

**Tuscarora Intermediate Unit Board of Directors'****REGULAR BOARD MEETING AGENDA****Thursday, June 12, 2025 - 7:00 p.m.****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 the required Act 44 annual update.

**V. MINUTES OF PREVIOUS MEETING**

Recommend approval be granted of the minutes of the regular board meeting of May 8, 2025. (Minutes are posted.)

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

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

**VI. REPORTS**

**B. Budget Transfers (none)**

**C. Payment of Bills**

Recommend approval be granted of the payment of bills for May 2025. (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 Tuscarora Intermediate Unit Middle Management Compensation Plan for 2025-2026. (See Attachment #2.)
2. Recommend approval be granted to extend the Tuscarora Intermediate Unit Middle Management Compensation Plan for 2025-2026 to include the Executive Director, Director for Management Services, Director of Educational Technology, Director of Innovation and Special Projects, and Director of IT Operations.
3. Recommend approval be granted of a 3.5 percent salary increase for the TIU Executive Director, effective July 1, 2025, in alignment with the 2025-2026 administrative salary increase.
4. Recommend approval be granted of the second reading and adoption of the listed TIU Board Policies. (See Attachment #3.)
  - a. 103.1 Nondiscrimination - Qualified Students with Disabilities
  - b. 803 Intermediate Unit Calendar
  - c. 805 Emergency Preparedness and Response
  - d. 805.1 Relations with Law Enforcement Agencies
  - e. 806 Child Abuse
5. Revised Administrative Regulations and/or attachments are attached for your information. Information item, no action required. (See Attachment #4.)
  - a. 103.1 Attachments - Notice, Permission to Evaluate, Procedural Safeguards, Report Form
  - b. 803 AR School Calendar
  - c. 805 Safe to Say Procedures
  - d. 805.1 AR Record of Officers in School
  - e. 705 AR TIU Safe Driving
6. Recommend approval be granted of the revised salary bands for Head Start, Early Head Start, Pre-K Counts effective June 1, 2025. (See Attachment #5.)
7. Recommend approval be granted of the 2025-2026 Social Worker, Psychologist, and Certified Occupational Therapy Assistant salary increase. (See Attachment #6.)
8. Recommend approval be granted of the 2025-2026 Occupational Therapist and Physical Therapist salary scale based on the approved teacher increase. (See Attachment #7.)
9. Recommend approval be granted of the 2025-2026 Paraeducator salary increase. (See Attachment #8.)
10. Recommend approval be granted of the 2025-2026 TIU Salary and Benefits Packet. (See Attachment #9.)

VIII. TIU BOARD

B. Policy/School Calendars

11. 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 #10.)

C. Contracts/Leases

1. Recommend approval be granted of the Schedule of Insurance Coverage for the Tuscarora Intermediate Unit with the carriers and premiums as listed. Effective date is July 1, 2024 through June 30, 2025. Funding source: Various TIU Programs. (See Attachment #11.)
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Allegheny Lutheran Social Ministries Children's Services (ALSM)** - 231 South Juliana Street, Bedford, PA 15522 for building rental costs associated with the placement of early intervention students in the Fulton County Head Start building. Effective date is July 1, 2025 through June 30, 2026. Reimbursement not to exceed \$27,011.25. Funding source: Early Intervention.
3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Wendy Baker, Chad Baker, and Cortni Baker** - 101 Lute Lane, Box 10, Lewistown, PA 17044 to provide Spanish interpreting/translating services for TIU staff to include early intervention evaluations, parent telephone calls, Individualized Education Plan meetings, and as needed for communicating with families. Effective date is July 1, 2025 through June 30, 2026. Reimbursement at the rate of \$25/hour. Funding source: Special Education/Early Intervention.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **ProCare Therapy, LLC** - 1979 Lakeside Parkway, Tucker, GA 30084 for early intervention and school age occupational therapy services. Effective date is July 1, 2025 through August 22, 2025 as needed, and 37.5 hours/week effective August 25, 2025 through May 29, 2026. Reimbursement at the rate of \$100/hour. Funding source: Early Intervention and Special Education.
5. Recommend approval be granted of a Letter of Agreement between Tuscarora Intermediate Unit and **Huntingdon Area School District** - 2400 Cassady Avenue, Suite 2, Huntingdon, PA 16652 for school facility usage at the Middle School Building Alternative Education Wing for the TIU Partial Hospitalization Program. Effective date is July 1, 2025 through June 30, 2026. Reimbursement at the rate of \$305/day for six classrooms at an amount not to exceed \$54,900. Funding source: Partial Hospitalization Program.
6. Recommend approval be granted of a Contract Amendment between Tuscarora Intermediate Unit and **University of North Carolina at Chapel Hill** - PO Box 402420, Atlanta, GA 30384 for the development of one File Transfer Program between the University of North Carolina and New World Now, LLC to enable seamless and secure transfer of Go NAPSACC training data into Pennsylvania's professional development registry, Pennsylvania Key. Effective date is June 1, 2025 through July 31, 2026. Reimbursement at an amount not to exceed \$107,462. Funding source: Community Education & Workforce Services.
7. Recommend approval be granted of a Lease Renewal Agreement between Tuscarora Intermediate Unit and **Gregory N. Kough and Alicia S. Kough** - 220 Hunting Hills Drive, Aiken, SC 29803 for the building at 402 North Jefferson Street, Mount Union, PA 17066. The building is used for Early Intervention classroom space and related administrative office spaces. Effective date is July 1, 2025 through June 30, 2030. Annual rental amount of \$36,384 payable monthly at the rate of \$3,032. Funding source: Early Intervention and Special Education.
8. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Jamie E. Sigel** - 224 Windwood Circle, Bedford, PA 15522 to provide professional development, training, and technical assistance to TIU teacher of the visually impaired on an as needed basis with Supervisor approval. Effective date is July 1, 2025 through June 30, 2026. Reimbursement at the rate of \$100/hour, plus travel time. Funding source: Early Intervention, Special Education, and School Districts.

