

BLaST Intermediate Unit #17
33 Springbrook Drive
Canton, PA 17724
(570) 673-6001

The BLaST Intermediate Unit #17 Board of Directors held their regularly scheduled meeting on Wednesday, August 15, 2018 in the BLaST Administration Office, 33 Springbrook Drive, Canton, Pennsylvania. This meeting was conducted via video-conferencing between the I.U. #17 Office, Canton, Pennsylvania and Sullivan Room, I.U. #17 Office, Williamsport, Pennsylvania. The meeting was called to order by Sarah Woodward, President, at 7:00 p.m. The Board immediately went into Executive Session and then reconvened at 7:51 p.m.

Roll Call:

Sarah Woodward, President (W)	Present
Donna Gavitt, Vice President	Absent
Julie Preston, Treasurer (C)	Present
Debra Agnew	Absent
Lori Baer	Absent
Sean Bartlett (C)	Present
Tracy Doughtie	Absent
Doug Eberlin (C)	Present
J. Wilson Ferguson (W)	Present
Christina Kiessling	Absent
Dan Martin (C)	Present
Nathan Miller (W)	Present
Peggi Munkittrick (C)	Present
Neal Palmer	Absent
Dana Pick (W)	Present
William S. Ruffing	Absent
Lonnie Stethers (C)	Present
Kelley Wasson (W)	Present
Annette Zern (C)	Present

Attendance Location Key: C – Canton; W – Williamsport

Others present were: Tim Confer, Brian Driscoll, Tim Hanner, Penny Johnson, Ardis Mason, Sara McNett, Scott Moll, Mark Nevill, Jon Paulhamus, Maria Pierce, Angie Sees, Cheryl Starr, Christina Steinbacher-Reed, Kristin Takach, Dana Vermilya, Tracy Wright, and guests Michael Levin and Kiki Woodward.

A copy of the agenda is attached as Pages 2373-1 through 2373-12

2A. Election of Officers.

Dr. Ferguson nominated Ms. Woodward to be the temporary chairperson and Mr. Miller seconded. Mr. Eberlin nominated Mr. Bartlett to be the temporary chairperson and Ms. Munkittrick seconded. Mr. Eberlin moved to close the nominations and Dr. Ferguson seconded. The motion to

close the nominations was passed with all in favor. Ms. Woodward declined the nomination. All voted in favor of Mr. Bartlett to serve as the temporary chairperson.

The nominating committee reported that the following have agreed to serve as officers for the 2018-2019 school year:

President	Sarah Woodward
Vice-President	Donna Gavitt
Secretary	Brian Driscoll
Treasurer	Julie Preston
Assistant Secretary	Jana Strong

Mr. Miller moved and Ms. Zern seconded to approve the appointment of the slate of officers as presented. The motion passed with unanimous affirmative vote and the meeting was turned over to Ms. Woodward.

4. Report of Meeting Held June 20, 2018

Mr. Miller moved and Ms. Preston seconded to approve and adopt all of the decisions and recommendations of the Committee of the board members that met on May 16, 2018 and June 20, 2018. The motion passed with unanimous affirmative vote.

A quorum of members of the Board was not present at the meeting held May 16, 2018 and June 20, 2018. The members present at these meetings acted as a Committee-of-the-Whole and considered items on the agenda. Report of the recommendations of this Committee are attached as pages 2374-1 through 2374-121.

The administration recommends that the Board adopts and approve, as one of its official acts of this meeting, all of the decisions and recommendations of the Committee of Board members who met on May 16, 2018 and June 20, 2018, as presented or as amended at the pleasure of the Board.

Mr. Miller moved and Mr. Stethers seconded to approve the following:

5. Finances

A. Approval of Bills

Bills for the month of July 2018, for General Operations, Special Education, and Capital Project Fund totaling \$6,399,224.27 are attached as pages 2374-122 through 2374-134.

B. Investment of Funds

A memorandum from the Department of Education dated February 9, 1983, stated:
It is both permissible and desirable for the school board to adopt a resolution extending blanket authority to the treasurer or other designated and qualified official to invest, redeem and reinvest funds of the district. Such investments are subject to those limitations and restrictions set forth in the School Code and other law, including provisions for assignment of Federal securities

adequate to protect the investment. Requiring specific action on each transaction results in costly delays and resultant loss of income.

The State auditors have recommended that the Board adopt the following resolution each year:

The First Citizens Community Bank, Canton Branch, as depository for IU 17, is authorized, after consultation with the IU 17 administrative staff, to invest, redeem and reinvest funds, subject to those limitations and restrictions set forth in the School Code, for the 2018-2019 fiscal year.

The motion passed with unanimous affirmative vote.

6A. Personnel, Resignations.

Ms. Preston moved and Ms. Pick seconded to approve the resignation. The motion passed with unanimous affirmative vote.

1. **Mr. Robert Russell**, Job Coach, resignation effective June 4, 2018

Mr. Stethers moved and Ms. Preston seconded to approve the following:

7A. Personnel, Establishment of New Positions, New Programs, and/or Program Revisions.

