

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, March 17, 2021 virtually via video-conferencing. The meeting was called to order by Lori Baer, President, at 7:00 p.m.

Roll Call:

Lori Baer, President	Present
Julie Preston, Vice President	Present
Debra Agnew, Treasurer	Present
Devin Brown	Present
Doug Eberlin	Present
Chris Gastrock	Absent
Scott Johnson	Present
Christina Kiessling	Absent
Dan Martin	Absent
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	Absent

Others present were: Brooke Beiter, Tim Confer, Jennifer Cronin, Rebecca Gibboney, Erin Hamilton, Mike Levin, Amy Martell, Katey Martin, Ardis Mason, Sara McNett, Jon Paulhamus, Maria Pierce, Corrie Roadarmel, Andra Sauers, Angie Sees, Cheryl Starr, Christina Steinbacher-Reed, Dana Vermilya, Rebecca Walters, and Tracy Wright.

A copy of the agenda is attached as Pages 2539-1 through 2539-8.

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

**4. Minutes.**

Minutes of the meeting held February 17, 2021 as presented.

The motion passed with unanimous affirmative vote.

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

**5. Finance.**

**A. Approval of Bills**

Bills for the month of February 2021, for General Operations, Special Education, and Capital Project Fund totaling \$5,757,524.23, attached as Pages 2540-1 through 2540-7.

The motion passed with unanimous affirmative vote.

The Board went into Executive Session at 7:05 p.m. for matters of personnel, safety and attorney advisement.

At 7:45 p.m. the Board reconvened the regular meeting.

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

**6. Personnel, Resignations.**

1. **Joyce Lusk-Pequignot**, Paraprofessional, resignation effective March 5, 2021
2. **Laura Klym**, School Outreach Specialist, resignation effective April 16, 2021
3. **Debora Manley**, Penn Data Liaison, retirement effective June 30, 2021
4. **Catherine Pile**, Paraprofessional, retirement effective end of school year

Due to board member's personnel inquiry, the directors returned to Executive Session at 7:47 p.m. They reconvened the regular meeting at 8:04 p.m.

The motion passed with a Nay vote cast by Ms. Minnick.

Ms. Petrosky moved and Mr. Brown seconded to approve the following:

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

1. **Revised Job Description - School Outreach Specialist/Student Assistance Program (SAP)**

The administration recommends that the Board approve a revision to the position School Outreach Specialist/Student Assistance Program (SAP). Description is attached as Pages 2540-8 and 2540-9.

2. **Lead Programmer**

The administration recommends that the Board approve the establishment of a Lead Programmer position. Description is attached as Pages 2540-10 and 2540-11.

**7B. Personnel, Employments.**

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
  - A. **Amanda Karaffa**, Educational Consultant (TAC), effective when released. Salary – step 10, Masters, \$65,804; funds to support this are available in the IDEA budget, 190 day employee prorated to the actual number of days worked, Professional Employees’ contract, To fill the vacancy created by the internal transfer of Erin Hamilton, This employment is contingent upon receipt of current clearances.
2. The administration recommends the employment of the following personnel:
  - A. **Joshua Eck**, Treatment Team Leader (TTL) effective when released, Salary - \$60,000.00; funds to support this are available from the core budget and districts’ contracts, 261 day employee prorated to the actual number of days worked, Support staff contract, to fill the vacancy created by the internal transfer of Julie Caringi. This employment is contingent upon receipt of current clearances and the completion of an NASW accredited MSW program by June 30, 2025.

**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 7.5 hours of instruction, effective March 1, 2021 through June 10, 2021 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 2020-2021 school term, attached as Page 2541-1.
2. The administration recommends approval of the list of Mission One employees for the 2020-2021 school term, attached as Page 2541-2.

**7E. Personnel, Request for Internship/Observations.**

1. The administration requests that the Board approve Tre Leach, Christian Aurand, Megan Oyler, and Jessica Riorand, Education students from Lycoming College, to complete observations effective March 18, 2021 through May 5, 2021. They 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 Amy Niemiec, Pa-licensed Behavior Specialist, to complete an unpaid internship, effective March 18, 2021 through August 31, 2021 so that she will be eligible for certification by the Behavior Analysis Certification Board. She will be under the total direction of one of the IU's fully certified professionals and will be supervised by a third-party Board Certified Behavior Analyst, Dr. Melissa DeVincentis. This internship is contingent upon the receipt of current clearances.

The motion passed with Nay votes from Ms. Minnick and Mr. Palmer.

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

**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 2542-1.

**B. Approval of Pay Dates and Holidays 2021-2022 Revised**

The revised schedule of pay dates and holidays for the fiscal year and school year 2021-2022 is attached as Page 2542-2.

**C. Contract for Services - Video Conference Gear**

The administration recommends that the Board authorize a contract with Video Conference Gear to provide a Zoom room kit for the BLaST Williamsport office. Total cost not to exceed \$3,609.00.

**D. Contract for Services - North Central Sight Services**

The administration recommends that the Board authorize a contract with North Central Sight Services to provide water coolers for the BLaST Canton and Williamsport offices, a 2-year contract effective April 1, 2021 through March 31, 2023, at a rate of \$170.00 per month, not to exceed \$2,040.00.

**E. Contract for Services - Zito**

The administration recommends that the Board authorize a proposal with Zito Business to provide internet service to the IU 17 Regional Wide-Area Network (RWAN), under a 3-year contract from July 1, 2021 to June 30, 2024 at a cost of \$3,100.00 per month plus applicable taxes/fees.

**F. OPEB Participation - OPEB Trust**

The administration recommends that the Board authorize a change in the identity of the liaison from Brian Driscoll to Sara McNett as the Pennsylvania OPEB Trust Liaison.

**G. First and Second Reading of New Policy**

**Policy 216** Student Records, attached as Pages 2543-1 through 2543-4.

**H. 2021-2022 Yearly Calendar**

The administration recommends that the Board approve the 2021-2022 yearly calendar for the following programs: Early Invention, Lycoming Day Treatment, Academy for Integrated Studies - South, Academy for Integrated Studies - North, LaSaQuik, Clear Vision, Beacon Light, and DTAC/BSI Partial Hospitalization Program. The calendars are attached as Pages 2543-5 through 2543-12.

**I. Contract for Services - Simone Conceicao**

The administration recommends that the Board authorize a contract with Simone Conceicao to provide a Keynote for the online eQUIP learning conference on August 17, 2021, at a one-time cost of \$1,500.00.

**J. Contract for Services - Edmentum**

The administration recommends that the Board authorize a contract with Edmentum to expand online courses in the eQUIP program, total cost of the contract is dependent on district enrollment.

**K. Contract for Services - Joseph M. Sanfelippo, LLC**

The administration recommends the Board authorize a contract with Joseph M. Sanfelippo, LLC to provide the Keynote for the BLaST IU 17 2021 annual inservice on August 9, 2021 at a one-time cost of \$2,500.00.

**L. Contract for Services - InEvent**

The administration recommends that the Board authorize a 3-year contract with InEvent to provide an online professional learning platform, effective March 18, 2021 through March 17, 2024, at a total cost of \$22,275.00.

The motion passed with unanimous affirmative vote.

**10. Administrative Reports.**

**A. Report of Investments**

The record of investments dated February 28, 2021 is presented as follows:

Year-to-Date Earnings on Investments is \$64,900.25 (1.00% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$9,375.21 (1.00% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Special Education Update – A. Martell**

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

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

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

At 8:30 p.m. there was no more business, so Mr. Miller moved and Mr. Palmer seconded to adjourn the meeting.

Respectfully Submitted,

Sara McNett  
Board Secretary