

Tuscarora Intermediate Unit Board of Directors'**REGULAR BOARD MEETING AGENDA****Thursday, November 13, 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 October 9, 2025.
(Minutes are posted.)

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

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

B. Budget Transfers (none)**C. Payment of Bills**

Recommend approval be granted of the payment of bills for October 2025. (Printout is 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 (2025-02) related to a Revenue Anticipation Note in a principal amount not to exceed \$4,000,000 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.)

B. Policy/School Calendars (none)

C. Contracts/Leases

1. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Substitute Teacher Service** - 2901 Dutton Mills Road, Suite 200, Aston, PA 19014 for staffing service of a Fiscal Analyst to provide support due to a staff resignation. Reimbursement at the rate of \$36.76 per hour. Effective date is 10/22/2025 through 6/30/2026. Funding source: Special Education CORE.

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

1. Recommend approval be granted of the capital project Treasurer's Report. (See Attachment #3.)
2. Recommend approval be granted of the capital project payment of bills. (See Attachment #4.)
3. Recommend approval be granted of the final capital project payment for HHSDR - \$6,026.11. (See Attachment #5.)

E. Vendor Contracts

1. Recommend approval be granted of Contracts between Tuscarora Intermediate Unit and the schools listed below for School-Age Special Education Services to include instruction in the form of face-to-face, consultation, and resources provided remotely. Virtual instruction to include individual, group, and collaboration with district regular and special education teachers. Effective date is 7/1/2025 through 6/30/2026 at the estimated amounts listed.

a. Central Fulton SD	\$ 124,749
b. Forbes Road SD	\$ 197,597
c. Huntingdon Area SD	\$ 52,253
d. Juniata County SD	\$ 75,227
e. Juniata Valley SD	\$ 99,436
f. Mount Union Area SD	\$ 102,109
g. Southern Fulton SD	\$ 21,131
h. Southern Huntingdon Co. SD	\$ 21,992
i. New Day Charter School	\$ 33,784
j. Stone Valley Community CS	\$ 48,747

VIII. TIU BOARD

E. Vendor Contracts

2. Recommend approval be granted of Contracts between Tuscarora Intermediate Unit and the schools listed below for Act 30 Status Students to include instruction in the form of face-to-face, consultation, and resources provided remotely. Virtual instruction to include individual, group, and collaboration with district regular and special education teachers. Effective date is 7/1/2025 through 6/30/2026 at the estimated amounts listed.

a. Central Fulton SD	\$ 8,340
b. Huntingdon Area SD	\$ 33,785
c. Juniata County SD	\$ 40,727
d. Mifflin County SD	\$ 87,403
e. Mount Union Area SD	\$ 10,132
f. Southern Huntingdon Co. SD	\$ 25,352
3. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Allegheny Intermediate Unit 3** - 475 East Waterfront Drive, Homestead, PA 15120. Allegheny Intermediate Unit 3 will reimburse TIU 11 in the amount not to exceed \$43,500 for support as the Regional Lead for Remake Learning Days Across PA in the Central region. Focus is on STEM hands-on learning and career readiness and building statewide capacity. Funds will be used for hosting events and marketing support. Effective date is 11/1/2025 through 6/30/2026.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Chester County Intermediate Unit 24** - 455 Boot Road, Downingtown, PA 19335. Chester County Intermediate Unit 24 will reimburse TIU 11 in the amount not to exceed \$42,000 for the STEM in PA Project. Project will include Esports Lending Library enhancements, STEELS Standards Coaching, Community AI Awareness and other related STEM initiatives. Effective date is on or about 10/1/2025 through 6/30/2026.

IX. PROGRAMS

A. New Programs/Changes (none)

B. Job Descriptions (none)

X. FISCAL

A. Budgets - new, revised (none)

B. Purchases/Bids

1. Recommend approval be granted to dispose of items that are obsolete and/or no longer work. (See Attachment #6.)
2. Recommend approval be granted to dispose of technology equipment that is obsolete and/or no longer works. (See Attachment #7.)
3. Recommend approval be granted to dispose of a 2014 Ford Fusion (VIN 1FADP3K20EL275361/ TIU Asset #17222). Disposal of the vehicle via salvage. The estimated cost of repairs exceeds the vehicle's current book value.

