

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, November 18, 2020 virtually via video-conferencing. The meeting was called to order by Lori Baer, President, at 7:01 p.m.

Roll Call:

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

Others present were: Brooke Beiter, Tom Burkhart, Tim Confer, Jennifer Cronin, Rebecca Gibboney, Robin Holmes, Amy Martell, Katey Martin, Sara McNett, Jon Paulhamus, Angie Sees, Cheryl Starr, Christina Steinbacher-Reed, Dana Vermilya, Rebecca Walters, and Tracy Wright.

A copy of the agenda is attached as Pages 2522-1 through 2522-8.

Mr. Miller made an omnibus motion to approve all agenda items and Mr. Stockdill seconded.

After review of Agenda Items 4 and 5, the board went into Executive Session for personnel reasons at 7:05 p.m.

The board meeting resumed at 8:50 pm.

Agenda item 7F. A was added to the omnibus motion.

#### 4. Minutes.

Minutes of the meeting held October 21, 2020 as presented.

**5. Finance.**

**A. Approval of Bills**

Bills for the month of October 2020 for General Operations, Special Education, and Capital Project Fund totaling \$3,405,838.12 attached as Pages 2523-1 through 2523-8.

**B. ELECT Program Budget**

The 2020-2021 ELECT Program budget can be viewed online at [www.iu17.org](http://www.iu17.org), click on About BLaST, then click on the Board Member link and the new budget is listed there.

**C. Title 1D Budget**

The 2020-2021 Title 1D budget can be viewed online at [www.iu17.org](http://www.iu17.org), click on About BLaST, then click on the Board Member link and the new budget is listed there.

**6. Personnel, Resignations.**

**1. Kelly Swartwood, Training and Consulting, resignation effective when released.**

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

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

**1. Gretchen Geer- Stipend**

Due to the continuation of added job responsibilities of monthly Board meeting preparation, the administration recommends that the Board approve a \$1,000 stipend for Gretchen Geer effective July 1, 2020 through June 30, 2021.

**2. Ms. Wendy Ripley - Stipend**

Due to the continuation of added job responsibilities assuming the role of lead psychologist, the administration recommends that the Board authorize an extension of work days for Ms. Wendy Ripley from 190 to 205 and authorize a stipend of \$6000.00 for the 2020-2021 school year.

**3. Rebecca Gibboney**

Due to an unfilled vacancy, the administration recommends that the Board authorize a change of assignment for Rebecca Gibboney from Curriculum and Online Specialist, 200 days to Coordinator of Professional Learning, 260 days, ACT

93, effective November 19, 2020. Salary \$75,000; prorated to actual number of days worked.

4. **Dr. Amy Martell**

Due to the resignation of Amy Briggs, the administration recommends that the Board authorize the appointment of Dr. Amy Martell as Interim Director of Student Services, effective November 16, 2020 and ending June 30, 2021. Salary adjusted to \$100,000; prorated to the actual number of days worked.

**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 2020-2021 school term, attached as Page 2524-1.
2. The administration recommends approval of the list of Mission One employees for the 2020-2021 school term, attached as Page 2524-2.

**7F. Personnel, Abolishment of Position.**

A. **Consider abolishing the Williamsport Office Receptionist position**

The administration recommends that the receptionist position at the Intermediate Unit's main office be eliminated effective at the close of business on Monday, November 30, 2020 and that the effected employee be furloughed.

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

A. **First and Second Reading of New Policies**

**Policy 203** Immunizations and Communicable Diseases, attached as Pages 2524-3 through 2524-5

**Policy 209** Health Services/Medical Records, attached as Pages 2524-6 and 2524-7

**Policy 309.1** Telework, attached as Pages 2524-8 through 2524-10

**Policy 334** Sick Leave, attached as Pages 2524-11 and 2524-12

**Policy 705** Facilities and Workplace Safety, attached as Pages 2524-13 and 2524-14

**Policy 815** Responsible Use of Digital Technology, Pages 2524-15 through 2524-20

B. **Transportation Drivers**

The administration recommends that the Board approve the updated 2020-2021 drivers to transport eligible preschool children to specialized programs, attached as Pages 2524-21.

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

The administration recommends that the Board approve an agreement with Capital Area Intermediate Unit to provide Student Services Administrative services effective October 1, 2020 through June 30, 2021, at a rate of \$135/hour not to exceed \$10,000.

**D. Contract for Services - Zito Business**

The administration recommends that the Board approve an amendment to the existing Zito agreement due to an increase in usage/need. Services effective November 5, 2020 through August 31, 2023 at a rate of \$675/month.

**E. Contract for Consulting Services - CLC Consulting**

The administration recommends that the Board approve an agreement with CLC Consulting to provide Educational Planning and Workforce Development services effective November 19, 2020 through June 30, 2021, at a rate of \$500/day not to exceed \$38,500.

**F. Virtual Board Meetings**

The administration recommends that the Board approve to continue meeting virtually through June 30, 2021.

The motion passed with unanimous affirmative vote.

**10. Administrative Reports.**

**A. Report of Investments**

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

Year-to-Date Earnings on Investments is \$28,037.99 (1.00% Cash Management Account), First Citizens National Bank, Canton.

Year-to-Date Earnings on Project Fund is \$4,753.62 (1.00% Capital Fund Account), First Citizens National Bank, Canton.

**B. Student Services Update – A. Martell**

**C. Educational Planning Update – B. Beiter**

**D. Technology Update - J. Paulhamus**

**E. Executive Director Update – Dr. Steinbacher-Reed**

**F. There will be a Special Meeting of the Board on December 9, 2020.**

At 9:15 p.m. Ms. Agnew moved and Mr. Brown seconded to adjourn the meeting.

Respectfully Submitted,

Sara McNett  
Board Secretary