

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, June 17, 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	Present
Lonnie Stethers, Treasurer	Absent
Debra Agnew	Present
Doug Eberlin	Present
Teresa Edsell	Present
Scott Johnson	Absent
Christina Kiessling	Absent
Dan Martin	Absent
Lisa McClintock	Absent
Nathan Miller	Present
Peggi Munkittrick	Present
Neal Palmer	Absent
Nancy Petrosky	Present
Dana Pick	Present
William S. Ruffing	Present
Barbara Shull	Present
Hal Stockdill	Present
Wellsboro	Vacated

Others present were: Brooke Beiter, Brian Driscoll, Amy Fessler, Tim Hanner, Fred Holland, Rob Lytle, Sara McNett, Jon Paulhamus, Cheryl Starr, Christina Steinbacher-Reed and Amy Wolfhope-Briggs.

A copy of the agenda is attached as Pages 2492-1 through 2492-12.

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

8. Items Requiring Routine Formal Action by the Board.

A. Appointment of Broker of Record – 2020-2021

The administration recommends that Henry Dunn Insurance Agency be appointed as IU 17 Broker of Record for 2020-2021.

B. Insurance Review and Approval – Robert Lytle

The administration recommends that the Board approve the policies and premiums for 2020-2021 listed in the Insurance-In-Force Policy, attached as Page 2493-1.

The motion passed with unanimous affirmative vote.

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

8. Items Requiring Routine Formal Action by the Board

E. Second Reading of Student Policies

Policy 203 Immunizations and Communicable Diseases

Policy 203.1 HIV Infection

Policy 203.2 Handling Body Fluids

Policy 209 Health Services/Medical Records

Policy 209.1 Food Allergy Management

Policy 210 Medications

Policy 227 Controlled Substances/Paraphernalia

Policy 234 Pregnant/Married Students

The motion passed with unanimous affirmative vote.

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

2B. Resignation, IU 17 Board Member.

1. Mr. Lonnie Stethers – Athens Area School District

Mr. Lonnie Stethers has resigned as the Athens Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Lonnie Stethers resignation, effective June 17, 2020.

The motion passed with unanimous affirmative vote.

Ms. Preston nominated Ms. Agnew to serve as Treasurer until the August 19, 2020 meeting of the Board of Directors. Mr. Eberlin seconded the motion and the motion passed with unanimous affirmative vote.

At 7:21 p.m. the board went into an Executive Session and reconvened the regular meeting at 8:06 p.m.

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

8. Items Requiring Routine Formal Action by the Board.

H. Consideration of Salaries, Wages, and Fringe Benefits for Special Education Paraprofessionals, Support Staff, Technology Staff, and Other Employees for 2020-2021

The Board authorizes pooled salary increases of \$750 plus 1.5% for the following classifications of employees for 2020-2021: Aides/Job Coaches, Business/Support Staff, Technology Staff, Interpreters/Social Workers, and Grants/Wellness Staff.

I. Consideration of Rates – Per Diem and Hourly Employees for 2020-2021

The Board authorizes 2020-2021 daily/hourly rates for BLaST IU 17 paid employees, with an increase of 1.5%.

J. Consideration of Salaries, Wages, and Fringe Benefits for PaTTAN Employees for 2020-2021

The Board authorizes 2020-2021 pooled salary increases of \$750 plus 1.5% for employees of the PaTTAN program, Harrisburg.

The motion passed with unanimous affirmative vote.

Mr. Miller made an omnibus motion to approve the remaining items in 4, 5, 6, 7 and 8. Ms. Munkittrick seconded and all were in favor.

4. Minutes.

Minutes of the meeting held May 20, 2020 as presented. The administration recommends that these minutes be approved as presented or as amended by the Board.

5. Finance.

A. Approval of Bills

Bills for the month of May 2020, for General Operations, Special Education, and Capital Project Fund totaling \$1,290,708.78 attached as Pages 2494-1 through 2494- 6.

6. Personnel, Resignations.

1. **Judith Misko**, paraprofessional, resignation effective June 25, 2020
2. **Jeffrey Shade**, programmer, resignation effective July 3, 2020
3. **Timothy Hanner**, Assistant Director of Student Services, resignation effective July 31, 2020

7B. Personnel, Employments.

1. **Lucas Nichols**, Programmer, effective July 1, 2020. Salary – \$40,000; Software budget, 260 days. To fill the vacancy created by the resignation of Carter Alexander. This employment is contingent upon receipt of current clearances.
2. **Elizabeth Verbos**, Communication Specialist/Executive Director Administrative Assistant, effective June 22, 2020. Salary - \$46,000; 260 days prorated to the actual number of days worked. To fill vacancy created by the internal transfer of Laura Klym. Employment in accordance with Board policy on office support. This employment is contingent upon receipt of current clearances.

7C. Personnel, Change of Work Assignment.

1. **Amy Martell - Pandemic/Safety Coordinator**

The administration recommends that the Board authorize Amy Martell to take on the role of Pandemic/Safety Coordinator at a salary of \$85,000 and an increase in calendar days to 260 effective June 17, 2020.

2. **Ms. Sara McNett**

Due to the internal transfer of Brian Driscoll, appoint Sara McNett as Director of Management Services in accordance with the Employment Agreement hereby approved as presented.

7D. Personnel, Extension of Work Years.

1. **Erin Hamilton - Training and Consulting**

Due to a request for services, the administration recommends that the Board approve an extension of work year for Ms. Erin Hamilton up to an additional eight (8) days, at her 2019-2020 per diem rate.