VIII. TIU BOARD

C. Contracts/Leases

9. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Resources in Reading**, Attention: Elaine Czarnecki - 14836 Charterhouse Lane, Huntersville, NC 28078 to conduct an independent evaluation on the 2025-2026 Play and Grow Project and the PA One Book 2025 Project funded through the Office of Commonwealth Libraries/PA Department of Education. Effective date is July 1, 2025 through June 30, 2026. Reimbursement not to exceed \$20,000. Funding source: Community Education & Workforce Services.
10. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Nina White** - 1227 Faxon Parkway, Williamsport, PA 17701 to develop, plan and facilitate training to support library programming for early childhood that moves beyond story time. Effective date is July 1, 2025 through June 30, 2026. Reimbursement not to exceed \$15,000. Funding source: Community Education & Workforce Services.
11. Recommend approval be granted of Contracts between Tuscarora Intermediate Unit and the listed individuals and/or agencies to provide duties as an endorsed PA Early Intervention Coach/Professional Learning Community (PLC) Facilitator. Effective date is July 1, 2025 through September 30, 2026. Reimbursement at the listed amounts. Funding source: Early Intervention Technical Assistance.
  - a. **Melissa Gentner** - 20 Shawnee Drive, Belleville, PA 17004  
Video coding stipend - \$3,000; Completed PLC Series \$9,600/series (not to exceed 3 series)
  - b. **Jennifer Broughton** - 327 Nauvoo Road, Morris, PA 16938  
Video coding stipend - \$3,000; Completed PLC Series \$9,600/series (not to exceed 2 series)
  - c. **Cadence PT** (Jessica Bush) - 1148 Bodine Road, Chester Springs, PA 19425  
Video coding stipend - \$3,000; Completed PLC Series \$9,600/series (not to exceed 2 series)
  - d. **Bobbie Goss** - 910 Country Lane, McVeytown, PA 17051  
Video coding stipend - \$3,000; Completed PLC Series \$9,600/series (not to exceed 2 series)
  - e. **Nelson Therapeutic Services** (Kelly Nelson) - 173 West Mountain Road, Wind Gap, PA 18091  
Completed PLC Series \$9,600/series (not to exceed 2 series)
  - f. **TEIS Early Intervention Provider** (Liz Rafferty) - 1500 Ardmore Blvd., Ste 100, Pitts., PA 15221  
Completed PLC Series \$9,600/series (not to exceed 2 series)
12. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **eciService** - 124 West Church Street, Dillsburg, PA 17019 to provide membership in the Priority Gold HVAC Program, which is a comprehensive preventative maintenance service that includes regularly scheduled preventative maintenance two times/year, one call for any service needed, 24/7 availability, and priority scheduling. Effective date is July 1, 2025 through June 30, 2026. Reimbursement not to exceed \$7,778. Funding source: Various TIU programs.
13. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Central Susquehanna Intermediate Unit**, Attention: Jeffrey C. Kay - 90 Lawton Lane, Milton, PA 17847 to provide services to address the Office of Child Development and Early Learning's need to maintain the Early Intervention Verification Tool, as well as provide technical support, report generation, and training to early intervention staff in the use of the PELICAN EI Data Warehouse/ Cognos Analytics. Reimbursement not to exceed \$206,629. Effective date is July 1, 2025 through June 30, 2026. Funding source: Early Intervention Technical Assistance.
14. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Dawn Ahern** - 1690 Oberlin Road, Middletown, PA 17057 to provide IEP review and required medical practitioner authorizations for Medical Access billing of eligible students in the Special Education program. Effective date is July 1, 2025 through June 30, 2026. Reimbursement at \$5/evaluation authorization and \$10/IEP authorization. Funding source: Special Education and Early Intervention.
15. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Elaine Gates** - 309 East Elmwood Avenue, Mechanicsburg, PA 17055 to provide photography services for families during a Parent to Parent of Pennsylvania training event, and an additional day-long photo session for families. Effective date is May 16, 2025 through September 30, 2025. Reimbursement not to exceed \$5,000. Funding source: Parent to Parent of Pennsylvania.

