

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 19, 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 7:07 p.m. The board immediately went into Executive Session and reconvened at 8:10 p.m.

Roll Call:

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

Attendance Location Key: C – Canton; W – Williamsport

Others present were: Booke Beiter, Zach Diehl, Brian Driscoll, Timothy Hanner, Robin Holmes, Paul Kreischer, Rob Lytle, Jon Paulhamus, Sebastian Peipher, Maria Pierce, Cheryl Starr, Christina Steinbacher-Reed, Dana Vermilya, Amy Wolfhope-Briggs, and Tracy Wright.

A copy of the agenda is attached as Pages 2428-1 through 2428-15.

Mr. Martin moved and Mr. Eberlin seconded to acknowledge the board and officer vacancy due to the passing of Dr. J. Wilson Ferguson. The motion passed with unanimous affirmative vote.

2C. Election of Officers

Ms. Agnew nominated Ms. Preston to be the temporary chairperson and Mr. Palmer seconded. The motion passed with unanimous affirmative vote and Ms. Preston took her place as Temporary Chairperson.

On behalf of the nominating committee, Ms. Munkittrick reported the following have agreed to serve as officers for the 2019-2020 school year:

President	- Lori Baer
Vice-President	- Julie Preston
Secretary	- Brian Driscoll
Assistant Secretary	- Jana Strong
Treasurer	- Lonnie Stethers

Ms. Agnew moved and Ms. Zern seconded to approve the appointment of the slate of officers as presented. The motion passed with unanimous affirmative vote.

Ms. Baer then took her place as President and the meeting continued.

4. Minutes.

Mr. Stethers moved and Mr. Reese seconded to approve the minutes of the meeting held on May 15, 2019 as presented. The motion passed with unanimous affirmative vote.

5. Finance.

A. Approval of Bills

Ms. Preston moved and Mr. Palmer seconded to approve the bills for the month of May 2019 totaling \$2,386,829.60, for General Operations, Special Education, and Capital Project Fund are attached as pages 2429-1 through 2429-11. The motion passed with unanimous affirmative vote.

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

6A. Personnel, Resignations.

1. **Sarah Nelson**, Speech Language Pathologist, resignation effective June 7, 2019.
2. **Peter Geipel**, Information Technology Specialist, resignation effective June 15, 2019.
3. **Lori Beinlich**, Itinerant Teacher of the Deaf & Hard of Hearing, resignation effective June 30, 2019.
4. **Michelle Bahr**, EI Paraprofessional, resignation effective August 9, 2019.

The motion passed with unanimous affirmative vote.

6B. Personnel, Requests for Leave.

Ms. Zern moved and Mr. Reese seconded to approve uncompensated leave for Tim Confer. The motion carried with Mr. Stethers, Mr. Martin and Mr. Eberlin voting against.

1. **Tim Confer**, Information Technology Specialist, uncompensated leave effective July 30, 2019 to January 21, 2020.

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

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

1. **Establishment of New Position - Treatment Team Coordinator**

The administration recommends that the Board approve the establishment of a new position, Treatment Team Coordinator, this is an ACT 93, 210 day position. Description is attached as pages 2430-1 through 2430-3.

2. **Establishment of New Position - Early Intervention Teacher**

The administration recommends that the Board approve the establishment of an additional Early Intervention Teaching position.

7B. Personnel, Employments.

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:

- A. **Jonelle Havard**, EI Teacher, effective July 1, 2019. Salary – 2019-2020 Teachers’ Salary Schedule when adopted; 2018-2019- Step 3, Bachelors- \$52,121; Early Intervention budget, prorated to the actual number of days worked. Temporary Professional Employee’s contract. To fill the new position created by the Board on June 19, 2019. This employment is contingent upon receipt of current clearances.
- B. **Lynette Clements**, Special Education Teacher, effective August 5, 2019. Salary – 2019-2020 Teachers’ Salary Schedule when adopted; 2018-2019- Step 3, Masters - \$53,208; districts’ contracts, prorated to the actual number of days worked. Temporary Professional Employee’s contract. To fill the vacancy created by the internal transfer of Candida Williams. This employment is contingent upon receipt of current clearances.

2. The administration recommends the employment of the following personnel:

- A. **Holly Stevens**, Social Worker, Treatment Team Leader, North Academy Partial Program, effective July 1, 2019. Salary – \$50,500; districts’ contracts, 195 days, prorated to the actual number of days worked. To fill

the vacancy created by the resignation of Erika Peterson. This employment is contingent upon receipt of current clearances.