1. **Establishment of New Position - ELECT Coordinator**

Due to district requests, the administration recommends that that Board approve the establishment of an ELECT Coordinator position. Description attached as Pages 2375-1 through 2375-2

Funds to support this new position are available from the ELECT Grant.

7B. Personnel, Employments.

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
 - A. **Jessica Schwenk**, Special Education Teacher, IU 17 Canton office effective August 6, 2018. Salary – Step 10, Master’s degree - \$64,191; districts’ contracts, prorated to the actual number of days worked. Professional Employee’s Contract. To fill new position created by the Board at June 20th meeting. This employment is contingent upon receipts of current clearances.
 - B. **Cecelia Cronin**, Speech Therapist, IU 17 Canton office effective August 6, 2018. Salary – Step 1, Master’s degree - \$50,524; districts’ contracts, prorated to the actual number of days worked. Professional Employee’s Contract. To fill new position. This employment is contingent upon receipts of current clearances.

2. The administration recommends the employment of the following personnel:

- C. **Lynn Frey**, ELECT Program Coordinator, IU 17 Williamsport office effective September 1, 2018. Salary – \$44,850; grant funding, prorated to the actual number of days worked. Office Support. To fill new position created by grant. This employment is contingent upon receipts of current clearances.

7C. Personnel, Extension of Work Years.

1. **Ms. Rebecca Walters - Social Worker**

Due to a request, the administration recommends that the Board approve an extension of work year for Ms. Rebecca Walters up to an additional four (4) days, at her 2017-2018 per diem rate.

Funds to support this are available from district contracts.

7D. Personnel, Substitute Teachers and Substitute Teacher Aides.

1. The administration recommends approval of the list of substitute teachers and substitute teacher aides for the 2018-2019 school term, attached as page 2376-1.
2. The administration recommends approval of the list of Mission One employees for the 2018-2019 school term, attached as page 2376-2.
3. The administration recommends approval of the list of eligible OVR students enclosed. They will be paid a stipend of \$10.50 per hour for a maximum of 90 total hours during the 2018-2019 school year.

7E. Personnel, Mentor Teachers/Supervisor.

The administration recommends that the Board approve the following mentors as part of the Act 48/Teacher Induction Plan for the 2017-2018 school year.

Katelyn Howland
Lacey Cole

7F. Personnel, Request for Internship/Observations.

1. The administration requests that the Board approve an internship agreement with Kutztown University to allow students to complete internships with IU 17 effective August 1, 2018 through July 31, 2023. Students will be under the total direction of one of the IU's fully certified professionals. These internships are contingent upon receipt of current clearances.

The motion passed with unanimous affirmative vote.

Ms. Munkittrick moved and Mr. Miller seconded to approve the following:

8. Items Requiring Routine Formal Action by the Board.

B. IDEA-B LEA Policies and Procedures – Department of Education

At the October 10, 2001 Board meeting, the Board approved the adoption of revised IDEA-B LEA Policies and Procedures. To ensure continued funding under IDEA-B, each LEA must again submit to the Department of Education by September 2018, policies, procedures, and programs that are consistent with State policies and procedures.

Therefore, the administration recommends that the Board approve the adoption of the IDEA-B LEA Policies and Procedures for submission to the Department of Education to ensure continued approval and eligibility for funding under IDEA-B.

C. Contract for Services – Telephony Depot

The administration recommends that the Board accept a bid from Telephony Depot for Grandstream telephone equipment per the bid document attached. Funding available to support purchases through the Technology budget and District contracts.

D. Revised Contract for Services – Mission One Paraprofessional Services – Early Intervention 2017-2018

At the May 17, 2017 meeting, the Board approved a contract with Mission One Paraprofessional Services for Early Intervention, effective July 1, 2017 through June 30, 2018; Total cost of services not to exceed \$45,000.

Due to the need for additional services, the administration recommends that the Board approve a revised contract with Mission One Paraprofessional Services for Early Intervention following the EI calendar, effective July 1, 2017 through June 30, 2018, Total Cost of Services not to exceed \$112,440.33.

E. Contract for Services – Mission One Paraprofessional Services – Early Intervention 2018-2019

The administration recommends that the Board approve a contract with Mission One, paraprofessional services for Early Intervention following the EI calendar, effective July 1, 2018 through June 30, 2019; Total Cost of Services not to exceed \$112,500.00.

F. Transportation Contractors

The administration recommends that the Board approve the 2018-2019 contractors to transport eligible preschool children to specialized programs, attached as page 2377-1.

Funds to support this contract are available from the Special Education Transportation budget.

G. Transportation Drivers

The administration recommends that the board approve the 2018-2019 drivers to transport eligible preschool children to specialized programs, attached as page 2378-1.

Funds to support this contract are available from the Special Education Transportation budget.

H. Contract for Services – EFPR Group, CPA’s, PLLC

The Administration recommends that the Board approve a contract with EFPR Group, CPAs, PLLC for services related to the annual BLaST audit at an estimated cost of \$21,000.

Funds are available as a pro-rated share across all IU budgets.

I. Memorandum of Understanding – River Valley Health & Dental Center

The Administration recommends that the Board a memorandum of understanding with River Valley Health & Dental Center for services to eligible students through the ELECT program.