C. Special Education Transportation

1. Recommend approval be granted to add **Steven E. Yohn** - 1720 Glenwood Avenue, Lewistown, PA 17044 as a listed driver for Contractor William Gilson.

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 #8.)
 - b. **Policies** (See Attachment #9.)
 - Hazardous Materials
 - Inclusion and Exclusion for Illness
 - Head Lice
 - Medication Administration
 - Naptime
 - Ratios
 - c. **Updated Monitoring Schedule** (See Attachment #10.)
 - d. **Corrective Action Plan** (See Attachment #11.)
2. Review of the Memorandum of Understanding between Juniata County Early Childhood Services and the Juniata County School District regarding the use of East Juniata Elementary as a temporary emergency location for Explorers Head Start and Pre-K Counts staff and children if reentry into their regular classrooms is not possible following an emergency. Information item, no action required. (See Attachment #12.)
3. The Juniata County Early Childhood Services Monthly Report is attached for your information. Information item, no action required. (See Attachment #13.)
4. 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 **Eryn Kendall** - Shade Gap, PA 17255 as a Full-time State & Federal Programs Fiscal Analyst, effective at the end of the day on 10/24/2025. Ms. Kendall was employed by TIU since 3/24/2025.
2. Recommend approval be granted to accept the resignation of **Alyssa N. Hollibaugh** - McVeytown, PA 17051 as a Full-time Occupational Therapist, effective at the end of the day on 12/1/2025. Ms. Hollibaugh has been employed by TIU since 8/13/2018.
3. Recommend approval be granted to accept the resignation of **Samantha K. Freeman** Fayetteville, PA 17222 as a Full-time Executive Secretary to the Principal/Director for Correctional Education Facilities, effective at the end of the day on 10/14/2025. Ms. Freeman was employed by TIU since 8/20/2025.
4. Recommend approval be granted to accept the resignation of **Leigh Ann Aiken** - 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 10/31/2025. Ms. Aiken was employed by TIU since 4/4/2022.
5. Recommend approval be granted to accept the resignation of **Dr. Jennifer L. Morgan** Warfordsburg, PA 17267 as a Full-time Occupational Therapist Service Coordinator, effective at the end of the day on 12/5/2025. Dr. Morgan has been employed by TIU since 8/18/2005.
6. Recommend approval be granted to accept the resignation for retirement purposes of **Jeffrey A. Wheeler** - Monroeville, PA 15146 as a Full-time CONNECT Helpline Customer Service and Administrative Support Staff, effective at the end of the day on 2/13/2026. Mr. Wheeler has been employed by TIU since 7/6/2010.

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. LOA2025-11-01 - effective 10/13/2025 through 11/10/2025
 - b. FML2025-11-02 - effective 12/4/2025 through 2/4/2026
 - c. FML2025-11-03 - effective 10/16/2025 through 10/23/2025
 - d. LOA2025-11-04 - effective 12/8/2025 through 12/22/2025

C. Transfers/Reassignments/Change in Employment Status, Termination of Employees (none)

D. New Employees

1. Recommend approval be granted to employ **Jennifer A. Stiffler** - Thompsontown, PA 17094 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: 11/18/2025
Salary: \$16.51/hour (Step 1, Bachelor's)
Days in Work Year: 25 to fewer than 30 hours/week
Benefits: None unless required by state/federal mandates

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted of a Revised Supplemental Contract for **Allison N. Solt** Lewistown, PA 17044 that in addition to her current assignment as Full-time Early Intervention/ Speech Language Service Coordinator, she provide speech language support services for children in the TIU early intervention program one day/week (eight hours/week) not to exceed 20 days. Services will be provided remotely outside of regular work schedule. Effective date is 8/1/2025 through 8/31/2026. Reimbursement at per diem rate. *The revised agreement is for an additional 15 days for a total contract not to exceed 35 days.* Ms. Solt has been employed by TIU since 1/5/2015. Refer to Minutes of 7/10/2025 Board meeting, Item XI-E-8. Funding source: Early Intervention and Special Education.
2. Recommend approval be granted of a Supplemental Contract for **Staci M. Young** - Hesston, PA 16647 that in addition to her current assignment as Full-time Educational Consultant, she provide speech language support services for school age children. Hours will be exchanged outside of regular work schedule for hours missed during the day to provide the services. Effective date is 10/20/2025 through 6/1/2026. Reimbursement at current hourly rate not to exceed 2.5 hours per week. Ms. Young has been employed by TIU since 1/9/2023. Funding source: Early Intervention and Special Education.
3. Recommend approval be granted of Supplemental Contracts for the listed individuals that in addition to their current assignments they will provide training and technical assistance for Juniata County Early Childhood Services. Effective date is 11/21/2025. Reimbursement at per diem rate not to exceed one half day per individual. Funding source: Head Start/Early Head Start/Pre-K Counts.
 - a. **Elizabeth C. Kruse** - Huntingdon, PA 16652
Educational Consultant (employed by TIU since 4/12/2016)
 - b. **Denise N. Shugarts** - Mount Union, PA 17066
Interagency/Mental Health Coordinator (employed by TIU since 9/16/2019)