7C. Personnel, Change of Work Assignment.

1. Ms. Crystal Yoder - Teacher

The administration recommends that the Board approve Crystal Yoder be moved from Supervisor of the South Academy of Integrated Studies(ACT 93) to Teacher (CBA) and approve a change in days from 205 to 190, effective July 1, 2019, salary adjusted to \$73,504.

2. Ms. Rebecca Walters - Treatment Team Coordinator

The administration recommends that the Board approve Rebecca Walters be moved from Social Worker to Treatment Team Coordinator (ACT 93) and approve a change in days from 190 to 210, effective July 1, 2019, salary adjusted to \$65,000.

3. Mr. Zachary Diehl - Information Technology Specialist

The administration recommends that the Board authorize an internal transfer for Zachary Diehl to fill the opening left by the resignation of Peter Geipel, effective June 19, 2019, salary adjusted to \$49,250.

7D. Personnel, Extension of Work Years.

1. Ms. Janet Hayden - Psychologist

Due to coverage needed for EI services, the administration recommends that the Board approve an extension of work year for Ms. Janet Hayden up to an additional two (2) days, at her 2018-2019 per diem rate.

2. Ms. Rebecca Walters - Social Worker

Due to the ESY program, the administration recommends that the Board approve an extension of work year for Ms. Rebecca Walters up to an additional seven (7) days, at her 2018-2019 per diem rate.

7E. Personnel, Substitute Teachers and Substitute Teacher Aides.

1. The administration recommends approval of the list of substitute teachers and substitute teacher aides for the 2018-2019 school term, attached as page 2431-1.
2. The administration recommends approval of the list of Mission One employees for the 2018-2019 school term, attached as page 2431-2.
3. The administration recommends approval of the list of Mission One employees for the 2018 - 2019 ESY programs, attached as pages 2431-3 and 2431-4.

4. 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 2018-2019 school year.

7F. Personnel, Request for Internship/Observations.

1. The administration requests that the Board approve Lisa Fisher to complete an internship with the ESY program, effective June 7, 2019 through July 26, 2019. 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 affiliation agreement with Waynesburg University to allow Gailan Williams, a Psychology student, to complete an internship with IU 17 effective June 11, 2019 through August 1, 2019. 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.

The motion passed with unanimous affirmative vote.

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

8. Items Requiring Routine Formal Action by the Board.

A. Appointment of Broker of Record – 2019-2020

The administration recommends that Henry Dunn Insurance Agency be appointed as IU 17 Broker of Record for 2019-2020.

B. Insurance Review and Approval – Paul Kreischer

A copy of a document outlining IU 17's Insurance-In-Force and a copy of the policies and premiums for 2019-2020 is presented, attached as page 2432-1.

The administration recommends that the Board approve the policies and premiums for 2019-2020 listed in the Insurance-In-Force Policy.

C. Board Authorization

The administration recommends that the Board authorize the Executive Director and/or the Director of Management Services to enter into contracts for budgeted items for the 2019-2020 school year.

D. Approval – Cooperative Purchasing Program

The administration requests Board permission to continue participation in the

Commonwealth of Pennsylvania, Department of General Services, Cooperative Purchasing Program.

E. 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 \$21,600.

F. Agreement – Kades Margolis

The administration recommends that the Board authorize an agreement with Kades-Margolis Corporation to administer the Sage Rewards Benefits at no cost to the IU.

G. First Reading of New Policies

Policies for first readings are enclosed.

Policy 222 Tobacco/Nicotine - Students attached as pages 2433-1 through 2433-3

Policy 323 Tobacco/Nicotine - Employees attached as pages 2433-4 through 2433-6

Policy 351 Drugs and Substance Abuse attached as pages 2433-7 through 2433-9

Policy 718 Service Animals in Schools attached as pages 2433-10 through 2433-12

H. Second Reading of New Policies

Policies for second readings are enclosed.

Policy 103.1 Nondiscrimination-Qualified Students With Disabilities

Policy 823 Naloxone

8. Items Requiring Routine Formal Action by the Board (continued).

I. Approved Field Trips

The Executive Director would like to inform the Board that the list of Field Trips, attached as page 2433-13, has been approved for the current school year.

J. Contract for Services – Michele Jackson

The administration recommends that the Board authorize a contract with Michele Jackson, Speech/Language Pathologist, to provide speech and language therapy services to eligible students participating in the IU ESY program; effective June 13, 2019 through July 19, 2019; total cost of services not to exceed \$4,664.

