

Tuscarora Intermediate Unit Board of Directors'**REGULAR BOARD MEETING AGENDA****Thursday, October 9, 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 personnel matters.

V. MINUTES OF PREVIOUS MEETING

Recommend approval be granted of the minutes of the regular board meeting of September 11, 2025. (Minutes are posted.)

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

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

B. Budget Transfers (none)

VI. **REPORTS**

C. **Payment of Bills**

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

VII. **STAFF PRESENTATION (none)**

VIII. **TIU BOARD**

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

1. Act 30 of 1980, Section 910-A, permits the election of intermediate unit board members by mail ballot. Intermediate units choosing to elect members by mail ballot shall notify the secretary of the board of directors of each school district comprising the Intermediate Unit prior to January 1 of each year. The listed school districts have board members' terms expiring on June 30, 2026. Information item, no action required.
 - Juniata County School District - **Jackson J. Albert**
 - Mount Union Area School District - **Linda L. McClure**
 - Southern Fulton School District - **Timothy A. Mellott**

B. **Policy/School Calendars**

1. Recommend approval be granted to issue Retention Incentive payments in the amount of \$1,800 for full-time and part-time staff working under the Juniata County Early Childhood Services Program. Retention Incentive payments will be paid between the 10/30/2025 and 12/15/2025 pay dates at an amount of \$450 per pay. Funding source: Head Start, Early Head Start, Pre-K Counts, and Parents as Teachers. (See Attachment #2.)

C. **Contracts/Leases**

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **The Stepping Stones Group, LLC** - 123 North Wacker Drive, Chicago, IL 60606 to provide virtual speech language therapy services for a minimum of 32 hours/week according to the early intervention school calendar. Reimbursement at the rate of \$83.20/hour. Effective date is 8/24/2025 through 7/31/2026. Funding source: Early Intervention and Special Education.
2. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **PA Chapter American Academy of Pediatrics** - 661 Moore Road, Suite 200, King of Prussia, PA 19406 to provide technical assistance to support physical activity and nutrition improvements for early childhood education programs as they use the online Go NAPSACC (Nutrition and Physical Activity Self-Assessment for Child Care) to prepare an action plan and develop policies. Effective date is 7/1/2025 through 6/30/2026. Reimbursement not to exceed \$45,000. Funding source: CEWS/PA Department of Health Wellness Initiatives.
3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Community Connections for Children** - 29 North Duke Street, York, PA 17401 to support PA Department of Health action plan implementation specific to the area of nature-based learning and outdoor learning environments. Effective date is 7/1/2025 through 6/30/2026. Reimbursement at the rate of \$125/hour not to exceed 45 hours or \$5,625. Funding source: CEWS/PA Department of Health Wellness Initiative.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Browns Family Childcare, LLC** - 234 Glenn Drive, Franklin, PA 16323 to provide consultation and leadership on Farm to Early Childhood Education Initiatives, Nature-Based Early Learning and Outdoor Learning Environments, Keystone Kids Go, PA NAPSACC (Nutrition and Physical Activity Self-Assessment for Child Care), and Integration of evidence-based nutrition practices into the implementation of the Child and Adult Care Food Program. Effective date is 7/1/2025 through 6/30/2026. Reimbursement not to exceed \$8,910 plus travel expenses for in-person meetings. Funding source: CEWS/PA Department of Health Wellness Initiative.