**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 #12.)
2. Recommend approval be granted of the capital project payments of bills. (See Attachment #13.)

**E. Vendor Contracts**

1. Recommend approval be granted of Contracts between Tuscarora Intermediate Unit and the listed schools for Instructional Media Services (IMS). Effective date is July 1, 2025 through June 30, 2026. Reimbursement at the of \$4.25/student. Enrollment numbers provided by each school and listed in the 2025-2026 TIU General Operating Budget.

	<b>School</b>	<b>Enrollment</b>	<b>Total Amount</b>
a.	Central Fulton	953 Students	\$ 4,050.25
b.	Forbes Road	376 Students	\$ 1,598.00
c.	Huntingdon Area	1,700 Students	\$ 7,225.00
d.	Juniata County	2,219 Students	\$ 9,430.75
e.	Juniata Valley	660 Students	\$ 2,805.00
f.	Mifflin County	4,476 Students	\$19,023.00
g.	Mount Union Area	1,100 Students	\$ 4,675.00
h.	Southern Fulton	703 Students	\$ 2,987.75
i.	Southern Huntingdon Co.	1,011 Students	\$ 4,296.75
j.	Belleville Mennonite	238 Students	\$ 1,011.50
k.	Calvary Christian Academy	124 Students	\$ 527.00
l.	Juniata Christian	188 Students	\$ 799.00
m.	Mifflin County Christian	95 Students	\$ 403.75
n.	Sacred Heart	70 Students	\$ 297.50
o.	Shade Mountain Christian	74 Students	\$ 314.50
p.	Valley View Christian	79 Students	\$ 335.75
q.	New Day Charter	133 Students	\$ 565.25
r.	Stone Valley Comm. Charter	90 Students	\$ 382.50

**IX. PROGRAMS**

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

**B. Job Descriptions**

1. Recommended approval be granted of the listed new job descriptions. (See Attachment #14.)
  - a. **Teacher Apprentice for Early Intervention**  
Non-certificated (non-professional) Employee
  - b. **Special Assistant for Systems Planning at the Office of Child Development and Early Learning**  
Special Project (non-professional) Employee
  - c. **STEM Student Events and Programming Specialist**  
Special Project (non-professional) Employee
2. Recommended approval be granted of the listed revised job descriptions. (See Attachment #15.)
  - a. **Floating Preschool Teacher**  
Certificated (professional) Employee Level I
  - b. **Floating Teacher - Preschool Head Start**  
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (exempt) Employee

**X. FISCAL**

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

**X. FISCAL**

**B. Purchases/Bids**

1. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #16.)
2. Recommend approval be granted to permanently transfer technology equipment to the Mount Union Area School District. (See Attachment #17.)
3. Recommend approval be granted to purchase Clickview and Streamable Learning for K-12 yearly subscription renewal from **Clickview** - 65 Fairchild Street, Charleston, SC 29492 at an amount not to exceed \$21,433.50 (sole source pricing). Funding source: Instructional Media Services.
4. Recommend approval be granted to purchase Scale Computing, Inc. equipment, maintenance, and support for Early Intervention Technical Assistance from **Link Computer Corporation** - 140 Stadium Drive, PO Box 250, Bellwood, PA 16617 at an amount not to exceed \$24,578 (pricing per quote #1028435 V3). Funding source: Early Intervention Technical Assistance.
5. Recommend approval be granted to purchase 100 Today's One Room School House (TORSH) Talent HS Premium Licenses from **TORSH** - 701 Loyola Avenue #52377, New Orleans, LA 70152 at an amount not to exceed \$17,550. Funding source: Early Intervention Technical Assistance.

