

Tuscarora Intermediate Unit Board of Directors'
REGULAR BOARD MEETING AGENDA
Thursday, September 11, 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.

V. MINUTES OF PREVIOUS MEETING

Recommend approval be granted of the minutes of the regular board meeting of July 10, 2025. (Minutes are posted.)

VI. REPORTS

A. Treasurer's Report

Recommend approval be granted of the Treasurer's Reports for June 2025 (*revised*), July 2025, and August 2025. (See Attachment #1.)

B. Budget Transfers (none)

C. Payment of Bills

Recommend approval be granted of the payment of bills for July 2025 and August 2025. (Printouts are posted.)

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

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

1. Recommend approval be granted to adopt a Resolution (2025-01) related to a Revenue Anticipation Note - Non-Revolving Line of Credit in a principal amount not to exceed \$7,000,000 at the fixed rate of 4.79 percent through Juniata Valley Bank - Mifflintown, PA 17059, and to give Ms. Lisa Watson, her staff, the solicitor, and any other pertinent parties the authorization to prepare and submit the required paperwork that will be submitted to the Bank and State Departments to commit the Tuscarora Intermediate Unit to the obligation. (See Attachment #2.)
2. Recommend approval be granted for the TIU Board of Directors to authorize the TIU Board Secretary to cast one vote for each Pennsylvania School Board Association (PSBA) officer using the PSBA Slate of Candidates. The electronic vote must be cast during the open voting period 8/20/2025 - 10/15/2025. Each school entity is strongly encouraged to discuss and vote on PSBA Officer Candidates. (See Attachment #3.)

**According to PSBA Policy and Procedures Manual - Policy 302, the Nominating Committee may endorse slated candidates. Endorsed candidates are noted with an asterisk (*).*

- a. **2026 President-Elect** (one-year term):
The TIU Board of Directors select _____ as their candidate for President-Elect.
(One candidate: Holly Arnold*)
 - b. **2026 Vice President** (one-year term):
The TIU Board of Directors select _____ as their candidate for Vice President.
(One candidate: Matt Vannoy*)
 - c. **2026-2028 Central Zone Representative** (three-year term):
The TIU Board of Directors select _____ as their candidate for Central Zone Rep.
(One candidate: Julie Preston*)
 - d. **Insurance Trustees:** (three-year term - vote for up to two candidates):
The TIU Board of Directors select _____ as their candidate(s) for Trustee.
(Two candidates: Kathy K. Swope, Roberta M. Marcus)
3. Recommend approval be granted to appoint **Aimee L. Willett, Esquire** - 160 South Montgomery Street, Suite 2B, Hollidaysburg, PA 16648 as Board Solicitor to serve the Tuscarora Intermediate Unit Board of Directors effective 7/1/2025 through 6/30/2026 at the rate of \$145/hour for general solicitor work, and \$165/hour for specialized work, including negotiations, personnel matters, and litigation. Attorney Willett has served as Board Solicitor since 7/1/2022.
 4. The Bureau of Workforce Development Administration (BWDA) has reviewed the Single Audit for Year Ended 6/30/2024, as it relates to the Workforce Innovation and Opportunity Act (WIOA), Digital Literacy/Youth ALN 17.259. Specifically, internal controls, management notes, schedule of expenditures, and auditor findings were reviewed. The audit report contained no findings and/or deficiencies in the programmatic and financial systems of the WIOA programs. Therefore, no further action is necessary. Information item, no action required. (See Attachment #4.)

B. Policy/School Calendars (none)

C. Contracts/Leases

1. Recommend approval be granted of an Affiliation Agreement between Tuscarora Intermediate Unit and **Central Penn College** - 600 Valley Road, Enola, PA 17025 to host observation hours, internship, and clinical externship experiences for mutually agreed upon Occupational Therapy students for a period of five years effective 07/2025 through 07/2030. Individual hours and internship lengths will vary. All students will obtain necessary clearances.