VIII. TIU BOARD

C. Contracts/Leases

5. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Montgomery County Office of Public Health** - 1430 Dekalb Street, PO Box 311, Norristown, PA 19404 to create a collaboration with two Montgomery County School Districts in support of their districts' wellness committees and initiatives. Effective date is 7/1/2025 through 6/30/2026. Reimbursement not to exceed \$15,000. Funding source: CEWS/PA Department of Health Wellness Initiative.
6. Recommend approval be granted of a Revised Contract between Tuscarora Intermediate Unit and **Erie Public Schools** - 1910 Sassafras Street, Erie, PA 16502 to maintain a full-time wellness coordinator to implement the school-based interventions to promote equity and improve health, academic achievement, and Well-Being of Students Centers for Disease Control and Prevention grant (WSCC grant) framework in district schools. Effective date is 7/1/2025 through 6/30/2026. Reimbursement not to exceed \$106,250. The revision includes an additional \$25,000 for a revised contract amount not to exceed \$131,250. Funding Source: CEWS/Department of Health Wellness Initiative. Refer to Minutes of 7/10/2025 Board meeting, Item VIII-C-9.
7. Recommend approval be granted of a Revised Contract between Tuscarora Intermediate Unit and **Slippery Rock University** - 116 Morrow Field House, Slippery Rock, PA 16057 to provide training and technical assistance to current health and physical education teachers in Pennsylvania. Effective date is 7/1/2025 through 6/30/2026. Reimbursement not to exceed \$95,000. The revision includes an additional \$10,000 for a revised contract amount not to exceed \$105,000. Funding source: CEWS/Department of Health Wellness Project. Refer to Minutes of 4/10/2025 Board meeting, Item VIII-C-9.
8. Recommend approval be granted of a Lease Agreement between Tuscarora Intermediate Unit and **Gregory N. Kough and Alicia S. Kough** - 220 Hunting Hills Drive, Aiken, SC 29803 for early intervention classroom and office space at 710 Mt. Vernon Avenue, Huntingdon, PA 16652 in Smithfield Township. The space includes approximately 2,200 interior square feet and an outdoor playground area. Lease payment will be an annual amount of \$25,584 payable monthly at the rate of \$2,132/month for the initial three-year term. In addition, a utility allowance for electrical and heating in the annual amount of \$4,728, payable at the rate of \$394/month; a garbage allowance payable at the rate of \$40/month; and an outdoor space allowance for the playground area at \$50/month. The total monthly lease will be \$2,616. Effective date is 10/1/2025 through 9/30/2028 with a right of renewal for an additional five (5) year term. Funding source: Early Intervention and Special Education.

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

E. Vendor Contracts (none)

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions (none)

X. FISCAL

A. Budgets - new, revised (none)

X. FISCAL

B. Purchases/Bids

1. Recommend approval be granted of subscription renewals for Adobe Creative Cloud and Adobe Acrobat Sign and Transactions from **Lancaster Lebanon IU 13** - 1020 New Holland Avenue, Lancaster, PA 17601 at an amount not to exceed \$19,300. Pricing is per the Lancaster Lebanon IU 13 PA Statewide Software Sales. Funding source: Various TIU Programs.

C. Special Education Transportation

1. Recommend approval be granted to add the listed drivers for Contractor William Gilson.
 - a. **Erin Meixel** - 312 Terrace Boulevard, Lewistown, PA 17044
 - b. **Nakisha Wilson** - 14095 Wrangletown Road, Mount Union, PA 17066

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 #3.)
 - b. **2025 Community Assessment** (See Attachment #4.)
 - c. **Governance Reports for Head Start and Pre-K Counts** (See Attachment #5.)
 - d. **School Readiness Plan** (See Attachment #6.)
 - e. **School Readiness Goals** (See Attachment #7.)
 - f. **Review of Information Memorandum** - Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs. (See Attachment #8.)
2. The Juniata County Early Childhood Services Monthly Report is attached for your information. Information item, no action required. (See Attachment #9.)
3. 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 of **Melody A. Flory** - Lewistown, PA 17044 as a Part-time Early Intervention Paraprofessional/Personal Care Aide, effective at the end of the day on 10/3/2025. Ms. Flory was employed by TIU since 6/26/2023.
2. Recommend approval be granted to accept the resignation of **Autumn L. Fisher** - Reedsville, PA 17084 as a Full-time Early Intervention Classroom Teacher, effective at the end of the day on 10/2/2025. Ms. Fisher was employed by TIU since 7/1/2004.
3. Recommend approval be granted to accept the resignation of **Kylee E. Bricker** - Burnham, PA 17009 as a Full-time Speech Therapist, effective at the end of the day on 10/2/2025. Ms. Bricker was employed by TIU since 7/1/2023.
4. Recommend approval be granted to accept the resignation of **Bryant J. Litton** - Hagerstown, PA 21740 as a Full-time Teacher Apprentice for Correctional Education Facilities, effective at the end of the day on 10/6/2025. Mr. Litton was employed by TIU since 8/25/2025.
5. Recommend approval be granted to accept the resignation of **Judith A. Fitzgerald** - Reedsville, PA 17084 as a Full-time PA CareerLink® Administrator for the TIU Community Education & Workforce Services, effective at the end of the day on 10/17/2025. Ms. Fitzgerald has been employed by TIU since 9/11/2017.