K. Contract for Services – Marriage & Family Therapy Services of the Southern Tier, P.C.

The administration recommends that the Board authorize a contract with Marriage & Family Therapy Services of the Southern Tier, P.C., to provide FBA services to eligible students upon district request, effective July 1, 2019 through June 30, 2020, up to four hours per day; Not to exceed 88 hours for the time covered by the contract; cost of services \$100/hour.

L. Contract for Services – Preschool Early Intervention Program – 2019-2020

The administration recommends approval of agencies as subcontractors for the placement of eligible preschool children in need of service for the 2019-2020 fiscal year. The agencies will be utilized as the child's program necessitates the agency's service.

The cost of program placement or educational services is listed with each agency.

Subcontractors

Lease –First United Methodist Church, Mansfield – Early Intervention 2019-2020

The administration recommends that the Board authorize a rental agreement with the First United Methodist Church, Mansfield; for space rental for use of the Early Intervention clinic and service providers, effective July 1, 2019 through June 30, 2020; at a rate of \$250.00 per month; total cost of services not to exceed \$3,000.

Contract for Services – Therapy Source, Occupational Therapy- Early Intervention 2019-2020

The administration recommends that the Board authorize a contract with Therapy Source, Occupational Therapy services to eligible students effective July 1, 2019 through June 30, 2020; Occupational Therapy Registered (OTR) \$85 per hour up to 16 hours a week following the EI calendar; total cost of services not to exceed \$52,000.

Lease - Central Bradford Progress Authority- Early Intervention 2019-2020

The administration recommends that the Board authorize a rental agreement with Central Bradford Progress Authority, for the rental of classroom space, effective July 1, 2019 through June 30, 2020; at a rate of \$26,969.54 per year, total cost of services not to exceed \$26,969.54.

Contract for Services – Just 4 Kids (Katie Tiffany) Occupational Therapy Registered – Early Intervention 2019-2020

The administration recommends that the Board authorize a contract with Just 4 Kids (Katie Tiffany), for Occupational Therapy services to eligible Early Intervention students on a case-by-case basis and Occupational Therapy clinic evaluations as needed, effective July 1, 2019 through June 30, 2020; at a rate of \$35.91 per 15

minute intervals=\$143.64 per hour, following the EI calendar; total cost of services not to exceed \$120,000.

Contract for Services- Just 4 Kids (Katie Tiffany) – Certified Occupational Therapy Assistant- Early Intervention 2019-2020

The administration recommends that the Board authorize a contract with Just 4 Kids (Katie Tiffany), for Certified Occupational Therapy Assistant services to eligible Early Intervention students on a case-by-case basis, effective July 1, 2019 through June 30, 2020; at a rate of \$32.41 per 15 minute units. Following the EI calendar; total cost of services not to exceed \$21,000.

Contract for Services – Melinda Godshall, Physical Therapist – Early Intervention 2019-2020

The administration recommends that the Board authorize a contract with Melinda Godshall, Physical Therapy services for Early Intervention students following the EI calendar, effective July 1, 2019 through June 30, 2020; at a rate of \$42.25 per 15 minutes of services up to 9 hours a week, including (direct services, travel, set up, equipment, consultation, meetings, documentation) total cost of services not to exceed \$50,000.

Contract for Services – Guthrie Towanda Memorial Hospital – Early Intervention 2019-2020

The administration recommends that the Board authorize a contract with Guthrie Towanda Memorial Hospital, Towanda, for Occupational, Physical, and Speech Therapy services for eligible Early Intervention students in Bradford and Sullivan Counties on an AS NEEDED basis, following the EI calendar, effective July 1, 2019 through June 30, 2020; at a rate of \$105.00 per hour, to include travel, session, meeting and documentation time; total cost of services not to exceed \$80,000.

Contract for Services –UPMC Susquehanna Health/ Soldiers and Sailors Memorial Hospital – Early Intervention 2019-2020

The administration recommends that the Board approve a contract with UPMC Susquehanna Health/ Soldiers and Sailors Memorial Hospital, Wellsboro, for Physical Therapy services for eligible Early Intervention students in Tioga County, effective July 1, 2019 through June 30, 2020; at a rate of \$78.35 per hour and mileage at IRS rate; total cost of services not to exceed \$35,000.

