

Tuscarora Intermediate Unit Board of Directors'**REGULAR BOARD MEETING AGENDA****Thursday, December 11, 2025 - 7:00 p.m.****I. CALL TO ORDER - PRESIDENT OF THE BOARD****II. ROLL CALL OF BOARD MEMBERS**

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
Vacant - Huntingdon Area
Vacant - Juniata County

III. PUBLIC COMMENTS

This is an opportunity for scheduled presentations or requests from the public.

Student of the Month

The Student of the Month for December 2025 is **Adalynn Baranak**, a student enrolled in the Mifflin County Early Intervention classroom. (See Attachment #9.)

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

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

1. Recommend approval be granted to elect **Heather M. Fox** - 5412 Acorn Drive, Hesston, PA 16647 to the Tuscarora Intermediate Unit Board of Directors to fill the unexpired term of Britney N. Rutter effective December 11, 2025 through June 30, 2028. Mrs. Fox was appointed to the TIU Board during the Huntingdon Area School Board Reorganization meeting held on December 1, 2025.
2. Recommend approval be granted to elect **Terrance M. Shepler** - 9681 Horse Valley Road, East Waterford, PA 17021 to the Tuscarora Intermediate Unit Board of Directors to fill the unexpired term of Jackson J. Albert effective December 11, 2025 through June 30, 2026. Mr. Shepler was appointed to the TIU Board during the Juniata County School Board Reorganization meeting held on December 4, 2025.

Return to the regular Board Agenda sequence.

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 preliminary discussion of available property and personnel matters.

V. MINUTES OF PREVIOUS MEETING

Recommend approval be granted of the minutes of the regular board meeting of November 13, 2025. (Minutes are posted.)

VI. REPORTS

A. Treasurer's Report

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

B. Budget Transfers (none)

C. Payment of Bills

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

VII. STAFF PRESENTATION (none)

VIII. TIU BOARD

A. Activities - election of board members, conventions, meetings, etc. (*see page 1*)

B. Policy/School Calendars

1. Recommend approval be granted to extend the medical and dental COBRA coverage period for participant Ethan Watson, for up to 18 months through August 31, 2027. Premium will continue to be paid by the participant.

C. Contracts/Leases

1. Recommend approval be granted for the Tuscarora Intermediate Unit to issue contracts as needed between the December 2025 and February 2026 Board Meetings. The contracts issued will be listed on the February agenda.
2. Recommend approval be granted of anticipated Agreements between Tuscarora Intermediate Unit and a maximum of 33 Pennsylvania Preschool Programs to be issued in February 2026. The agreements focus on Positive Behavior Plans and Functional Behavior. Agreements not to exceed the budgeted amount of \$250,000. Funding source: EITA State and Federal Preschool.
3. Recommend approval be granted of anticipated Agreements between Tuscarora Intermediate Unit and a maximum of 30 Pennsylvania Family Support/Home Visiting Agencies to be issued in February 2026. The agreements focus on increasing enrollment. Agreements not to exceed the budgeted amount of \$125,000. Funding source: EITA/Home Visiting.
4. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Reinvestment Fund** - 1700 Market Street, 19th Floor, Philadelphia, PA 19103 to support the implementation of Keystone Kids Go objective as outlined in the grant agreement with the TIU and PA Department of Health. Effective date is 11/1/2025 through 7/30/2026. Reimbursement not to exceed \$24,000. Funding source: CEWS/DOH, Nemours Springboard Opportunity.

VIII. TIU BOARD

C. Contracts/Leases

5. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Fisher's Heating, A/C, Electrical, LLC.** - 1571 Mountain Road, Mifflintown, PA 17059 for the installation of smoke detectors with strobe lights, running the cables, and interconnecting the detectors at Juniata County Early Childhood Services leased sites: Main office location (7 smoke detectors); B-5 Early Head Start building (5 smoke detectors); Modular building (6 smoke detectors). The landlord approved the use of this vendor. The work will be completed by 1/31/2026 at a cost not to exceed \$13,427. Funding source: Federal Head Start/Early Head Start.
6. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Harvard T.H. Chan School of Public Health** - 677 Huntington Avenue, Boston, MA, 02115 to provide access to the Out-of-School Nutrition and Physical Activity Initiative (OSNAP) portal (MYOSNAP) and support implementation of Out of School Time Healthy Eating and Physical Activity Standards (OST-HEPA) in up to 100 after school programs across Pennsylvania. Effective date is 10/1/2025 through 9/30/2026. Reimbursement not to exceed \$10,000. Funding source: CEWS, Department of Health Wellness, WSSC Project.
7. Recommend approval be granted of a Contract between Tuscarora Intermediate Unit and **Bricktown Roofing and Remodeling** - 12 South Division Street, Mount Union, PA 17066 for repairs and repainting of walls at 930 Moore Street Huntingdon, PA 16652, former Huntingdon Early Intervention classroom. Effective date is 12/2/2025 through 1/10/2026. Reimbursement not to exceed \$11,000. Funding source: Special Education and Early Intervention.

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

1. Recommend approval be granted of the capital project Treasurer's Report. (See Attachment #2.)

E. Vendor Contracts

1. Recommend approval be granted of an Agreement between Tuscarora Intermediate Unit and **JSI Research & Training Institute Inc.** - 44 Farnsworth Street, Boston, MA 02210. The agreement is for Destiny Simpson to provide Integrating Distance Education into Adult Learning (IDEAL) 102 course facilitation and updates, as well as attend the IDEAL Consortium Summer Institute, provide IDEAL leadership, and support development of IDEAL PD repository. Effective date is 10/1/2025 through 9/30/2026. TIU will be reimbursed \$5,785.

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 equipment that is obsolete and/or no longer works. (See Attachment #3.)