XI. PERSONNEL

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. FML2025-10-01 - effective 8/26/2025 through 9/16/2025
 - b. FML2025-10-02 - effective 6/11/2025 through 6/30/2025

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

1. Recommend approval be granted of a continuation of employment for **Dawn L. Palm** - Lewistown, PA 17044 as a Substitute State & Federal Programs Fiscal Analyst. Ms. Palm has been employed by TIU since 10/4/1995.
Terms of Employment:
Assignment: Substitute State & Federal Programs Fiscal Analyst
Non-certificated (non-professional) Employee Level 4.5
Effective Date: 9/1/2025 through 6/30/2026
Salary: \$27.23/hour
Days in Work Year: Substitute - as needed
Benefits: None unless required by state/federal mandates

D. New Employees

1. Recommend approval be granted to employ **Robin Radek** - Port Royal, PA 17082 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: 10/6/2025
Salary: \$16.51/hour (Step 1, Associate's)
Days in Work Year: 25 to less than 30 hours/week
Benefits: None unless required by state/federal mandates
2. Recommend approval be granted to employ **Kevin Jack Ryan** - Harrisburg, PA 17109 on a provisional basis as a Full-time Case Manager Youth Projects 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 Case Manager Youth Projects for the TIU CEWS
Community Education & Workforce Services (non- certificated) Employee Level 5
Effective Date: 10/7/2025
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
3. Recommend approval be granted to employ **Heidi Perruso** - Lewistown, PA 17044 on a provisional basis as a Full-time Instructor Youth Projects for the TIU CEWS. 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 Instructor Youth Projects for the TIU CEWS
Community Education & Workforce Services (non- certificated) Employee Level 5
Effective Date: 10/7/2025
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

XI. PERSONNEL

D. New Employees

4. Recommend approval be granted to employ **Katelyn M. Oser** - Huntingdon, PA 16652 on a provisional basis as a Long-term Substitute Early Intervention Classroom Teacher. Employment is contingent upon receipt of required clearances, satisfactory review of the Act 168 employment history, and completion of the required employment paperwork. Ms. Oser was previously employed by TIU from 2/24/2020 through 12/20/2024. This is a vacant position.
Terms of Employment:
Assignment: Long-term Substitute Early Intervention Classroom Teacher
Certificated (professional) Employee Level I
Effective Date: 9/29/2025
Salary: \$60,279/year (Step 11, Bachelor's) - prorated
Days in Work Year: 187 days/year - 7.5 hours/day - prorated
Benefits: Usual benefits granted to certificated employees
5. Recommend approval be granted to employ **Hailey J. McCall-Purdy** - Huntingdon, PA 16652 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: 10/7/2025
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
6. Recommend approval be granted to employ **Kathy D. Clark** - Shirleysburg, PA 17260 on a provisional basis as a Substitute Secretary/Receptionist, pending receipt of required clearances and employment paperwork. Ms. Clark was previously employed by TIU from 10/21/1986 through 1/4/2025.
Terms of Employment:
Assignment: Substitute Secretary/Receptionist
Non-certificated (non-professional) Employee
Effective Date: On/about 10/10/2025
Salary: \$130/day or \$65/half-day
Days in Work Year: Substitute - as needed
Benefits: None unless required by state/federal mandates

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted of a Supplemental Contract for **Rebecca A. Brady** - Big Cove Tannery, PA 17212 that in addition to her assignment as Full-time Early Intervention Classroom Teacher, she serves as a mentor for Krista Anderson, Teacher Apprentice for Early Intervention. Effective date is 10/10/2025 through 6/30/2026. Reimbursement not to exceed \$550 to meet and work with the mentee for up to 25 hours. Ms. Brady has been employed by TIU since 7/11/2014. Funding source: Early Intervention and Special Education.
2. Recommend approval be granted of a Supplemental Contract for **Elizabeth C. Kruse** - Huntingdon, PA 16652, that in addition to her assignment as Full-time Educational Consultant, she will provide assistance in the TIU early intervention classrooms for student support, scheduling instruction, and IEP development. Effective date is 9/29/2025 through 6/30/2026. Reimbursement at per diem rate not to exceed seven (7) days. Ms. Kruse has been employed by TIU since 4/12/2016. Funding source: Early Intervention and Special Education.

XII. CONFERENCE REQUESTS (none)

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Field Trips

- 1.** Place: Juniata County Library
Date: 10/22/2025 (rain date 10/23/2025)
Participants: 3 staff/chaperones & 17 students (PSJ classroom)
Purpose: To tour and understand the purpose of the Library

B. Student of the Month

The Student of the Month for October 2025 is **Jonah Elliott**; a student enrolled in the Juniata County Early Intervention classroom. (See Attachment #10.)
Congratulations are extended to Jonah for being named Student of the Month.

C. Employee Data

July 10, 2025	September 11, 2025
317 Full-time	319 Full-time
48 Part-time	43 Part-time
6 Substitutes	7 Substitutes

D. Cabinet Updates

This is an opportunity for Cabinet Members to share information on various projects and activities.

XIV. DATE OF NEXT MEETING

The next regular meeting of the Tuscarora Intermediate Unit Board of Directors is scheduled for **Thursday, November 13, 2025 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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