**C. Special Education Transportation**

1. Recommend approval be granted of the Special Education Transportation rates for 2025-2026. Rates are determined using the current cost index factor in accordance with the Pennsylvania Department of Education, Bureau of Special Education fiscal guidelines. (2024-2025: 7.224, 2025-2026: 7.433). (See Attachment #18.)
2. Recommend approval be granted of the Special Education Transportation contractors and drivers for 2025-2026. Assignments will be made as needed. (See attachment #19.)
3. Recommend approval be granted to continue contracts for Special Education Transportation with the listed contractors for 2025-2026. Funding source: Special Education Transportation.
  - a. **William Gilson, DBA Gilson Trans., LLC** - 381 Walker TWP Park LN, Mifflintown, PA 17059  
\$156.49 Minimum daily rate - \$2.02/mile for school vehicle (Mifflin County EI Students)  
\$170.28 Minimum daily rate - \$2.01/mile for lift vehicle (Mifflin County EI Students)  
\$176.93 Minimum daily rate - \$2.25/mile for school bus (Mifflin County EI Students)  
\$193.51 Minimum daily rate - \$2.06/mile for school vehicle (Mount Union EI Students)  
\$227.66 Minimum daily rate - \$2.27/mile for lift vehicle (Mount Union EI Students)
  - b. **Dorothy Porter** - 7023 Juniata Valley Pike, Alexandria, PA 16611  
\$75.28 Minimum daily rate - \$2.19/mile for school vehicle  
Transporting students in the Huntingdon County area
  - c. **Lisa Rhone, DBA J & L Rhone Services, LLC** - 15 Rhone Lane, McVeytown, PA 17051  
\$11.12/hour Layover - \$1.91/mile for school vehicle/bus  
Transporting students for field trips as needed
  - d. **Shawn D. Weaver, DBA Weaver Busing, LLC** - 201 West 5<sup>th</sup> Ave., Apt. C, Everett, PA 15537  
\$227.66 Minimum daily rate - \$3.03/mile for school vehicle  
\$227.66 Minimum daily rate - \$3.24/mile for lift vehicle  
Transporting students for in the Fulton County area

**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 #20.)
  - b. **Program Policies** (See Attachment #21.)  
Child Health Status Determination and Care  
Extended Health and Dental Follow-Up Care
  - c. **College Coursework or Credential Plan** (See Attachment #22.)

**X. FISCAL**

**D. Juniata County Early Childhood Services**

2. The Juniata County Early Childhood Services Monthly Report is attached for your information. Information item, no action required. (See Attachment #23.)
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 **Marie O. Hamman** - Mount Union, PA 17066 as a Full-time Early Intervention Paraprofessional/Personal Care Aide, effective at the end of the day on May 23, 2025. Ms. Hamman was employed by TIU since 10/10/2023.
2. Recommend approval be granted to accept the resignation of **Kellen Sines** - Philadelphia, PA 19144 as a Full-time Course Development Coordinator for the TIU Community Education & Workforce Services, effective at the end of the day on June 4, 2025. Ms. Sines was employed by TIU since 7/23/2024.
3. Recommend approval be granted to accept the resignation of **James D. Weible** - Aspers, PA 17304 as a Full-time Social Studies Instructor for Correctional Education Facilities, effective at the end of the day on June 6, 2025. Mr. Weible was employed by TIU since 9/11/2006.
4. Recommend approval be granted to accept the resignation of **Aleisa L. Baumgardner** - Allensville, PA 17002 as a Full-time Senior Manager for Early Education Services for Juniata County Early Childhood Services, effective at the end of the day on September 11, 2025. Ms. Baumgardner has been employed by TIU since 5/31/2018.