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C. Contracts/Leases

2. Recommend approval be granted of an Affiliation Agreement between Tuscarora Intermediate Unit and **Allegheny College of Maryland** - 12401 Willowbrook Road, SE Cumberland, MD, 21502 to host observation hours and internship experiences for students within the nursing and applied sciences programs for a period of five years effective 07/2025 through 07/2030. Individual hours and internship lengths will vary. All students will obtain necessary clearances.
3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Ghia Kelly Coaching and Consulting, LLC** - 2241 North Monroe Street #1560, Tallahassee, FL 32303 to provide a keynote and breakout session at the Family Leadership Conference in Harrisburg, PA. Effective date is 3/24/2026 through 3/25/2026. Reimbursement at the rate of \$3,500, plus approved travel. Funding source: EITA/Early Childhood Comprehensive System Grant.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Capital Area Intermediate Unit** - 55 Miller Street, Enola, PA 17025 to participate in the Capital Area Pathways to Teaching (CAPT) program for approved associate or bachelor's degree seeking teacher candidates. Effective date is 7/1/2025 through 6/30/2027. Reimbursement not to exceed \$22,000/slot. Funding source: Special Education and Early Intervention.
5. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Lancaster Lebanon Intermediate Unit 13** - 1020 New Holland Avenue, Lancaster PA 17601 for technology support provided to Early Intervention Technical Assistance staff located at the Harrisburg PaTTAN location. Effective date is 7/1/2025 through 6/30/2026. Reimbursement not to exceed \$26,844 based on actual expenditures. Funding source: EITA.
6. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **ProCare Therapy, LLC** - 1979 Lakeside Pkwy, Tucker, GA 30084 for in person early intervention and school age speech therapy services. Reimbursement at the rate of \$100/hour. Effective date is 9/8/2025 through 6/19/2026. Funding Source: Early Intervention and Special Education.
7. Recommend approval be granted of a Letter of Interest between Tuscarora Intermediate Unit and **Schneider Electric** - 431 Dawson Avenue, Pittsburgh, PA 15202 to evaluate the current state of business and facilities operations with the purpose of identifying future opportunities for enabling the goals, mission, and direction of the organization as it relates to electricity usage, generation, and physical plant operation. Schneider Electric will provide the Business Case Analysis at no financial obligation to the Tuscarora Intermediate Unit 11. Effective date is 09/12/2025.
8. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **University of Pittsburgh**, School of Education, Office of Child Development - 300 MURDC, 3420 Forbes Avenue, Pittsburgh, PA 15260 to continue to serve as the independent evaluator of the TIU Early Childhood Education Health and Nutrition Promotion Program and School Wellness Programs. Effective date of renewal is 7/1/2025 through 6/30/2026. Reimbursement not to exceed \$86,294. Funding source: CEWS/Department of Health Wellness Initiatives.
9. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Society of Health and Physical Educators in Pennsylvania** (SHAPE PA) - 401 Fairview Street, Lock Haven University, Lock Haven PA 17745 to offer professional development, technical assistance, and resources on a variety of school-based interventions to promote equity and improve health, academic achievement, and well-being of students through statewide conferences, local trainings and skills-based workshops. Effective date is 7/1/2025 through 6/30/2026. Reimbursement not to exceed \$44,000. Funding source: CEWS/Department of Health Wellness Initiatives.
10. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Selah Integrative Wellness, LLC** - 301 Wingate Drive, Pittsburgh, PA 15205 to oversee the Nourish Yourself Create Healthy Futures sessions and a Leadership Program for early childhood educators. Effective date is 8/1/2025 through 6/30/2026. Reimbursement not to exceed \$41,125. Funding source: CEWS/Department of Health Wellness Initiatives.

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11. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **CZG Services, LLC** - 10 Second Street Ext, Donora, PA 15033 to assist in the transition of the Department of Health projects and oversee and manage the Commonwealth Libraries Play and Grow and One Book Projects. Effective date is 9/16/2025 through 6/30/2026. Reimbursement not to exceed \$70,875. Funding Source: CEWS/DOH and Commonwealth Libraries.
12. The Tuscarora Intermediate Unit is providing a 90- day notice to **Gentry Grand, LLC** - 7799 Woodbury Pike, Roaring Spring PA 16635 for the end of the lease for the 930 Moore Street, Huntingdon, PA 16652 location with an effective end date of October 31, 2025. This location was used to operate the Huntingdon County Early Intervention classroom. Information item, no action required.
13. Recommend approval be granted of a Lease Agreement between Tuscarora Intermediate Unit and **Gentry Grand, LLC** - 7799 Woodbury Pike, Roaring Spring PA 16635, for the building location at 930 Moore Street, Huntingdon PA 16652 for classroom and office space. The property is approximately three thousand (3,000) square feet. The term of the lease shall be for a period of three (3) years, commencing on 8/1/2025 and concluding on 7/31/2028. Annual rent will be \$33,075 payable monthly at the amount of \$2,756. Funding Source: Early Intervention Preschool.
14. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Dr. Sylvia A. Martinez** - 1417 S. Avenue G Place, Portales, NM 88130 for English Learners (EL) consulting services including training and technical assistance for sending LEAs related to EL, Individual Language Learner Plans inclusive of coaching and mentoring of ESL teachers who provide services to Alternative Education Disruptive Youth (AEDY) programs, develop related video modules, and create Pop-Up Practice modules. Effective date is 7/1/2025 through 6/30/2026. Reimbursement at the rate of \$150/hour not to exceed 360 hours or \$54,000. Funding source: Special Projects Agreement through Lancaster Lebanon IU 13.

