

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 20, 2021 virtually via video-conferencing. The meeting was called to order by Lori Baer, President, at 7:02 p.m.

Roll Call:

Lori Baer, President	Present
Julie Preston, Vice President	Absent
Debra Agnew, Treasurer	Present
Devin Brown	Present
Doug Eberlin	Present
Chris Gastrock	Absent
Scott Johnson	Present
Christina Kiessling	Present
Dan Martin	Present
Lisa McClintock	Present
Nathan Miller	Present
Kathy Jo Minnick	Present
Peggi Munkittrick	Absent
Neal Palmer	Absent
Nancy Petrosky	Present
Dana Pick	Present
William S. Ruffing	Present
Barbara Shull	Present
Hal Stockdill	Present

Others present were: Brooke Beiter, Tim Confer, Jennifer Cronin, Brian Driscoll, Rebecca Gibboney, Robin Holmes, Mike Levin, Amy Martell, Katey Martin, Ardis Mason, Sara McNett, Jon Paulhamus, Jeff Pelley, Maria Pierce, Andra Sauers, Angie Sees, Jack Smith, Cheryl Starr, Christina Steinbacher-Reed, Rebecca Walters, Dana Vermilya, and Tracy Wright.

A copy of the agenda is attached as Pages 2529-1 through 2529-8.

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

2B. Appointment, IU 17 Board Member.

1. Mr. Chris Gastrock - Wellsboro Area School District

The Wellsboro Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Chris Gastrock be appointed to a position on the BLaST Board to fill the current vacancy. It would be appropriate for the Board to appoint Mr. Chris Gastrock, effective January 20, 2021, until the time of next election (January 20, 2021 – June 30, 2021), in accordance with Act 30 of 1982.

The term of the Wellsboro Area School District representative expires June 30, 2022.

The motion passed with unanimous affirmative vote.

Mr. Eberlin moved and Mr. Miller seconded to approve:

4. Minutes.

Minutes of the meeting held November 20, 2020 and Minutes of the meeting held December 9, 2020 as presented. The motion passed with unanimous affirmative vote.

At 7:19 p.m. the board of directors went into an Executive Session for personnel and attorney advisement. The regular meeting reconvened at 8:22 p.m.

Mr. Johnson made an omnibus motion to approve the remaining agenda items and Ms. Agnew seconded.

5. Finance.

A. Board Acceptance of 2019-2020 Audit Report by EFPR Group, Certified Public Accountants

The administration recommends that the Board approve the 2019-2020 Audit Report, as prepared by EFPR Group, attached as Pages 2530-1 through 2530-69.

B. Proposed General Operations Budget for Fiscal Year 2021-2022

The proposed 2021-2022 IU 17 General Operations budget was distributed to the IU 17 Advisory Council of Superintendents, attached as Pages 2530-70 through 2530-98.

C. Approval of Bills

Bills for the months of November and December 2020, for General Operations, Special Education, and Capital Project Fund, attached as Pages 2530-99 through 2530-111.

6A. Personnel, Resignations, Retirements.

1. **Stephanie Toner** - administrative assistant, resignation effective 12/11/2020
2. **Cherie Hunt** - autistic support, resignation effective 1/8/2021
3. **Elizabeth Moores** - alternative education teacher, resignation effective when released
4. **CarolAnn Ward Spencer** - alternative education teacher, resignation effective when released

6B. Personnel, Requests for Leave.

1. **Dustin Mattocks**, Special Education Teacher, uncompensated leave effective December 11, 2020 to March 31, 2021.

7B. Personnel, Employments.

1. The administration recommends Board approve the following temporary professional and/or professional employee appointments:
 - A. **Andrea Turner**, Behavior Management Specialist, effective when released. Salary – Step 10, Masters +30, \$67,705; IDEA-B funds, prorated to the actual number of days worked, Professional Employees' contract, to fill the vacancy created by Kelly Swartwood. This employment is contingent upon receipt of current clearances.

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 2020-21 school term, attached as Page 2531-1.
2. The administration recommends approval of the list of Mission One employees for the 2020-2021 school term, attached as Page 2531-2.

7E. Personnel, Request for Internship/Observations.

1. The administration requests that the Board approve Morgan Cillo, a speech and language pathology student at Bloomsburg University, to complete an externship effective February 2, 2021 through March 19, 2021. She will be under the total direction of one of the IU's fully certified professionals. This externship is contingent upon receipt of current clearances.

7F. Personnel, Revised Job Description

1. Revised Assistant Executive Director/Director of Student Services Job Description

The administration request that the Board approve the revised Assistant Executive Director/Director of Student Services job description, attached as Pages 2531-3 through 2531-11.