**B. Leaves of Absence**

1. A Leave of Absence without pay was approved for the listed employees, using paid and/or unpaid leave, not to exceed 12 weeks. Information item, no action required.
  - a. FML2025-06-01 - effective 5/23/2025 through 6/2/2025
  - b. FML2025-06-02 - effective 8/27/2025 through 11/24/2025

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

1. Recommend approval be granted of a change in assignment for **Abigail Cramer** - Mount Union, PA 17066 from a Part-time to a Full-time Early Intervention Paraprofessional/Personal Care Aide. Ms. Cramer has been employed by TIU since 6/24/2024.  
Terms of Employment:  
Assignment: Full-time Early Intervention Paraprofessional/Personal Care Aide  
Non-certificated (non-professional) Employee Level I.1  
Effective Date: July 1, 2025  
Salary: No change in hourly rate  
Days in Work Year: 181 days/year - (7 hours/day)  
Benefits: Usual benefits granted to non-certificated employees
2. Recommend approval be granted of a reduction in hours/demotion for **Leslie Y. Sanchez** - Port Royal, PA 17082 in her position of Part-time Interpretative Services Staff for Juniata County Early Childhood Services. The demotion is at the request of Ms. Sanchez. Ms. Sanchez was previously employed by TIU from 8/17/2017 through 9/24/2022, and since 3/18/2024.  
Terms of Employment:  
Assignment: Part-time Interpretative Services Staff  
Special Project Head Start/Early Head Start/Pre-K Counts (non-exempt) Employee  
Effective Date: May 12, 2025  
Salary: \$14.84/hour  
Days in Work Year: Less than 10 hours/week  
Benefits: None unless required by state/federal mandates

**XI. PERSONNEL**

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

3. Recommend approval be granted to furlough **Timothy N. Kuhn** - Loysville, PA 17047 as a Part-time Instructional Designer for the TIU Community Education & Workforce Services effective at the end of the day June 30, 2025. The furlough is due to a reduction in funding. Mr. Kuhn has been employed by TIU since 11/5/2019.
4. Recommend approval be granted to furlough **Zachariah S. Stotter** - Middleburg, PA 17842 as a Full-time Business Solutions Representative for the TIU Community Education & Workforce Services effective at the end of the day June 30, 2025. The furlough is due to a reduction in funding. Mr. Stotter was previously employed by TIU from 6/27/2019 through 9/30/2022, and since 10/22/2024.
5. Recommend approval be granted to furlough **April L. Williams** - Bellefonte, PA 16823 as a Full-time Business Consultant for the TIU Community Education & Workforce Services effective at the end of the day June 30, 2025. The furlough is due to a reduction in funding. Ms. Williams has been employed by TIU since 10/17/2022.
6. Recommend approval be granted of a demotion for **Laura A. Hendricks** - Lewistown, PA 17044 in her position of Full-time Customer Service Specialist for the TIU Community Education & Workforce Services. The demotion is a reduction in hourly pay rate and reduced hours and is due to a loss of program funding. Ms. Hendricks has been employed by TIU since 1/7/2020.  
Terms of Employment:  
Assignment: Full-time Customer Service Specialist for the TIU CEWS  
Community Education & Workforce Services (non-certificated) Employee Level 5  
Effective Date: July 1, 2025 through December 31, 2025  
Salary: \$20.21/hour  
Days in Work Year: 37.5 hours/week (7.5 hours/day) through 12/31/2025  
Benefits: Usual benefits granted to CEWS employees
7. Recommend approval be granted of a demotion for **Nicole D. Homan** - Milroy, PA 17063 from a Full-time Instructor to a Part-time Instructor for the TIU Community Education & Workforce Services. The demotion is due to loss of program funding. Ms. Homan has been employed by TIU since 1/9/2019.  
Terms of Employment:  
Assignment: Part-time Instructor for the TIU CEWS  
Community Education & Workforce Services (non-certificated) Employee Level 5  
Effective Date: July 1, 2025  
Salary: \$22.65/hour  
Days in Work Year: Less than 10 hours/week  
Benefits: None unless required by state/federal mandates
8. Recommend approval be granted of a demotion for **Bradley A. Kreitzer** - Liverpool, PA 17045 from a Full-time Business Consultant to a Full-time Business Solutions Representative for the TIU Community Education & Workforce Services. The demotion is due to a reduction of program funding. Mr. Kreitzer has been employed by TIU since 2/14/2022.  
Terms of Employment:  
Assignment: Full-time Business Solutions Representative  
Community Education & Workforce Services (non-certificated) Employee Level 5  
Effective Date: July 1, 2025  
Salary: \$43,702/year  
Days in Work Year: 12 months/year (8 hours/day)  
Benefits: Usual benefits granted to CEWS employees