D. Contracts/Payments for TIU Revenue Note, Series of 2022 (none)

E. Vendor Contracts

1. Recommend approval be granted of a Modification to Contract Form between Tuscarora Intermediate Unit and **Central Pennsylvania Workforce Development Corporation (CPWDC)** - 130 Kelly Square, Suite 1, Lewisburg, PA 17837 to extend the current Business Solutions contract for the period of 7/1/2025 through 6/30/2026. TIU will be reimbursed a maximum of \$759,098.
2. Recommend approval be granted of a Memorandum of Understanding between Tuscarora Intermediate Unit and **Mifflin County Correctional Facility (MCCF)** - 103 West Market Street, Lewistown, PA 17044 for TIU to provide adult education and workforce services to inmates housed in the MCCF. Effective date is 7/1/2025 through 6/30/2026. TIU will be reimbursed \$7,500 for services.
3. Recommend approval be granted of a Purchase of Service Agreement between Tuscarora Intermediate Unit and **Mifflin County Children and Youth Services** - 101 West Third Street, Lewistown, PA, 17044. The TIU will be reimbursed a maximum of \$734,341 to provide Project YES, Second Step, and Botvin Life Skills prevention programs. Effective date is 7/1/2025 through 6/30/2026.
4. Recommend approval be granted of a Purchase of Service Agreement between Tuscarora Intermediate Unit and **Mifflin County Children and Youth Services** - 101 West Third Street, Lewistown, PA, 17044. The TIU will be reimbursed a maximum of \$146,320 for the implementation of Mifflin County Communities That Care. Effective date is 7/1/2025 through 6/30/2026.

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E. Vendor Contracts

5. Recommend approval be granted of a Purchase of Service Agreement between Tuscarora Intermediate Unit and **Juniata County Children and Youth Services** - 133 Industrial Circle, Suite 1, Mifflintown, PA 17059. The TIU will be reimbursed a maximum of \$219,314 to provide Second Step prevention programming and \$50,496 to provide Botvin Life Skills prevention program in the Juniata County School District. Effective date is 7/1/2025 through 6/30/2026.

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions

1. Recommended approval be granted of the listed new job description. (See Attachment #5.)
 - a. **I.T. Day to Day Substitute**
Non-certificated (non-professional) Employee
2. Recommended approval be granted of the listed revised job descriptions. (See Attachment #6.)
 - a. **CONNECT Helpline Customer Service and Administrative Support Staff for EITA**
Special Project (non-professional) Employee Level 4
 - b. **Education and Health Services Assistant**
Special Project Head Start/Early Head Start/Pre-K Counts/PAT (non-exempt) Employee
 - c. **Behavioral Health Aide**
Special Project Head Start (non-exempt) Employee

X. FISCAL

A. Budgets - new, revised

1. Recommend approval be granted of the 2025-2026 Program and Services Budgets and related operation of those Programs in the amount of \$47,552,399. (See Attachment #7.)

B. Purchases/Bids

1. Recommend approval be granted to purchase Avantis ClassVR Headset Kits with Access to Teachers Portal and Avantis World Remote Setup from **GovConnection** - 706 Milford Road, Merrimack, NH 03054 at an amount not to exceed \$21,675.31 (pricing per PEPPM). Funding source: Corrections Education.
2. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #8.)
3. Recommend approval be granted to permanently transfer technology equipment to Central Susquehanna Opportunities due to funding transfer. (See Attachment #9.)