Contract for Services – Hope Enterprises, Williamsport, Physical Therapy – Early Intervention 2019-2020

The administration recommends that the Board authorize a contract with Hope Enterprises, Williamsport, Physical Therapy services for eligible Early Intervention students in Bradford, Lycoming and Sullivan counties, up to 30 hours per week including travel time, Physical Therapy Assistant services up to 6 hours per week,

following the EI Calendar, effective July 1, 2019 through December 31, 2019; \$88 per hour for direct service, \$135 flat rate for evaluations/re-evaluations, and \$48 travel rate per hour, \$77 PTA rate per hour; total cost of services not to exceed \$145,000.

M. Contract for Services – Just 4 Kids (Katie Tiffany) OTR- School Age 2019-2020

The administration recommends that the Board authorize a contract with Just 4 Kids (Katie Tiffany) OTR, to provide Occupational Therapy services to eligible students in Bradford County, effective July 1, 2019 through June 30, 2020; at a rate of \$20 per unit for COTA services, \$22.50 per unit for OTR services, and \$90 per hour for supervision of COTA services for up to 8 hours/month; total cost of services not to exceed \$80,000.

N. Contract for Services – Hope Enterprises, Williamsport, Physical Therapy – School Age 2019-2020

The administration recommends that the Board authorize a contract with Hope Enterprises, Williamsport, Physical Therapy services for eligible School Age students in Lycoming county, effective July 1, 2019 through December 31, 2019; \$88 per hour for Physical Therapists, \$135 flat rate for evaluations/ re-evaluations, and \$77 per hour for Physical Therapy Assistants; total cost of services not to exceed \$75,000.

O. Contract for Services –UPMC Susquehanna Health/ Soldiers and Sailors Memorial Hospital – School Age 2019-2020

The administration recommends that the Board approve a contract with UPMC Susquehanna Health/ Soldiers and Sailors Memorial Hospital, Wellsboro, for Physical Therapy services to eligible School Age students in Tioga County, effective August 1, 2019 through June 30, 2020; at a rate of \$78.35 per hour and mileage at IRS Rate; total cost of services not to exceed \$5,000.

P. Transportation Drivers

The administration recommends that the Board authorize the updated 2018-2019 drivers to transport eligible preschool children to specialized programs, attached as page 2436-1.

Q. Contract for Services – Brandon Lusk

The Administration recommends that the Board authorize a contract with Brandon Lusk to provide programming services effective July 1, 2019 through June 30, 2020, at an hourly rate of \$55; total cost of services not to exceed \$30,000.

R. Contract for Services – Chris Moser

The administration recommends that the Board authorize a contract with Chris Moser to provide professional development on Trauma Informed Care, effective August 5, 2019 to August 6, 2019; total cost of services is \$1,000.

S. Contract for Services – Wade Spencer

The Administration recommends that the Board authorize a contract with Wade Spencer to provide media services effective July 1, 2019 through June 30, 2020, at an hourly rate of \$75/hour for media services, \$100/hour for videography services, and mileage at IRS rate; total cost of services not to exceed \$5,000.

T. Contract for Services – Keeley Loy Photography

The Administration recommends that the Board authorize a contract with Keeley Loy Photography to provide photography services effective July 1, 2019 through June 30, 2020, at an hourly rate of \$80/hour and mileage at IRS rate; total cost of services not to exceed \$2,000.

U. Contract for Services – UCPGC/Infinitec

The administration recommends that the Board authorize a contract with UCPGC /Infinitec, to provide Video Training Programs, effective July 1, 2019 through June 30, 2020; total cost of services not to exceed \$10,000.

The motion passed with unanimous affirmative vote.

The record of investments dated May 31, 2019 was presented as follows: Year-to-Date Earnings on Investments is \$164,183.47(2.47% Cash Management Account), First Citizens Community Bank, Canton; and Year-to-Date Earnings on Project Fund is \$25,250.74 (2.47% Capital Fund Account), First Citizens Community Bank, Canton.

An update on the Student Services Department was presented by Ms. Briggs.

Ms. Beiter presented an update on the Educational Planning Department.

Dr. Steinbacher-Reed presented her Executive Director update.

The list of board meeting dates for 2019-2020 is attached as page 2437-1.

The directors were reminded that there is no meeting scheduled for July.

There being no more business, Ms. Agnew moved and Ms. Zern seconded to adjourn the meeting at 9:01 p.m. All were in favor.

Respectfully Submitted,

Brian Driscoll
Board Secretary