Funds are available through the ELECT Grant.

J. Approved Field Trips

The Executive Director would like to inform the Board that the list of Field Trips, attached as page 2378-2, has been approved for the current school year.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

K. Contract for Services – CLSU Consulting, LLC

The administration recommends that the Board approve a contract with CLS Consulting, LLC for Doug Ulkins to serve as the Regional Site Coordinator for the PA Inspired leadership program (PIL), effective July 1, 2018 through June 30, 2019; Total Cost of Services not to exceed \$48,300.

Funds to support this contract are available from the PIL Budget.

L. Event Contract – Pennsylvania College of Technology

The administration recommends that the Board approve a contract with the Pennsylvania College of Technology to use certain facilities and services provided by the College, for the Annual IU Inservice on August 6 & 7, 2018. Total Cost of Services not to exceed \$13,759.

Funds to support this contract are available from the CORE Budget.

M. Extended School Year Contract – Loyalsock Township School District

The administration recommends that the Board approve a contract with the Loyalsock Township School District to use certain facilities and services provided by the district, for the Extended School Year program. The program will run June 18, 2018- July 20, 2018. Total Cost of Services not to exceed \$40,350.

Funds to support this contract are available from district contracts.

N. Contract for Services – CDC’s Teen Link House – 2018-2019 School Year

The administration recommends that the Board approve a contract with Hope Enterprises, Inc’s Children’s Development Center for the use of the Teen Link Facility for 30 half-days, at a rate of \$70 per half-day session, effective September 21, 2018 through April 26, 2019; Total Cost of Services not to exceed \$2,100.

Funds to support this contract are available from districts’ contracts.

O. Increment - Master’s and Master’s + 15, 30, 60 and Doctorate

Ms. Allison Holcomb, Autistic Support Teacher, and Mr. Eric Maynard, Alternative Education teacher, have submitted evidence that they have completed the necessary requirements for a Master’s degree; Ms. Corrie Roadarmel, Developmental Technology Teacher, has submitted evidence that she has completed 15 credits beyond her Master’s. Ms. Samantha Waters-Mannino, Speech Teacher, has submitted evidence that she has completed 30 credits beyond her Master’s.

The administration recommends that the Board approve placing Ms. Allison Holcomb, Mr. Eric Maynard, Ms. Corrie Roadarmel, and Ms. Samantha Waters-Mannino on the appropriate columns for the 2018-2019 school year.

P. Contract for Services – Next Century

The administration recommends that the Board approve a contract with Next Century to provide educational consulting services, effective August 15, 2018 through December 31, 2018; Total Cost of Services not to exceed \$27,998.

Funds to support this contract are available from the General Operations Budget.

Q. Act 44 of 2018

Act 44 requires each chief school administrator of a school entity to appoint a school administrator as the school safety and security coordinator no later than August 31, 2018. The Administration recommends that the Board approve the appointment of Brian Driscoll as the school safety and security coordinator.

R. Contract for Services – Just 4 Kids (Katie Tiffany) OTR – Bradford County School Aged 2018-2019

The administration recommends that the Board approve a contract with Just 4 Kids (Katie Tiffany), for occupational therapy services to eligible Bradford County school aged students on a case-by-case basis and OT clinic evaluations as needed, effective August 1, 2018 through June 30, 2019; at a rate of \$18.75 per hour for COTA Services, \$21.75/hour for OTR Services, and \$85/hour for Supervision of COTA services for up to 8 hours/month., Total Cost of Services not to exceed \$90,000.

Funds to support this contract are available through district contracts.

S. BLaST Policy on Student Records – Representational Consent

In compliance with the BLaST policy on student records approved March 2013, the administration recommends that the Board approve the collection of all directory information, which shall include the following: student's name, address, telephone number, birthdate, sex, date of entry, date of withdrawal, academic grades, program, program placement, attendance records, student standardized achievement test scores, and/or skill checklists.

In addition to the above, it is recommended that approval be given to administer the list of tests, or their equivalent, for the purpose of providing information which will aid in program development for children, attached as pages 2380-1 through 2830-3.

T. Service Agreement – Riverview intermediate Unit

The administration recommends that the Board approve a service agreement with Riverview Intermediate Unit to provide support for PIMS/Child Accounting at a rate of \$26/hour. Agreement effective August 1, 2018 through December 31, 2018.

Funds to support this contract are available from the General Operations Budget.

The record of investments dated July 31, 2018 was presented as follows: Year-to-Date Earnings on Investments is \$10,062.89(1% Cash Management Account), First Citizens Community Bank, Canton; and Year-to-Date Earnings on Project Fund is \$1,717.52 (1% Capital Fund Account), First Citizens Community Bank, Canton.

Dr. Steinbacher-Reed presented the Leadership Performance Summary for 2017-2018 to the board of directors. She also updated the directors on the IU 17 In Service that was held on August 6-7, 2018 at the Pennsylvania College of Technology.

There being no more business, Mr. Martin moved and Mr. Bartlett seconded to adjourn the meeting at 8:35. All were in favor.

Respectfully Submitted,

Brian Driscoll
Board Secretary