C. Special Education Transportation (none)

X. FISCAL

D. Head Start Program and 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 #10.)
 - b. **EHS Governance Report** (See Attachment #11.)
 - c. **Policies** (See Attachment #12.)
 - Activities Related to Food
 - Building Culturally Sustaining Learning Environments
 - EI Memorandum of Understanding
 - d. Federal Assistance Head Start/Early Head Start 2026-2030 Grant to include the required assurances and certifications to ensure proper planning, management, and completion of the grant as awarded. (See Attachment #13.)
 - e. **Disposal of Head Start Vehicles:**
 - 2007 Chevrolet Express 16 passenger Bus: Bus #9 - VIN #1GBJG31U671189717 Mileage: approx. 141,459. Poor condition. Fair market value \$1,500.
 - 2007 Chevrolet Express 16 passenger Bus: Bus #11 - #1GBJG31U871190304 Mileage: approx. 193,791. Poor condition. Fair market value \$1,500.
 - 2010 Red Chevrolet Cobalt - VIN #1G1AD5F4A7211650 - Mileage: 72,816. Fair condition. Fair market value \$2,675.
 - 2007 Dodge Caravan - VIN #1D4GP24R37B164861 - Mileage: 83,410. Poor condition. Fair market value \$2,125.
 - 2010 Dodge Grand Caravan - VIN # 2D4RN4DEXAR292529 - Mileage: 56,162. Fair condition. Fair market value \$3,025.
 - f. **Change in Scope** - Voyagers Classroom to a 160-day schedule (See Attachment #14.)
 - g. **2025-2026 Monitoring Schedule** (See Attachment #15.)
 - h. **2024-2025 Continuous Quality Improvement Plan** (See Attachment #16.)
 - i. **2026-2030 Program Goals** (See Attachment #17.)
 - j. **2024 Annual Program Report** (See Attachment #18.)
 - k. **Review of the 2026-2030 Five-year Baseline Grant Funding & Budget Categories for Head Start and Early Head Start. Total grant application: \$2,416,148.** (See Attachment #19.)
2. Recommend approval be granted to purchase a 2027 Saf-T-Liner C2 191TS 48 passenger Bus at a cost of \$123,365 through **Rohrer Bus** - 1515 State Road, Duncannon, PA 17020. Procurement is through the Sourcwell Contract #102623-TBB. Expected delivery date of the bus is February 2026. Funding source: Head Start.
3. Recommend approval be granted of the reapproval of the Head Start/Early Head Start budget revision and carryover request as revised in a combined amount of \$290,512.61. Refer to Board Meeting Minutes of 2/13/2025, Item X-D-2. (See Attachment #20.)
4. The Juniata County Early Childhood Services Monthly Report is attached for your information. Information item, no action required. (See Attachment #21.)
5. Kelly Zurybida will provide education related to the Head Start Program and Juniata County Early Childhood Services.

XI. PERSONNEL

A. Resignations/Retirements

1. Recommend approval be granted to accept the resignation for retirement purposes of **Dr. Heather E. Thompson** - Holland, PA 18966 as a Full-time Autism Initiative Trainer/Mentor/Developer Consultant - PaTTAN, effective at the end of the day on 8/1/2025. Dr. Thompson was employed by TIU since 8/13/2010.