**XI. PERSONNEL**

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

9. Recommend approval be granted of a demotion for **Denise M. Hurne** - South Williamsport, PA 17702 from a Full-time Business Consultant to a Full-time Business Solutions Representative for the TIU Community Education & Workforce Services. The demotion is due to a reduction of program funding. Ms. Hurne has been employed by TIU since 3/1/2023.  
Terms of Employment:  
Assignment: Full-time Business Solutions Representative  
Community Education & Workforce Services (non-certificated) Employee Level 5  
Effective Date: July 1, 2025  
Salary: \$46,496/year  
Days in Work Year: 12 months/year (8 hours/day)  
Benefits: Usual benefits granted to CEWS employees
10. Recommend approval be granted of a demotion for **Drew A. Edsell** - Benton, PA 17814 from a Full-time Business Consultant to a Full-time Business Solutions Representative for the TIU Community Education & Workforce Services. The demotion is due to a reduction of program funding. Ms. Edsell has been employed by TIU since 5/8/2024.  
Terms of Employment:  
Assignment: Full-time Business Solutions Representative  
Community Education & Workforce Services (non-certificated) Employee Level 5  
Effective Date: July 1, 2025  
Salary: \$45,553/year  
Days in Work Year: 12 months/year (8 hours/day)  
Benefits: Usual benefits granted to CEWS employees

**D. New Employees**

1. Recommend approval be granted for **Marissa Popp** - Mifflin, PA 17058 to serve as a volunteer within the TIU Special Education Early Intervention Program. The individual provided the required background certificates/clearances. Volunteer service will continue if the individual provides current clearances and/or paperwork as required.
2. Recommend approval be granted to employ **Michaela Andrews** - McVeytown, PA 17051 on a provisional basis as a Full-time Teacher - Preschool Head Start, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Full-time Teacher - Preschool Head Start  
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (exempt) Employee  
Effective Date: July 29, 2025  
Salary: \$32,800/year  
Days in Work Year: 40 weeks/year (40 hours/week)  
Benefits: Usual benefits granted to JCECS employees
3. Recommend approval be granted to employ **Kaitlin Whisler** - Reedsville, PA 17084 on a provisional basis as a Full-time Early Intervention Classroom Teacher, pending receipt of required clearances and employment paperwork. This is a vacant position.  
Terms of Employment:  
Assignment: Full-time Early Intervention Classroom Teacher  
Certificated (professional) Employee Level I  
Effective Date: July 1, 2025  
Salary: \$59,042/year - Step 7, Masters  
Days in Work Year: 187 days/year (7.5 hours/day)  
Benefits: Usual benefits granted to certificated employees

**XI. PERSONNEL**

**D. New Employees**

4. Recommend approval be granted to employ **Michael S. Di Tizio** - Philadelphia, PA 19146 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: June 11, 2025  
Salary: \$20/hour  
Days in Work Year: 25 to less than 30 hours/week  
Benefits: None unless required by state/federal mandates
5. Recommend approval be granted to employ **William J. Gallagher** - Chalfont, PA 18914 on a provisional basis as a Full-time Special Assistant for Systems Planning at the Office of Child Development and Early Learning, pending receipt of required clearances and employment paperwork. This is a new position.  
Terms of Employment:  
Assignment: Full-time Special Assistant for Systems Planning at OCDEL  
Special Project (non-professional) Employee  
Effective Date: July 1, 2025  
Salary: \$112,000/year  
Days in Work Year: 12 months/year (8 hours/day)  
Benefits: Usual benefits granted to special project employees
6. Recommend approval be granted to employ one full-time STEM Student Events and Programming Specialist Employee (special project/non-professional) effective on/about June 16, 2025. The starting salary will be commensurate with experience and to scale with benefits if required by state/federal mandates. When the position is filled, the name will be presented to the TIU Board for approval.
7. Recommend approval be granted to employ two full-time Business Solution Representatives for the TIU Community Education & Workforce Services (CEWS/non-certificated/Level 5) effective July 1, 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.

