

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, September 18, 2019 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 Lori Baer, President, at 7:06 p.m. The board immediately went into Executive Session and reconvened at 7:37 p.m.

Roll Call:

Lori Baer, President (W)	Present
Julie Preston, Vice President (C)	Present
Lonnie Stether, Treasurer (C)	Present
Debra Agnew (C)	Present
Sean Bartlett (C)	Present
Doug Eberlin (C)	Present
Donna Gavitt	Absent
Christina Kiessling	Absent
Dan Martin (C)	Present
Scott McLean (C)	Present
Nathan Miller (W)	Present
Peggi Munkittrick (C)	Present
Neal Palmer	Absent
Dana Pick (W)	Present
Larue Reese (C)	Present
William S. Ruffing	Absent
Hal Stockdill (C)	Present
Kelley Wasson	Absent
Annette Zern	Absent

Attendance Location Key: C – Canton; W – Williamsport

Others present were: Brooke Beiter, Shawn Baker, Brian Driscoll, Timothy Hanner, Robin Holmes, Ardis Mason, Mark Nevill, Trisha Patterson, Jon Paulhamus, Sebastian Peiper, Maria Pierce, Andra Sauers, Angela Sees, Cheryl Starr, Christina Steinbacher-Reed, Dana Vermilya, Rebecca Walters, Amy Wolfhope-Briggs and Tracy Wright.

A copy of the agenda is attached as Pages 2447-1 through 2447-10.

**2B. Acceptance of Resignations, IU 17 Board Members.**

**1. Mr. Sean Bartlett – Southern Tioga School District**

Mr. Miller moved and Mr. Stockdill seconded to accept the resignation of Mr. Sean Bartlett as the Southern Tioga School District representative on the IU 17 Board of Directors, effective September 19, 2019. The motion passed with unanimous affirmative vote.

**2C. Appointment, IU 17 Board Member.**

Mr. Bartlett moved and Mr. Stockdill seconded to approve Ms. Barbara Shull's appointment to the Board of Directors. The motion passed with unanimous affirmative vote.

**1. Ms. Barbara Shull – Southern Tioga School District**

The Southern Tioga School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Barbara Shull be appointed to a position on the BLaST Board to replace Mr. Sean Bartlett. It would be appropriate for the Board to appoint Ms. Barbara Shull, effective September 20, 2019, until the time of next election (September 19, 2019 – June 30, 2020), in accordance with Act 30 of 1982. The term of the Southern Tioga School District representative expires June 30, 2022.

**4. Minutes.**

Ms. Preston moved and Mr. Stethers seconded to approve the minutes of the meeting held on August 21, 2019 as presented. The motion passed with unanimous affirmative vote.

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

**5. Finance.**

**A. Approval of Bills**

Bills for the month of August 2019, for General Operations, Special Education, and Capital Project Fund totaling \$1,984,668.94 are attached as Pages 2448-1 through 2448-9.

**B. Final Budgets 2018-2019**

The administration recommends that the Board approve the Final Budgets and Transfers/Supplements for the 2018-2019 school year.

The motion passed with unanimous affirmative vote.

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

**6A. Personnel, Resignations.**

1. Pamela Thompson, Paraprofessional, resignation effective August 27, 2019.
2. Audra Mazzante, Workforce Development and Consortia Specialist, resignation effective September 13, 2019.

3. Caitlin Wright, Special Education Teacher, resignation effective no later than November 10, 2019
4. Jennifer Carranza, Paraprofessional, resignation effective October 11, 2019.

The motion passed with unanimous affirmative vote.

Ms. Preston moved and Ms. Agnew seconded to approve the following:

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

**1. Establishment of New Position - Assistant Director of Student Services**

The Administration recommends that the Board authorize the establishment of a new position, Assistant Director of Student Services. A copy of the job description is attached as pages 2449-1 through 2449-3.