XI. PERSONNEL

A. Resignations/Retirements

2. Recommend approval be granted to accept the resignation of **Sarah M. Gearhart** - McVeytown, PA 17051 as a Full-time Executive Secretary for Professional Development Services/Receptionist, effective at the end of the day on 8/15/2025. Ms. Gearhart was employed by TIU since 2/18/2025.
3. Recommend approval be granted to accept the resignation of **Shannon J. Fye** - Lewistown, PA 17044 as a Part-time Vision-Hearing Screening Aide, effective at the end of the day on 7/28/2025. Ms. Fye was employed by TIU since 8/15/2022.
4. Recommend approval be granted to accept the resignation of **Denise M. Hurne** - South Williamsport, PA 17702 as a Full-time Business Solutions Representative for the TIU Community Education & Workforce Services, effective at the end of the day on 8/15/2025. Ms. Hurne was employed by TIU since 3/1/2023.
5. Recommend approval be granted to accept the resignation of **Brian K. Fleming** - Saint Thomas, PA 17252 as a Full-time Special Education Instructor for Correctional Education Facilities, effective at the end of the day on/about 10/15/2025. Mr. Fleming has been employed by TIU since 10/11/2021.
6. Recommend approval be granted to accept the resignation of **Susan M. Engelbarts** - Bellefonte, PA 16823 as a Full-time Business Solutions Representative for the TIU Community Education & Workforce Services, effective at the end of the day 9/12/2025. Ms. Engelbarts has been employed by TIU since 5/7/2024.
7. Recommend approval be granted to accept the resignation of **Faith Pannebaker** - Port Royal, PA 17082 as a Part-time Program Aide for Juniata County Early Childhood Services, effective at the end of the day 6/6/2025. Ms. Pannebaker was employed by TIU since 1/23/2025.
8. Recommend approval be granted to accept the resignation of **Kelsey R. Prough** - Mount Union, PA 17066 as a Full-time Instructor Youth Projects for the TIU Community Education & Workforce Services, effective at the end of the day on 9/3/2025. Ms. Prough was employed by TIU since 10/23/2023.
9. Recommend approval be granted to accept the resignation of **Matthew T. Polito** - Chambersburg, PA 17202 as a Full-time Principal for Correctional Education Facilities, effective at the end of the day on/about 10/12/2025. Mr. Polito has been employed by TIU since 10/30/1997.
10. Recommend approval be granted to accept the resignation of **Susan Guyer** - Lewistown, PA 17044 as a Part-time Early Intervention Paraprofessional/Personal Care Aide, effective at the end of the day 8/15/2025. Ms. Guyer was employed by TIU since 6/24/2024.
11. Recommend approval be granted to accept the resignation of **Emily E. Beals** - Philipsburg, PA 16866 as a Part-time Speech Therapist for the Non-public School Program, effective at the end of the day 8/1/2025. Ms. Beals was employed by TIU since 9/4/2018.
12. Recommend approval be granted to accept the resignation of **Megan N. Nicholson** - Bellwood, PA 16617 as a Full-time Speech Therapist, effective at the end of the day on/about 10/17/2025. Ms. Nicholson has been employed by TIU since 8/4/2025.

B. Leaves of Absence

1. 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. FML2025-09-01 - effective 6/16/2025 through 9/8/2025
 - b. FML2025-09-02 - effective 9/24/2025 through 2/11/2026 (60 days FMLA, 14 unpaid LOA)
 - c. FML2025-09-03 - effective 8/8/2025 through 8/25/2025
 - d. FML2025-09-04 - effective 9/3/2025 through 10/19/2025

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

1. Recommend approval be granted of a change in assignment for **Ashley M. Mackey** - Fayetteville, PA 17222 from a Full-time Executive Secretary to the Principal/Director for Correctional Education Facilities to a Full-time Life Skills Instructor for Correctional Education Facilities. Ms. Mackey has been employed by TIU since 11/18/2019.

Terms of Employment:

Assignment: Full-time Life Skills Instructor for Correctional Education Facilities

Certificated (professional) Employee Level I

Effective Date: 8/11/2025

Salary: \$55,119/year - (Step 1, Bachelor's)

Days in Work Year: 188 days/year - (7.5 hours/day)

Benefits: Usual benefits granted to certificated employees

2. Recommend approval be granted of an additional assignment for **Kathy J. Stimely** - McVeytown, PA 17051. In addition to working as a Substitute Secretary/Receptionist, she will work as a Seasonal/Part-time Vision-Hearing Screening Aide. Ms. Stimely was previously employed by TIU from 7/5/1976 through 4/6/2015 and since 11/1/2022.

Terms of Employment:

Additional Assignment: Seasonal/Part-time Vision-Hearing Screening Aide

Non-certificated (non-professional) Employee Level I

Effective Date: 8/13/2025

Salary: \$20/hour

Days in Work Year: 25 to less than 30 hours/week (approximately September - December)

Benefits: None unless required by state/federal mandates

3. Recommend approval be granted to recall from furlough **April L. Williams** - Bellefonte, PA 16823 as a Full-time Manager for Innovation and Special Projects for the TIU Community Education & Workforce Services. Ms. Williams was previously employed by TIU from 10/17/2022 through 6/30/2025.

Terms of Employment:

Assignment: Full-time Manager for Innovation and Special Projects for the TIU CEWS

Community Education & Workforce Services (non-professional) Employee Level 7.5

Effective Date: 9/10/2025

Salary: \$70,000/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 one (1) **I.T. Day to Day Substitute**, non-certificated (non-professional) employee at the rate of \$150/day, with no benefits unless required by state/federal mandates. Effective date is on/about 9/12/2025. Funding source: Educational Technology.
2. Recommend approval be granted to employ **Brianna Shipley** - Everett, PA 15537 on a provisional basis as a Full-time Language Arts Instructor for Correctional Education Facilities. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.