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

1. Recommend approval be granted to continue the Supplemental Contract for **Autumn B. Bilger** Mill Creek, PA 17060, Full-time Executive Secretary for Special Education, to serve as Coordinator of Vision/Hearing Screenings as outlined in the approved job description. Reimbursement at an amount not to exceed \$2,500. Effective date is July 1, 2025 through June 30, 2026. Ms. Bilger has been employed by TIU since September 15, 2017. Funding source: Special Education and Early Intervention.
2. Recommend approval be granted of a Supplemental Contract for **Elizabeth A. Cox** - Lewistown, PA 17044, Full-time Educational Consultant, to provide professional development and training support to assigned TaC initiatives. Effective date is June 2, 2025 through June 30, 2025. Reimbursement at per diem rate not to exceed 2 days. Ms. Cox has been employed by TIU since 10/31/2022. Funding source: Early Intervention and Special Education.
3. Recommend approval be granted of a Supplemental Contract for **Denise N. Shugarts** - Mount Union, PA 17066, Full-time Interagency/Mental Health Coordinator, to serve as TIU Liaison for contracting school districts and programs for coordination of services for social worker/mental health professionals. Effective date is July 1, 2025 through June 30, 2026. Reimbursement at per diem rate not to exceed 10 days. Ms. Shugarts has been employed by TIU since 9/16/2019. Funding source: Early Intervention and Special Education.

**XI. PERSONNEL**

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

4. Recommend approval be granted of a Supplemental Contract for **Janelle E. Ward** - Spring Run, PA 17262, that in addition to her assignment as Full-time Social Worker/Mental Health Professional, she provide QBS Safety Care Training to school district and early intervention staff. Effective date is September 1, 2025 through August 31, 2026. Reimbursement at per diem rate not to exceed 15 days. Ms. Ward has been employed by TIU since 9/26/2022. Funding source: Early Intervention and Special Education.
5. Recommend approval be granted of a Supplemental Contract for **Nalini Kowalski** - Huntingdon, PA 16652, Full-time Early Intervention Teacher/ITL, to provide oversight in the operations and activities for The Learning Tree Preschool in collaboration with the TIU Early Intervention Program. Responsibilities include program development, lesson planning, and maintenance of records. Effective date is July 1, 2025 through June 30, 2026. Reimbursement at an amount not to exceed \$3,500. Ms. Kowalski has been employed by TIU since 12/12/2003. Funding source: Local preschool program revenues.
6. Recommend approval be granted of Supplemental Contracts for the listed Full-time Early Intervention Classroom Teacher - ITL staff to work three additional days during the 2025-2026 school year (187 days/year to 190 days/year). Additional days are needed to fulfill duties as Instructional Team Leaders for Early Intervention. Effective date is July 1, 2025 through June 30, 2026 to be paid at the individual's per diem rate. Funding source: Special Education and Early Intervention.
  - a. **Elisabeth A. Popp** - Mifflin, PA 17058 (employed since 10/10/2003)
  - b. **Nalini Kowalski** - Huntingdon, PA 16652 (employed since 12/12/2003)
  - c. **Tracy L. Shade** - Lewistown, PA 17044 (employed since 11/30/2005)
7. Recommend approval be granted of a Supplemental Contract for **Elizabeth C. Kruse** - Huntingdon, PA 16652, Full-time Educational Consultant, to provide assistance with virtual attendance forms for special education staff to document planned versus provided special education services. Effective date is July 1, 2025 through June 30, 2026. Reimbursement at per diem rate not to exceed five days. Ms. Kruse has been employed by TIU since 4/12/2016. Funding source: Early Intervention and Special Education.
8. Recommend approval be granted of a Supplemental Contract for **Kathleen D. Hershberger** - Belleville, PA 17004, Full-time Social Worker/Mental Health Professional, to provide social work services for New Day Charter School. Effective date is June 2, 2025 through August 11, 2025. Reimbursement at per diem rate not to exceed 10 days. Ms. Hershberger has been employed by TIU since 8/20/2021. Funding source: School district funding.
9. Recommend approval be granted of a Supplemental Contract for **Christopher A. Gallagher** - State College, PA 16801, Full-time Instructional Designer for CEWS, to create online resources and courses for adult educators in Pennsylvania as part of the CEWS technology project. Effective date is May 15, 2025 through June 30, 2025. Reimbursement at the rate of \$29.78/hour not to exceed 40 hours. Mr. Gallagher has been employed by TIU since 2/21/2019. Funding source: CEWS.
10. Recommend approval be granted of a Supplemental Contract for **Lisa M. Low** - James Creek, PA 16657, Full-time Instructional Assistant for Correctional Education Facilities, to assist with summer school and working with students on OSHA training. Effective date is May 9, 2025 through August 8, 2025. Reimbursement at the rate of \$22.50/hour not to exceed 4 hours/day. Ms. Low has been employed by TIU since 1/1/2017. Funding source: Corrections Education/OVR.