**2. Establishment of New Position - Digital Design & Customer Support Specialist**

The Administration recommends that the Board authorize the establishment of a new position, Digital Design & Customer Support Specialist. A copy of the job description is attached as pages 2449-4 and 2449-5.

**3. Position Revision - AEDY Customer Service Support and Large Print Assistant - AIM Center**

Due to added job responsibilities, the Administration recommends that the Board authorize the revision of the position of Large Print Assistant to AEDY Customer Service Support and Large Print Assistant. A copy of the revised job description is attached as pages 2449-6 through 2449-8.

**7C. Personnel, Change of Work Assignment.**

**1. Ms. Rhonda Bieber - Paraprofessional**

Due to an internal transfer, the administration recommends that the Board authorize a change of assignment for Rhonda Bieber from Paraprofessional to Special Education Teacher and approve a change in days from 185 to 190, effective September 11, 2019. Salary – 2019-2020 Teachers' Salary Schedule when adopted; 2018-2019 - Step 1, Bachelors - \$49,437; prorated to actual number of days worked. To fill vacancy created by the resignation of Todd Nagy.

**2. Ms. Cherie Hunt - Special Education Teacher**

The administration recommends that the Board authorize an extension of work year for Ms. Cherie Hunt from 95 days to 190 days, at her 2019-2020 per

diem rate; per the 2019-2020 Teachers' Salary Schedule when adopted; 2018-2019 - Step 2, Masters - \$51,867; prorated to actual number of days worked.

**3. Ms. Erica Hoyt - Homebound Instruction**

Due to a request for homebound instruction hours, the administration recommends that the Board authorize Ms. Erica Hoyt, up to 5 hours of service a week, effective September 9, 2019 through November 1, 2019 at the approved rate of \$23.18 per hour.

**4. Mr. Michael Stagemyer – AEDY Customer Service Support and Large Print Assistant - AIM Center**

Due to added job responsibilities, the administration recommends that the Board approve Michael Stagemyer to be moved from Large Print Assistant to AEDY Customer Service Support and Large Print Assistant. Salary adjusted to \$45,000.

**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 2019-2020 school term, attached as page 2450-1.
2. The administration recommends approval of the list of Mission One employees for the 2019-2020 school term, attached as page 2450-2.
3. The administration recommends approval of the list of eligible OVR students enclosed. They will be paid a stipend of \$10.35 per hour for a maximum of 90 total hours during the 2019-2020 school year.

**7E. Personnel, Request for Internship/Observations.**

1. The administration requests that the Board authorize an affiliation agreement with Pennsylvania College of Technology to allow Brittany Patterson, Ismeta Budic, Kathryn Faust, Chelsea Horner, Caitlin Malencore, Kevin Hall, Meghan Lundy, Madison Shurock, Margaret Rintelman, Matt Salvent, Emily Staman, Noah Kahley, Lauren Allison, Taylor Delosier, Bob Beiber, Alexis Harder, Dominique Brown, Rebecca Schweikert, Brittney Runner, Tessa Shutt, Emily Shade, Rebecca Weaver, Macayla McFadden, Kaitlyn Buck, Jerome Ntomb, Brinley Decker, nursing students, to complete observations effective September 6, 2019 through November 22, 2019. They will be under the total direction of one of the IU's fully certified professionals. These observations are contingent upon receipt of current clearances.

The motion passed with unanimous affirmative vote.

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

**8. Items Requiring Routine Formal Action by the Board.**

**A. Second Reading of New Policies**

Policies for second readings are enclosed.  
Policy 207 Confidential Communications of Students  
Policy 904 Public Attendance at Intermediate Unit Events

**B. Contract to Allocate 2019-2020 IDEA Funds to School Districts**

IU 17 has received signed contracts from the following school districts for the projected allocation of IDEA funds, attached as page 2451-1. to their school districts:

Athens	Sayre
Canton	South Williamsport
East Lycoming	Southern Tioga
Jersey Shore	Sullivan County
Loyalsock Township	Towanda
Montgomery	Troy
Montoursville	Wellsboro
Muncy	Williamsport
Northern Tioga	Wyalusing
Northeast Bradford	

The administration recommends that the Board authorize the execution of this contract to the school districts listed above.

