducator)
 - i. **Nina Vaughn** - Mount Union, PA 17066 (Paraeducator)
 - j. **Kasey Woods** - McVeytown, PA 17051 (New Paraeducator)
 - k. **Brandi Kling** - Mount Union, PA 17066 (New Paraeducator)
 - l. **Nichole McCracken** - McConnellsburg, PA 17233 (New Teacher)
 - m. **Katie Mease** - McVeytown, PA 17051 (New Teacher)

XII. CONFERENCE REQUESTS

1. Recommend approval be granted for **Elizabeth Kruse** and **Elizabeth Cox**, Educational Consultants, and **Denise Shugarts**, Interagency/Mental Health Coordinator, to attend the Northeast PBIS Leadership Forum 2025 in Mystic, CT from May 14-16, 2025 at an approximate cost of \$2,600/individual. Conference attendance will provide additional professional development needed to deliver multi-tiered technical assistance to schools within the IU catchment area to support capacity for high fidelity, scaled, and sustained implementation of the PBIS framework to improve social, emotional, behavioral, and academic outcomes for all students, including those with disabilities. Funding source: Special Education.
2. Recommend approval be granted for **Heather Powell**, EITA Consultant for Early Intervention, to attend the Prevent Child Abuse America - 2025 Power of Prevention Conference in Portland, OR from August 12-14, 2025 at an approximate cost of \$2,576. This national conference is a required component for the OCDEL funded home visiting program. Ms. Powell will bring back information and resources to be used with the OCDEL programs. Funding source: EITA.
3. Recommend approval be granted for individuals within the Early Intervention Technical Assistance Program, **Ashley Ankeny**, **Christina Harris**, **Jodie Holmberg**, **Kim Koteles**, **Kelly Fisher**, **Michele Mapes**, and **Valerie Snyder**, to attend the Zero to Three LEARN Conference in Baltimore, MD from October 7-10, 2025 at an approximate cost of \$1,588/individual. Individuals will attend the conference to gain strategies and resources that will further support their teams to improve service and training opportunities in support of early intervention providers and programs. Funding source: Early Intervention Technical Assistance.
4. Recommend approval be granted for **Jennifer Furness**, EITA Consultant for Early Intervention, to attend the DEV Learn conference in Las Vegas, NV from November 11-17, 2025 at an approximate cost of \$4,127. The conference is one of the best interactive conferences for innovations in technology. Ms. Furness will attend and bring back strategies and solutions to improve virtual learning opportunities. Funding source: Early Intervention Technical Assistance.
5. Recommend approval be granted for **Brian Brandenburg**, Instructional Design/Accessibility Specialist for EITA, to attend the John Slatin AccessU 2025 Conference in Austin, TX from May 12-15, 2025 at an approximate cost of \$2,509. The conference is an excellent opportunity to enhance accessibility in the program's online presence. The knowledge and skills acquired from this event will contribute to the team's success. Funding source: EITA.
6. Recommend approval be granted for **Sara Cole**, Consultant for the TIU Community Education & Workforce Services, to attend the Teaching English to Speakers of Other Languages (TESOL) 2025 Conference in Long Beach, CA from March 18-25, 2025 at an approximate cost of \$2,900. Conference attendance will provide an opportunity to network and learn about innovative tools, techniques, and strategies, as well as public policy issues, new research and best practices. Funding source: Community Education & Workforce Services.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Student of the Month

The Student of the Month for March 2025 is **Rylan Lyle**, a student enrolled in the Mifflin County Early Intervention classroom. (See Attachment #22.)

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

B. Employee Data

December 12, 2024	February 13, 2025
325 Full-time	321 Full-time
50 Part-time	51 Part-time
7 Substitutes	6 Substitutes
	1 Temporary

XIII. MISCELLANEOUS INFORMATION (information, no action required)

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, April 10, 2025 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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