8. Items Requiring Routine Formal Action by the Board.

A. Transportation Drivers

The administration recommends that the board approve the updated 2020-2021 drivers to transport eligible preschool children to specialized programs, attached as Page 2531-12.

B. First and Second Reading of New Policies

Policy 331 Job Related Expenses, attached as Pages 2532-1 and 2532-2.

Policy 333 Professional Development, attached as Pages 2532-3 through 2532-5.

Policy 340 Responsibility for Student Welfare, attached as Pages 2532-6 and 2532-7.

C. Contract for Services - CLSU Consulting, LLC

The administration recommends that the Board approve an agreement with CLSU Consulting, LLC to serve as Regional Site Coordinator for Region 4 of the PA Inspired Leadership Program, services effective September 1, 2020 through December 31, 2020, at a rate of \$525/day not to exceed \$32,550.

D. Contract for Services - Staffing and Consulting

The administration recommends that the Board authorize a contract with Staffing and Consulting for Dr. Polmeuller to provide onsite, telepsychiatry, and substitute services for the Academy of Integrated Studies North, effective January 1, 2021 through June 30, 2021, at a rate of \$248/hour.

E. Contract for Services - TSW Corp, County Pest Control

The administration recommends that the Board authorize a contract with TSW Corp - County Pest Control, to provide pest control services to the Canton and Williamsport BLaST offices, for 1 year starting February 1, 2021. Services will be provided at a rate of \$1950.00 annual fee.

F. Contract for Services - TSW Corp, County Pest Control

The administration recommends that the Board authorize a contract with TSW Corp - County Pest Control, to provide pest control services to the Catawissa Ave location, for 1 year starting January 1, 2021. Services will be provided at a rate of \$1300.00 annual fee.

G. Contract for Services - Quadient Leasing

The administration recommends that the Board authorize a contract with Quadient leasing, to provide postage meter leasing to the Canton and Williamsport BLaST offices, effective December 21, 2020 through December 20, 2025. Services will be provided at a rate of \$346.86 per month.

H. Professional Contract

Carla Tardieu 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 Ms. Carla Tardieu.

I. Contract for Services - PenTeleData

The administration recommends that the Board authorize BLaST to enter into a contract with PenTeleData for internet service at the North Academy (Monroe-Franklin School) at a monthly rate of \$246.95, effective July 1, 2021 through June 30, 2024.

J. Contract for Services - Penn Fire Protection, Inc.

The administration recommends that the Board authorize BLaST to enter into a contract with Penn Fire Protection, Inc to perform an inspection of the wet pipe sprinkler system annually at the Williamsport office location, at a rate of \$200.00 per year, effective January 7, 2021.

K. Contract for Services - Penn Fire Protection, Inc.

The administration recommends that the Board authorize BLaST to enter into a contract with Penn Fire Protection, Inc to flush the wet pipe sprinkler system line once every 5 years at the Williamsport office location, at a rate of \$750.00 per treatment, effective January 12, 2021.

9. Items That Require Formal Action by the Board Which May Require In-Depth Discussion and Study by the Board.

A. Consider Approving the Contract of Assistant Executive Director/Director of Student Services.

Consider approving the contract of the Assistant Executive Director/Director of Student Services, and appointing Dr. Amy Martell effective February 1, 2021 through January 31, 2025. This contract has been discussed by the Board of Directors and has been reviewed by the Director of Management

The motion passed with unanimous affirmative vote.

10. Administrative Reports.

A. Report of Investments

The record of investments dated December 31, 2020 is presented as follows:

Year-to-Date Earnings on Investments is \$45,459.44
(1.00% Cash Management Account), First Citizens National Bank, Canton.

Year-to-Date Earnings on Project Fund is \$7,083.34 (1.00% Capital Fund Account), First Citizens National Bank, Canton.

In lieu of division reports, the Executive Director provided a presentation of the 2019-2020 Annual Leadership Performance Report that was a summary of the full report provided to all Board Members. The purpose of the Annual Leadership Report is to inform the Board of Directors of the IU's status programmatically and fiscally over the last year and serves to demonstrate the IU's progress under the leadership of the Executive Director.

The 2021 Election of Directors to BLaST Intermediate Unit 17 Board Ballot will be mailed to the School District, Sample Ballot is attached as Page 2534-1.

In recognition of School Directors' Month, copies of the book entitled Ian's Walk written by Laurie Lears are being donated to the directors' respective school libraries in their honor.

There being no more business, Mr. Brown moved and Mr. Johnson seconded to adjourn the meeting at 9:11 p.m.

Respectfully Submitted,

Sara McNett
Board Secretary