

BLaST Intermediate Unit #17
33 Springbrook Drive
Canton, PA 17724
(570) 673-6001

On June 16, 2021 the regularly scheduled meeting of the BLaST Intermediate Unit #17 Board of Directors could not be held because a quorum of members was not present. Members agreed to meet as a committee-of-the-whole and have their actions approved at the next official meeting of the Board. This meeting was conducted via videoconferencing between the I.U. #17 Office, 33 Springbrook Drive, Canton, Pennsylvania and the Tioga Room, I.U. #17 Office, 2400 Reach Road, Williamsport

1. Call to Order.

A. The meeting was called to order by Lori Baer, President, at 7:03 p.m.

2. Roll Call.

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

Others present were: Brooke Beiter, Austin Boos, Tim Confer, Dan Coran, Richard Galtman, Robin Holmes, Rob Lytle, Amy Martell, Sara McNett, Trisha Patterson, Ed Ploy, Angie Sees, Cheryl Starr, Christina Steinbacher-Reed, and Dana Vermilya.

A copy of the agenda is attached.

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

2B. Appointment, IU 17 Board Member.

1. Mr. Chris Gastrock – Wellsboro Area School District

Mr. Chris Gastrock has resigned as the Wellsboro Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Chris Gastrock's resignation, effective June 16, 2021.

2. Ms. Rebecca Charles - Wellsboro Area School District

The Wellsboro Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Rebecca Charles be appointed to a position on the BLaST Board to replace Mr. Chris Gastrock. It would be appropriate for the Board to appoint Ms. Rebecca Charles, effective June 16, 2021, until the time of next election (June 16, 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 Committee recommended unanimously that this action be approved at the next official meeting of the Board.

3A. