

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, January 15, 2020 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 Julie Preston, Vice President, at 7:03 p.m.

Roll Call:

Lori Baer, President	Absent
Julie Preston, Vice President (C)	Present
Lonnie Stether, Treasurer (C)	Present
Debra Agnew (C)	Present
Doug Eberlin	Absent
Teresa Edsell (C)	Present
Scott Johnson (C)	Present
Christina Kiessling	Absent
Dan Martin (C)	Present
Lisa McClintock (W)	Present
Nathan Miller (W)	Present
Peggi Munkittrick (C)	Present
Neal Palmer	Absent
Nancy Petrosky (W)	Present
Dana Pick (W)	Present
William S. Ruffing	Absent
Barbara Shull (C)	Present
Hal Stockdill (C)	Present
Wellsboro	Vacant

Attendance Location Key: C – Canton; W – Williamsport

Others present were: Brooke Beiter, Jeremy Black, Jennifer Cronin, Brian Driscoll, Timothy Hanner, Ardis Mason, Jon Paulhamus, Joe Rafter, 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 2462-1 through 2462-10.

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

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

**1. Mr. Scott McLean - Muncy School District**

Mr. Scott McLean has resigned as the Muncy School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Scott McLean's resignation, effective November 30, 2019.

**2. Ms. Annette Zern - Northeast Bradford School District**

Ms. Annette Zern has resigned as the Northeast Bradford School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Annette Zern's resignation, effective November 30, 2019.

**3. Mr. LaRue Reese - Wellsboro Area School District**

Mr. LaRue Reese has resigned as the Wellsboro Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. LaRue Reese's resignation, effective November 30, 2019.

**4. Donna Gavitt - East Lycoming School District**

Ms. Donna Gavitt has resigned as the East Lycoming School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Donna Gavitt's resignation effective November 30, 2019.

The motion passed with unanimous affirmative vote.

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

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

**1. Ms. Nancy Petrosky - Jersey Shore Area School District**

The Jersey Shore Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Nancy Petrosky be appointed to a position on the BLaST Board to replace Ms. Kelley Wasson. It would be appropriate for the Board to appoint Ms. Nancy Petrosky, effective January 15, 2020, until the time of next election (January 15, 2020 – June 30, 2020), in accordance with Act 30 of 1982. The term of the Jersey Shore Area School District representative expires June 30, 2022.

**2. Ms. Teresa Edsell - Northeast Bradford School District**

The Northeast Bradford School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Teresa Edsell be appointed to a position on the BLaST Board to replace Ms. Annette Zern. It would be appropriate for the Board to appoint Ms. Teresa Edsell, effective January 15, 2020, until the time of next election (January 15, 2020 – June 30, 2020), in accordance with Act 30 of 1982. The term of the Northeast Bradford School District representative expires June 30, 2022.

**3. Mr. Scott Johnson - Muncy School District**

The Muncy School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Scott Johnson be appointed to a position on The BLaST Board to replace Mr. Scott McLean. It would be appropriate for the Board to appoint Mr. Scott Johnson, effective January 15, 2020, until the time of next election (January 15, 2020 – June 30, 2020), in accordance with Act 30 of 1982. The term of the Muncy School District representative expires June 30, 2022.

**4. Ms. Lisa McClintock - East Lycoming School District**

The East Lycoming School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Lisa McClintock be appointed to a position on the BLaST Board to replace Ms. Donna Gavitt. It would be appropriate for the Board to appoint Ms. Lisa McClintock, effective January 15, 2020, until the time of next election (January 15, 2020 – June 30, 2020), in accordance with Act 30 of 1982. The term of the East Lycoming School District representative expires June 30, 2022.

The motion passed with unanimous affirmative vote.

At 7:05 p.m. the Board went into Executive Session and reconvened the regular meeting at 7:46 p.m.

**4. Minutes.**

Ms. Agnew moved and Mr. Stethers seconded to approve the minutes of the meeting held on November 20, 2019. The motion passed with unanimous affirmative vote.

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

**5. Finance.****A. Board Acceptance of 2018-2019 Audit Report by EFPR Group, Certified Public Accountants**

The administration recommends that the Board approve the 2018-2019 Audit Report, as prepared by EFPR Group, attached as pages 2464-1 through 2464-67.

**B. Proposed General Operations Budget for Fiscal Year 2020-2021**

The proposed 2020-2021 IU 17 General Operations budget was distributed to the IU 17 Advisory Council of Superintendents, attached as pages 2464-68 through 2464-94.

**C. Approval of Bills**

Bills for the month of November and December 2019, for General Operations, Special Education, and Capital Project Fund, Totaling \$3,248,271.02 attached as pages 2465-1 through 2465-15.

The motion passed with unanimous affirmative vote.

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

**6A. Personnel, Resignations, Retirements.**

1. **Jennifer Caranza**, Paraprofessional, resignation effective December 13, 2019.
2. **Cheryl Kayhanfar**, Hearing Support Teacher, retirement effective June 15, 2020.
3. **Sonja Walker**, Paraprofessional, resignation effective January 2, 2020.

The motion passed with unanimous affirmative vote.

Mr. Stockdill moved and Mr. Johnson seconded to approve the following:

**7A. Personnel, Establishment of New Positions, New Programs, and/or Program Revisions.****1. Executive Director Administrative Assistant/ Communications Specialist**

Due to increased responsibilities of the Outreach Specialist position, the administration recommends that the Board approve the establishment of an Executive Administrative Assistant/Communication Specialist position, job description attached as pages 2465-16 through 2465-18.

**2. Establishment of New Position - School Psychologist**

The Administration recommends that the Board authorize the establishment of an additional School Psychologist position to support school district request.

The motion passed with unanimous affirmative vote.

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

**7B. Personnel, Employments.**

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
  - A. **Erika Wiles**, EI Teacher, effective January 16, 2020. Salary – 2019-2020 Step 1, Bachelors- \$50,033; Early Intervention budget, prorated to the

actual number of days worked. Temporary Professional Employees' contract. To fill the vacancy created by internal transfer of Amelia Sherwood. This employment is contingent upon receipt of current clearances.

- B. **Aubrey Miller**, School Psychologist, effective July 1, 2020. Salary Step Master's - \$51,793; districts' contracts prorated to the actual number of days worked. Temporary Professional Employee's Contract. To fill new position created by the Board. This employment is contingent upon receipt of current clearances.

The motion passed with unanimous affirmative vote.

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

2. The administration recommends the employment of the following personnel:
- A. **Hannah Allis**, Social Worker, Treatment Team Leader, North Academy Partial Program, effective January 27, 2020. Salary – \$50,500; districts' contracts, 195 days, prorated to the actual number of days worked. To fill the vacancy created by the promotion of Rebecca Walters. This employment is contingent upon receipt of current clearances.
- B. **Amy Martell**, Curriculum Specialist, effective May 8, 2020. Salary – \$75,000, 210-day assignment, districts' contracts, to fill new position created by the Board at the November 20, 2019, meeting. Employment in accordance with Board policy as adopted in the 2017-2020 Administrative Compensation Plan. This employment is contingent upon receipt of current clearances.

The motion passed with a majority vote. Mr. Martin opposed.

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

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

1. **Ms. Emily Cipolla - Homebound Instruction**

Due to a request for homebound instruction, the administration recommends that the Board authorize Ms. Emily Cipolla, up to 7 hours of instruction, effective December 5, 2019 through January 9, 2020 at the approved rate of \$23.18 per hour.

2. **Ms. Julia Edler - Homebound Instruction**

At the November 2019 Board meeting, the Board authorized Ms. Julia Edler to

provide instruction for up to 5 hours of service per week, effective November 12, 2019 through December 10, 2019 at the approved rate of \$23.18 per hour. The administration recommends the Board authorize an extension of Ms. Edler's instruction, effective December 10, 2019 through December 20, 2019 at the approved rate of \$23.18 per hour.