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

4. Recommend approval be granted of Supplemental Contracts for **Stephen T. Kowalski** - Gettysburg, PA 17325, that in addition to his current assignment as Full-time Guidance Counselor for Correctional Education Facilities, he will serve as a mentor in the Induction Program for the listed individuals for a two-year period effective August 6, 2025. Each contract will provide reimbursement not to exceed \$1,100, covering up to 50 hours of mentoring throughout the program. Compensation will be distributed in two installments per contract: \$550 at the conclusion of the first year, and the remaining balance upon completion of the program and submission of all required documentation for each mentee. Mr. Kowalski has been employed by TIU since 11/10/1997. Funding source: Correctional Education Facilities.
 - a. **Ashley M. Mackey** - Life Skills Instructor for Correctional Education Facilities
 - b. **Victoria Heffner** - Social Studies Instructor for Correctional Education Facilities
5. Recommend approval be granted of a Supplemental Contract for **Leslie Y. Sanchez** - Port Royal, PA 17082 that in addition to her current assignment as Part-time Interpretative Services Staff, she provide additional duties as a Temporary EHS Home Visitor. Effective date is 11/3/2025 through 6/30/2026. Reimbursement at \$18.75/hour not to exceed 180 hours. Ms. Sanchez has been employed by TIU since 3/18/2024. Funding source: Head Start/Early Head Start/PKC.
6. Recommend approval be granted of a Supplemental Contract for **Angelique R. Price** - Port Royal, PA 17082 that in addition to her current assignment as Full-time Floating Teacher-Preschool Head Start, she serve as a long-term substitute for the regular Head Start Teacher. Effective date is 1/1/2025 through 12/31/2025. Reimbursement at a stipend of \$2,000. Ms. Price has been employed by TIU since 9/15/2020. Funding source: Head Start/Early Head Start/Pre-K Counts.
7. Recommend approval be granted of a Supplemental Contract for **Ashley M. Mackey** - Fayetteville, PA 17222 that in addition to her current assignment as Full-time Life Skills Instructor for Correctional Education Facilities, she serve as a Temporary Executive Secretary to the Principal/Director for Correctional Education Facilities. Effective date is 8/11/2025 through the passing of the Pennsylvania State Budget. Reimbursement at \$17.73/hour not to exceed 10 hours/week. Ms. Mackey has been employed by TIU since 11/18/2019. Funding source: Correctional Education Facilities.

XII. CONFERENCE REQUESTS (none)

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Student of the Month

The Student of the Month for November 2025 is **Emma Yoder**; a student enrolled in the Mifflin County Early Intervention classroom. (See Attachment #14.)

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

B. Publicity

Jigar J. Patel, Director of Innovation and Special Projects, was invited by the Raspberry Pi Foundation to write an article for *Hello World Magazine*, an internationally distributed publication. The article appears on pages 40-41. A copy of the article is attached and accessible via the link below.
<https://downloads.ctfassets.net/oshmmv7kdjgm/6jGvFLH86Ems5AJR84Krsk/3888c571ddc1543c9cdeb01ce5eff616d/HelloWorld28.pdf>. (See Attachment #15.)

XIII. MISCELLANEOUS INFORMATION (information, no action required)

C. Employee Data

September 11, 2025	October 9, 2025
319 Full-time	316 Full-time
43 Part-time	44 Part-time
7 Substitutes	9 Substitutes
	1 Temporary

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, December 11, 2025 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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