Terms of Employment:

Assignment: Full-time Language Arts Instructor for Correctional Education Facilities

Certificated (professional) Employee Level I

Effective Date: 8/11/2025

Salary: \$55,119/year (Step 1, Bachelor's)

Days in Work Year: 188 days/year - 7.5 hours/day

Benefits: Usual benefits granted to certificated employees

XI. PERSONNEL

D. New Employees

3. Recommend approval be granted to employ **Victoria Heffner** - Aspers, PA 17304 on a provisional basis as a Full-time Social Studies Instructor for Correctional Education Facilities. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Social Studies Instructor for Correctional Education Facilities
Certificated (professional) Employee Level I
Effective Date: 8/11/2025
Salary: \$55,119/year (Step 1, Bachelor's)
Days in Work Year: 188 days/year - 7.5 hours/day
Benefits: Usual benefits granted to certificated employees
4. Recommend approval be granted to employ **George D. Arters** - Greencastle, PA 17225 on a provisional basis as a Full-time Language Arts Instructor for Correctional Education Facilities. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Language Arts Instructor for Correctional Education Facilities
Certificated (professional) Employee Level I
Effective Date: 8/11/2025
Salary: \$55,119/year (Step 1, Bachelor's)
Days in Work Year: 188 days/year - 7.5 hours/day
Benefits: Usual benefits granted to certificated employees
5. Recommend approval be granted to employ **Krista Anderson** - Needmore, PA 17238 on a provisional basis as a Full-time Teacher Apprentice for Early Intervention. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Teacher Apprentice for Early Intervention
Non-certificated (non-professional) Employee
Effective Date: 9/2/2025
Salary: \$23.50/hour (Associate's)
Days in Work Year: 181 days/year - 7 hours/day
Benefits: Usual benefits granted to non-certificated employees
6. Recommend approval be granted to employ **Mary Lawlor** - Clarks Summit, PA 18411 on a provisional basis as a Full-time Educational Consultant for the PaTTAN Autism Initiative. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Educational Consultant for the PaTTAN Autism Initiative
Special Project (non-professional) Employee
Effective Date: 8/25/2025
Salary: \$76,000/year (Master's) - prorated
Days in Work Year: 12 months/year - 8 hours/day - prorated
Benefits: Usual benefits granted to special project employees

XI. PERSONNEL

D. New Employees

- 7.** Recommend approval be granted to employ **Samantha K. Freeman** - Fayetteville, PA 17222 on a provisional basis as a Full-time Executive Secretary to the Principal/Director for Correctional Education Facilities. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Executive Secretary to the Principal/Director for CEF
Non-certificated (non-professional) Employee Level 3
Effective Date: 8/20/2025
Salary: \$37,000/year - prorated
Days in Work Year: 12 months/year - 8 hours/day - prorated
Benefits: Usual benefits granted to non-certificated employees
- 8.** Recommend approval be granted to employ **Dr. Sarah E. Cox** - Tyrone, PA 16686 on a provisional basis as a Full-time STEM Student Events and Programming Specialist. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time STEM Student Events and Programming Specialist
Special Project (non-professional) Employee
Effective Date: 8/25/2025
Salary: \$68,000/year (Doctorate)
Days in Work Year: 210 days/year - 8 hours/day
Benefits: Usual benefits granted to special project employees
- 9.** Recommend approval be granted to employ **Elizabeth Perkinson** - Middleburg, PA 17842 on a provisional basis as a Full-time Teacher-Preschool Pre-K Counts for Juniata County Early Childhood Services. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Teacher-Preschool Pre-K Counts
Certificated (professional) Employee Level I
Effective Date: 8/18/2025
Salary: \$44,884/year (Bachelor's)
Days in Work Year: 187 days/year - 8 hours/day
Benefits: Usual benefits granted to certificated employees
- 10.** Recommend approval be granted to employ **Andrew J. Ditty** - Waynesboro, PA 17268 on a provisional basis as a Full-time Principal for Correctional Education Facilities. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.
Terms of Employment:
Assignment: Full-time Principal for Correctional Education Facilities
Certificated (professional) Employee
Effective Date: On/About 9/15/2025
Salary: \$82,000/year (Master's) - prorated
Days in Work Year: 210 days/year - 7.5 hours/day - prorated
Benefits: Usual benefits granted to certificated employees

XI. PERSONNEL

D. New Employees

11. Recommend approval be granted to employ **Bryant J. Litton** - Hagerstown, MD 21740 on a provisional basis as a Full-time Teacher Apprentice for Correctional Education Facilities. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.