**C. Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips attached as page 2451-2, has been approved for the current school year.

**D. Professional Contract**

Blair Russo has completed a minimum of three (3) years of service with BLaST Intermediate Unit 17 with a final rating of satisfactory, thus entitling her to be issued a professional employee contract. The administration recommends that the Board acknowledge the issuance of a professional employee contract to Blair Russo.

**E. Contract for Services - D. R. Snyder, Inc.**

The administration recommends that the Board authorize a contract with D. R. Snyder, Inc. to provide transportation for students from Hughesville High School to the Teen Link House in Montoursville at a rate of \$120/round trip, effective October 18, 2019 through April 3, 2020; Total cost of services not to exceed \$600.

The motion passed with unanimous affirmative vote.

**F. PSBA Officers**

Mr. Miller moved and Mr. Stethers seconded to approve the vote on the officers for PSBA. The motion passed with unanimous affirmative vote.

The administration recommends that the Board vote on the officers for PSBA. The voting started on August 23 and ends on October 11, 2019.

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

**G. Contract for Services – Ellie’s Cleaning**

The administration recommends that the Board authorize a contract with Ellie’s Cleaning to provide cleaning services at the North Academy for Integrated Studies facility, effective September 14, 2019 at a rate of \$1,400 per month.

**H. Ratification of Agreement Between BLaST IU 17 and BLaST Education Association (BLaSTEa)**

A copy of the Agreement is attached as pages 2452-1 through 2452-37.

The administration recommends that the Board consider approving the collective bargaining agreement between BLaST IU 17 and the BLaST Education Association (BLaSTEa) effective July 1, 2019 through June 30, 2022.

**I. Contract for Services – All Around Maintenance Man, LLC.**

The administration recommends that the Board authorize a contract with All Around Maintenance Man, LLC. to provide inclement weather maintenance at the Williamsport Office, effective September 1, 2019 through June 30, 2020, at a rate of \$195 per plow, \$185 per salting, \$25 to salt sidewalks and \$35 to clear sidewalks.

**J. Contract for Services - Chester County Intermediate Unit**

The administration recommends that the Board authorize a contract with Chester County Intermediate Unit for Itinerant Speech Telepractice services for Williamsport Area School District, at a rate of \$115.38/hour for individual service and \$69.22/hour for group services, effective September 16, 2019 through November 1, 2019; Total cost of services not to exceed \$32,320.

**K. Transportation Drivers**

The administration recommends that the Board approve the updated 2019-2020 drivers to transport eligible preschool children to specialized programs, attached as page 2452-38.

**L. Contract for Services - Zito Media**

The administration recommends that the Board authorize a month-to-month contract with Zito Media to provide E-line services between the Canton and Williamsport offices, at a rate of \$750 per month, effective October 1, 2019.

The motion passed with unanimous affirmative vote.

The record of investments dated August 31, 2019 was presented as follows: Year-to-Date Earnings on Investments is \$21,117.47 (2.31% Cash Management Account), First Citizens Community Bank, Canton; and Year-to-Date Earnings on Project Fund is \$5,196.11 (2.31% Capital Fund Account), First Citizens Community Bank, Canton.

Ms. Briggs updated the Board of Directors on the Special Education department.

The Board of Directors were updated on the Educational Planning department by Ms. Beiter.

Dr. Steinbacher-Reed gave her Executive Director update to the Directors.

Since there was no more business, Ms. Agnew moved and Mr. Stockdill seconded to adjourn the meeting at 8:09 p.m.

Respectfully Submitted,

Brian Driscoll  
Board Secretary