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 #4.)
 - b. **Policy** - Training & Professional Development/Practice-Based Coaching (See Attachment #5.)
 - c. **2025-2026 Fall GOLD Assessment Outcomes** - HS/EHS/PKC (See Attachment #6.)
 - d. **School Readiness Goals to GOLD Assessment Outcomes Fall 2025** (See Attachment #7.)
2. The Juniata County Early Childhood Services Monthly Report is attached for your information. Information item, no action required. (See Attachment #8.)
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 **Dr. Shawn L. Kovac** - Saxton, PA 16678, for retirement purposes from his position as Full-time Executive Director, effective at the end of the day June 30, 2026. Dr. Kovac was appointed Executive Director of the Tuscarora Intermediate Unit effective May 3, 2017.
2. Recommend approval be granted to accept the resignation of **Robin S. Bowman** - Greencastle, PA 17225 as a Full-time Instructor Youth Projects for the TIU Community Education & Workforce Services, effective at the end of the day on 11/21/2025. Ms. Bowman has been employed by TIU since 1/4/2023.

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. FML2025-12-01 - effective 1/5/2026 through 3/31/2026
 - b. FML2025-12-02 - effective 12/10/2025 through 3/25/2026
 - c. FML2025-12-03 - effective 11/18/2025 through 2/10/2026
2. A Leave of Absence was approved for the listed part-time employee, using paid and/or unpaid leave. Information item, no action required.
 - a. LOA2025-12-01 - effective 11/25/2025 through 1/26/2026

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

D. New Employees

1. Recommend approval be granted for the Tuscarora Intermediate Unit to fill positions and hire employees as needed between the December 2025 and February 2026 Board Meetings. The new employee information will be listed on the February agenda.

XI. PERSONNEL

D. New Employees

2. Recommend approval be granted to employ **Tamara N. Brannan** - Lock Haven, PA 17745 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: 12/3/2025
Salary: \$43,501/year - prorated (Bachelor's)
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 **Paulette Guffey** - Danville, PA 17821 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: 12/3/2025
Salary: \$43,501/year - prorated
Days in Work Year: 12 months/year (8 hours/day) - prorated
Benefits: Usual benefits granted to CEWS employees
4. Recommend approval be granted to employ **Rachael Oser** - Berea, OH 44017 on a provisional basis as a Full-time 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. This is a vacant position.
Terms of Employment:
Assignment: Full-time Early Intervention Classroom Teacher
Certificated (professional) Employee Level I
Effective Date: 1/5/2026
Salary: \$68,552/year (Step 18, Master's) - prorated
Days in Work Year: 187 days/year (7.5 hours/day) - prorated
Benefits: Usual benefits granted to certificated employees

E. Supplemental Contracts/Employment, Change in Pay

1. Recommend approval be granted of a Supplemental Contract for **Richard J. Searle** - Burnham, PA 17009 that in addition to his assignment as Full-time Instructor for the TIU Community Education & Workforce Services, he assist in the instruction of Digital Literacy Classes/Sessions through the Digital Literacy Grant. Effective date is 11/10/2025 through 4/30/2026. Reimbursement at the rate of \$37.83/hour not to exceed 125 hours. Funding source: CEWS.
2. Recommend approval be granted of Supplemental Contracts for the listed Full-time Juniata County Early Childhood Services Home Visitors - Joint B-5 to work additional hours for home visiting and paperwork with families. Effective date is 12/2/2025 through 6/30/2026 not to exceed 150 hours/individual. Reimbursement at the listed rates. Funding source: JCECS.
 - a. **Shauntell L. Holtzapple** - \$22/hour
Liverpool, PA 17045 - Employed by TIU since 8/4/2014
 - b. **Jennifer L. Dessin** - \$20/hour
Mifflintown, PA 17059 - Employed by TIU since 8/20/2014
 - c. **Karen Joya** - \$17.75/hour
Port Royal, PA 17082 - Employed by TIU since 6/2/2024

XI. PERSONNEL

E. Supplemental Contracts/Employment, Change in Pay

3. Recommend approval be granted of Supplemental Contracts for the listed Full-time Speech Therapists to provide additional hours for speech language services, evaluations, and planning. Effective date is 12/12/2025 through 6/30/2026 not to exceed five hours per week per individual. Reimbursement at the individual's current hourly rate. Funding source: Early Intervention and Special Education.
 - a. **Megan J. Brackbill** - Mifflintown, PA 17059 - Employed by TIU since 7/1/2019
 - b. **Karen L. Carman** - Burnham, PA 17009 - Employed by TIU since 8/21/1995
 - c. **Katelyn R. Wagner** - Milroy, PA 17063 - Employed by TIU since 9/1/2022
 - d. **Rylee Shearer** - Port Royal, PA 17082 - Employed by TIU since 7/1/2025

XII. CONFERENCE REQUESTS

1. Recommend approval be granted for **Dr. Joy Polignano**, Early Intervention Technical Assistance Consultant for Early Intervention, to attend the National Association of School Psychologists Annual Convention in Chicago, IL from February 23-27, 2026 at an approximate cost of \$2,879. The convention offers professional development from leading experts in the field, opportunities to network and exchange knowledge and ideas with other professionals, and access to the latest research and practices related to school psychology and special education. Dr. Polignano will attend sessions and bring back updated research and resources. Funding source: EITA.

XIII. MISCELLANEOUS INFORMATION (information, no action required)

A. Employee Data

October 9, 2025	November 13, 2025
316 Full-time	311 Full-time
44 Part-time	45 Part-time
9 Substitutes	9 Substitutes
1 Temporary	1 Temporary

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, February 12, 2026 at 7:00 p.m.**

XV. ADJOURNMENT

Other business.

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