**XI. PERSONNEL**

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

- 11.** Recommend approval be granted of Supplemental Contracts for the listed employees from the Juniata County Early Childhood Services to provide recruitment, education in-service, and/or transportation in-service. Effective date is on/about June 16, 2025 through on/about August 29, 2025 at the listed rates and hours. Funding source: Juniata County Early Childhood Services.
  - a. **Carrie Miller:** Part-time Program Aide - \$11/hour not to exceed 50 hours  
Port Royal, PA 17082 - employed by TIU since 8/19/2024
  - b. **Heidi S. Black:** Full-time Teacher - Preschool Head Start - \$172/day not to exceed 1 day  
Mifflintown, PA 17059 - employed by TIU since 1/28/2006
  - c. **Felicia M. Barrick:** Part-time Program Aide - \$13/hour not to exceed 16 hours  
Mifflintown, PA 17059 - employed by TIU since 9/9/2015
  - d. **Debby L. Stanton:** Full-time Asst. Teacher/Teacher Aide - \$16.86/hour not to exceed 50 hours  
Mifflintown, PA 17059 - employed by TIU since 9/3/2013
  - e. **Angelique R. Price:** FT Floating Teacher - Preschool HS - \$158/day not to exceed 1 day  
Port Royal, PA 17082 - employed by TIU since 9/15/2020
  - f. **Shayla G. Milligan:** Full-time Asst. Teacher/Teacher Aide - \$15.36/hour not to exceed 8 hours  
Yeagertown, PA 17099 - employed by TIU since 8/19/2024
- 12.** Recommend approval be granted of Revised 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. *The revision is for an additional 44 hours/individual for a total not to exceed 200 hours/individual due a staff resignation.* Funding source: Community Education & Workforce Services. Refer to Minutes of 3/13/2025 Board meeting, Item XI-E-5-b-c.
  - a. **Sarah N. Creasy** - Denver, CO 80221: \$28.96/hour  
Full-time Instructional Designer, employed since 12/13/2019
  - b. **Tessa C. Gross** - Port Royal, PA 17082: \$30.22/hour  
Full-time Instructional Designer II, employed since 9/9/2011

**F. Extended School Year (ESY)**

- 1.** Recommend approval be granted to issue a Supplemental Contract to **Morghan Taylor** (Certified Occupational Therapy Assistant) - Upper Strasburg, PA 17265 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.

**XII. CONFERENCE REQUESTS**

- 1.** Recommend approval be granted for **Stephanie D. Daniels**, Curriculum Consultant, to attend the Confratute Gifted Conference in Storrs, CT from July 13-17, 2025 at an approximate cost of \$2,999. Ms. Daniels will attend the conference to support her work under the Javits Grant and will bring back information and resources that can be shared across the IU and districts. Funding source: JAVITS Grant.
- 2.** Recommend approval be granted for **Sarah E. Holland**, Director, Parent to Parent of Pennsylvania and Family Engagement, to attend the Division for Early Childhood Conference in Portland, OR from October 7-10, 2025 at an approximate cost of \$2,815. Ms. Holland will present four sessions, sharing practices related to Parent to Parent and family leadership support. Funding source: Parent to Parent of PA.

**XII. CONFERENCE REQUESTS**

3. Recommend approval be granted for **Stephanie Graaf**, Early Intervention Technical Assistance Consultant for Early Intervention, to attend the APTA Annual Pediatrics Conference in Colorado Springs, CO from October 29, 2025 through November 3, 2025 at an approximate cost of \$2,692. This is the only national conference for pediatric physical therapists. Ms. Graff is the only physical therapist on EITA staff. She will bring back new information and research to share with staff and the Bureau. Funding source: Early Intervention Technical Assistance.

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

**A. Field Trips**

1. Place: Moist Run Park Mifflintown  
Date: June 25, 2025  
Participants: 3 staff/chaperones, 12 parents, 8 students (PAT Program)  
Purpose: Gross motor development
2. Place: Lewisburg Children's Museum  
Date: July 22, 2025  
Participants: 6 staff/chaperones and 10 students (Early Head Start)  
Purpose: Explore the Museum

**B. Employee Data**

<b>April 10, 2025</b>	<b>May 8, 2025</b>
321 Full-time	320 Full-time
50 Part-time	49 Part-time
6 Substitutes	6 Substitutes
1 Temporary	1 Temporary

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

**XV. ADJOURNMENT**

Other business.

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