2. **James Rinehimer - Training and Consulting**

Due to a request for services, the administration recommends that the Board approve an extension of work year for Mr. James Rinehimer up to an additional twenty and a half (20.5) days, at his 2019-2020 per diem rate.

3. **Jeffery Pelly - Training and Consulting**

Due to a request for services, the administration recommends that the Board approve an extension of work year for Mr. Jeffery Pelly up to an additional ten (10) days, at his 2019-2020 per diem rate.

4. Todd Moyer - Training and Consulting

Page 2496
June 17, 2020
Canton, PA

Due to a request for services, the administration recommends that the Board approve an extension of work year for Mr. Todd Moyer up to an additional eleven (11) days, at his 2019-2020 per diem rate.

5. Kelly Swartwood - Training and Consulting

Due to a request for services, the administration recommends that the Board approve an extension of work year for Ms. Kelly Swartwood up to an additional nineteen (19) days, at her 2019-2020 per diem rate.

6. Laura Osenbach -Curriculum Coordinator

Due to a request for services, the administration recommends that the Board approve an extension of work year for Ms. Laura Osenbach up to an additional twelve (12) days, at her 2019-2020 per diem rate.

7. Rebecca Gibboney - Instructional Technology

Due to a request for services, the administration recommends that the Board approve an extension of work year for Ms. Rebecca Gibboney up to an additional twelve (12) days, at her 2019-2020 per diem rate.

8. Carmen Terry - Health and Wellness Coordinator

Due to a district request for CPR certification, the administration recommends that the Board authorize Ms. Carmen Terry, an additional half day to her work calendar for the 2019-2020 school year.

7E. Personnel, Adjustment to Salary

1. Lynn Frey - ELECT Program Coordinator

Due to added responsibilities of program expansion into the Northern Tier for the 2019-2020 program year, the administration recommends the Board approve a one time stipend to Ms. Lynn Frey, ELECT Program Coordinator, in the amount of \$2,287.35.

2. Lynn Frey - ELECT Program Coordinator

Due to the added responsibilities of the coordination of two program sites in Williamsport and Towanda, the administration recommends the Board approve a salary increase to \$48, 995 for Ms. Lynn Frey, ELECT Program Coordinator, effective July 1, 2020.

7F. 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 2496-1.

2. The administration recommends approval of the list of Mission One employees for the 2020 ESY programs, attached as Page 2496-2.

Page 2497
June 17, 2020
Canton, PA

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

C. **Approval – Cooperative Purchasing Program**

The administration requests Board permission to continue participation in the Commonwealth of Pennsylvania, Department of General Services, Cooperative Purchasing Program.

D. **Contract for Services – EFPR Group, CPA's, PLLC**

The Administration recommends that the Board authorize a contract with EFPR Group, CPAs, PLLC for services related to the annual BLaST audit at an estimated cost of \$22,100.

F. **Adoption of Updated Personnel Handbooks**

Handbooks for office support personnel and paraprofessional personnel have been updated and are enclosed.

The administration recommends that the Board adopt these updated handbooks attached as Pages 2497-1 through 2497-89.

G. **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.

K. **Contract for Services – Most Valuable Professional Development, LLC**

The administration recommends that the Board authorize a contract with Most Valuable Professional Development, LLC for Dr. Bryan Pearlman to provide the IU 17 Inservice Keynote, effective August 3, 2020; Total cost of services not to exceed \$2,500 for virtual keynote or \$3,000 for on-site keynote.

L. **Act 93- Administrative Compensation Plan**

The administration recommends the Board approve the Administrative Compensation Plan 2020-2023 (Act 93 Agreement)

M. **Contract for Services - International Institute for Restorative Practices**

The administration recommends the Board authorize a contract with the International Institute for Restorative Practices to present a training on Restorative Practices to IU 17 and school district employees. Total cost not to exceed \$18,745.50.

N. Contract with ESS Support Services, LLC

The administration recommends that the Board authorize the Executive Director to enter into an addendum with ESS, to adjust the pay rate of the ELECT Senior Case Manager and to approve a onetime retroactive payment from 7/1/2019-6/30/2020.

O. Building Use Agreement- Pine Street United Methodist Church- Early Intervention 2020-2021

The administration recommends that the Board authorize a building use agreement with Pine Street United Methodist Church, for the rental of Early Intervention clinic space, effective July 1, 2020 through June 30, 2021; at a rate of \$5100.00 per year, total cost of services not to exceed \$5100.00.

10. Administrative Reports.

A. Report of Investments

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

Year-to-Date Earnings on Investments is \$121,144.38 (1.00% Cash Management Account), First Citizens National Bank, Canton.

Year-to-Date Earnings on Project Fund is \$21,379.62 (1.00% Capital Fund Account), First Citizens National Bank, Canton.

B. Special Education Update – A. Briggs

C. Educational Planning Update – B. Beiter

D. Technology Update - J. Paulhamus

E. Executive Director Update – Dr. Steinbacher-Reed

F. List of 2020-2021 IU 17 Board Meetings - Attached as Page 2498-1

Mr. Eberlin will be forming a nominating committee to create a slate of officers for the 2020-2021 year and will be reporting to the Board at the August 19, 2020 meeting.

At 8:24 p.m. Ms. Preston moved to adjourn and Ms. Pick seconded the motion. All were in favor.

Respectfully Submitted,

Brian Driscoll
Board Secretary