**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 2019-20 school term, attached as page 2467-1.
2. The administration recommends approval of the list of Mission One employees for the 2019-2020 school term, attached as page 2467-2.
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 approve a paid Technology internship for Paige Diabelko, Williamsport Area High School CTE Program student, with BLaST Intermediate Unit 17, to gain work experience from 2:30 to 4:30 pm each day, not to exceed 10 hours per week, \$7.25 per hour, effective December 9, 2019 through the end of the school year. She will be under the total direction of one of the IU's fully certified professionals. This internship is contingent upon receipt of current clearances.
2. The administration requests that the Board approve an observation agreement with Penn College to allow the following nursing students to complete observations effective January 24, 2020 through April 24, 2020: Larissa Suter, Micah Shaw, Shannon Shelly, Veronica Moon, Brian Shaffer, Dominique Brown, Daniel Martens, Sabrina Martin, Brian Roupp, Caroline Engel, Angela Harvey, Taylor Gonzales, Caleigh Guenot, Allison Schweikart, Ashley Snyder, Kylee, Kelley, Annie Kost, Kaleigh Bays, Mariah Ireland, Logan Bungard, Ariel Torstrup, Gretchen Fiedler, Tunesha Smith, and McKenzie Hackenburg, nursing students, to complete observations effective January 24, 2019 through April 24, 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 Policy**

Policy for second reading is attached as pages 2468-1 through 2468-3.  
Policy 100 Use of Livestream Video on School District Property

**B. Increment - Master's and Master's + 15, 30, 60 and Doctorate**

**Corrie Roadarmel**, Early Intervention teacher, has submitted evidence that she has completed 30 credits beyond a Master's.

The administration recommends that the Board approve placing Ms. Corrie Roadarmel in the appropriate column for the 2019-2020 school year.

**C. 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 2468-4.

**D. Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips, attached as page 2468-5, has been approved for the current school year.

**E. Contract for Services - Sampson Plumbing and Heating**

The administration recommends that the Board approve a contract with Sampson Plumbing & Heating for the installation of a new rooftop unit at the Williamsport IU office. Total cost of the contract not to exceed \$9,630.

**F. Contract for Consulting Services - Capital Area Intermediate Unit**

The administration recommends that the Board approve an agreement with Capital Area Intermediate Unit to perform Business Office Consulting Services.

The motion passed with unanimous affirmative vote.

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

**9. Items That Require Formal Action by the Board Which May Require In-Depth Discussion and Study by the Board.****A. Consider Approving the Resolution**

Brian R. Driscoll, Director of Management Services, for personal reasons, has notified the Intermediate Unit of his desire not to continue serving as Director of Management Services. The administration recommends the Board approve the Resolution. Attached as pages 2468-6 through 2468-10.

The motion passed with unanimous affirmative vote.

**10. Administrative Reports.**

- A. The record of investments dated December 31, 2019 was presented as follows: Year-to-Date Earnings on Investments is \$67,706.78 (1.83% Cash Management Account), First Citizens Community Bank, Canton; and Year-to-Date Earnings on Project Fund is \$13,759.66 (1.83% Capital Fund Account), First Citizens Community Bank, Canton.

The following updates were given:

- B. **Special Education Update – A. Briggs**
- C. **Educational Planning Update – B. Beiter**
- D. **Technology Update – J. Paulhamus**
- E. **Executive Update – Dr. Steinbacher-Reed**

The 2020 Election of Directors to BLaST Intermediate Unit 17 Board Ballot will be mailed to the School District, Sample Ballot is attached as page 2469-1.

In recognition of School Directors' Month, copies of the book entitled Just Ask written by Sonia Sotomayor are being donated to the directors' respective school libraries in their honor.

Since there was no more business, Ms. Agnew moved and Mr. Stockdill seconded to adjourn the meeting at 8:13 p.m. All were in favor.

Respectfully Submitted,

Brian Driscoll  
Board Secretary