Terms of Employment:

Assignment: Full-time Teacher Apprentice for Correctional Education Facilities

Non-certificated (non-professional) Employee

Effective Date: 8/25/2025

Salary: \$36,660/year - prorated

Days in Work Year: 188 days/year - 7.5 hours/day - prorated

Benefits: Usual benefits granted to non-certificated employees

12. Recommend approval be granted to employ **Brooke Boonie** - Petersburg, PA 16669 on a provisional basis as a Full-time Executive Secretary for Professional Development Services/ Receptionist. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required 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: 8/25/2025

Salary: \$38,997/year - prorated

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

Benefits: Usual benefits granted to non-certificated employees

13. Recommend approval be granted to employ **Colby S. Yoder** - Reedsville, PA 17084 on a provisional basis as an I.T. Day to Day Substitute. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.

Terms of Employment:

Assignment: I.T. Day to Day Substitute

Non-certificated (non-professional) Employee

Effective Date: 9/12/2025

Salary: \$150/day

Days in Work Year: Substitute (as needed)

Benefits: None unless required by state/federal mandates

14. Recommend approval be granted to employ **Shannon Portzline** - Mount Pleasant Mills, PA 17853 on a provisional basis as a Part-time Program Aide for Juniata County Early Childhood Services. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required 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: 9/10/2025

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

- 15.** Recommend approval be granted to employ **Nicole E. Kloehr** - Lewistown, PA 17044 on a provisional basis as a Part-time Early Intervention Paraprofessional/Personal Care Aide. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.

Terms of Employment:

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

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

Effective Date: 9/10/2025

Salary: \$15.51/hour (Step 1)

Days in Work Year: 25 to less than 30 hours/week

Benefits: None unless required by state/federal mandates

- 16.** Recommend approval be granted to employ **Alexis B. Shearer** - Montoursville, PA 17754 on a provisional basis as a Full-time Business Solutions Representative for the TIU Community Education & Workforce Services. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. This is a vacant position.

Terms of Employment:

Assignment: Full-time Business Solutions Representative for the TIU CEWS

Community Education & Workforce Services (non-certificated) Employee Level 5

Effective Date: 9/10/2025

Salary: \$42,665/year (Bachelor's) - prorated

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

Benefits: Usual benefits granted to CEWS employees

E. Supplemental Contracts/Employment, Change in Pay

- 1.** Recommend approval be granted of a Supplemental Contract for **Benjamin J. Gutshall** - Hesston, PA 16647, that in addition to his assignment as Full-time Mathematics Instructor for Correctional Education Facilities, he serve as a Mentor (for Brianna Shipley) in the Induction Program for two years effective 8/11/2025. Reimbursement at an amount not to exceed \$1,100 to meet and work with the mentee for up to 50 hours throughout the course of the program. \$550 will be paid at the end of the first year, and the remaining balance will be paid upon completion of the induction program and submission of the required paperwork. Mr. Gutshall has been employed by TIU since 1/23/2025. Funding source: Corrections Education.
- 2.** Recommend approval be granted of a Supplemental Contract for **Adam C. Taylor** - Lewistown, PA 17044, Full-time District Technician - Team Lead, to serve as the Juniata County School District Team Leader for onsite Technicians. Effective date is 7/1/2025 through 6/30/2030. Reimbursement at the amount of \$2,000/year. The contract will end whenever the assignment to the Juniata County School District ends. Mr. Taylor has been employed by TIU since 10/1/2021. Funding source: JCSD Support Contract.
- 3.** Recommend approval be granted of a Supplemental Contract for **David N. Miller** - Chambersburg, PA 17202, that in addition to his assignment as Full-time Reading Instructor for Correctional Education Facilities, he serve as a Mentor (for George D. Arters) in the Induction Program for two years effective 8/11/2025. Reimbursement at an amount not to exceed \$1,100 to meet and work with the mentee for up to 50 hours throughout the course of the program. \$550 will be paid at the end of the first year, and the remaining balance will be paid upon completion of the induction program and submission of the required paperwork. Mr. Miller has been employed by TIU since 2/9/2015. Funding source: Corrections Education.

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

4. Recommend approval be granted of a Supplemental Contract for **Leigh Ann Aiken** - South Williamsport, PA 17702, Full-time Business Solutions Representative for the TIU Community Education & Workforce Services. Due to a vacancy, Ms. Aiken will work additional hours assisting with jobseeker placements, On the Job Training contracts, and preparation for the upcoming Fall Career Fair. Effective date is 8/4/2025 through 9/30/2025. Reimbursement at \$33.13/hour not to exceed 10 hours/week or 90 hours. Ms. Aiken has been employed by TIU since 4/4/2022. Funding source: CEWS.
5. Recommend approval be granted of a Supplemental Contract for **Lori M. Gunsallus** - Mill Hall, PA 17751, Full-time Business Solutions Representative for the TIU Community Education & Workforce Services. Due to staff vacancies, Ms. Gunsallus will work up to 5 hours/week (not to exceed 45 hours) effective 8/4/2025 through 9/30/2025 providing social media and creating flyers for the Lycoming County CareerLink site, and work up to 5 hours/week (not to exceed 35 hours) effective 9/8/2025 through 10/24/2025 assisting in the planning and preparation for the October Centre County Career Fair. Reimbursement at \$33.13/hour not to exceed a total of 80 hours. Ms. Gunsallus has been employed by TIU since 10/17/2022. Funding source: CEWS.
6. Recommend approval be granted of a Supplemental Contract for **Jennifer G. Heister** - McVeytown, PA 17051, that in addition to her regular assignment as a Full-time Special Education Data Coordinator, she work as a Substitute Vision-Hearing Screening Aide. Regular work hours will be flexed and exchanged outside of the workday including evenings and weekends as approved by Supervisor. Effective date is 8/25/2025 through 6/30/2026. Reimbursement at current hourly rate. Ms. Heister has been employed by TIU since 3/12/2007. Funding source: Special Education and Early Intervention.
7. Recommend approval be granted of a Supplemental Contract for **Lori P. McMonigal** - Reedsville, PA 17084, Full-time Course Development Coordinator for the TIU Community Education & Workforce Services. Ms. McMonigal will assist with transition providing training and orientation of a newly hired Manager. Effective date is 8/18/2025 through 9/30/2025. Reimbursement at \$31.80/hour not to exceed 5 hours/week or 35 hours. Ms. McMonigal has been employed by TIU since 8/21/2000. Funding source: CEWS.
8. Recommend approval be granted of a Supplemental Contract for **Lori A. Espigh** - McVeytown, PA 17051, that in addition to her regular assignment as a Full-time Special Education Data Coordinator, she will provide after-hours special education transportation responsibilities. Effective date is 9/15/2025 through 9/15/2026. Reimbursement in the amount of \$1,000. Ms. Espigh has been employed by TIU since 10/1/2007. Funding source: Special Education and Early Intervention.

F. Extended School Year (ESY)

1. Recommend approval be granted to rescind the employment of the listed individuals employed for the Armstrong-Kline court mandated Extended School Year (ESY) Program during June, July, and August 2025. The individuals were not available to work for the ESY program. Refer to Board Meeting Minutes of 3/13/2025 Item XI-F-3-k and 4/10/2025 Item XI-F-2-a.
 - a. **Brandy Kling** - Mount Union, PA 17066 (New Paraeducator)
 - b. **Cassandra McConaughy** - McVeytown, PA 17051 (New Teacher)

XII. CONFERENCE REQUESTS

1. Recommend approval be granted for **Sadia Batool**, Family Lead for Early Childhood Comprehensive Systems Grant - EITA and **Dr. Donna Miller**, Project Manager for Early Intervention Technical Assistance, to attend the National Division for Early Childhood Conference in Portland, OR from October 7-10, 2025 at an approximate cost of \$2,814/individual. The conference is the only international/national conference that focuses on children with disabilities under the age of five. Ms. Batool is a conference presenter. The individuals will bring back new strategies to improve the Pennsylvania statewide professional development. Funding source: EITA.

XII. CONFERENCE REQUESTS

- 2. Recommend approval be granted for **Sadia Batool**, Family Lead for Early Childhood Comprehensive Systems (ECCS) Grant - EITA, to attend the Lifting Family Voices Workshop in Rhode Island from October 17-19, 2025 at an approximate cost of \$428 (airfare and travel reimbursed by the Rhode Island ECCS Team). As the Family Lead for ECCS, Ms. Batool was invited to present workshop sessions and will have the opportunity to engage with participants and facilitators to gather fresh insights, discover innovative approaches, and understand varied perspectives that can enrich the practices in Pennsylvania. Funding source: EITA.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Employee Data

June 12, 2025	July 10, 2025
317 Full-time	314 Full-time
48 Part-time	44 Part-time
6 Substitutes	7 Substitutes

B. 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, October 9, 2025 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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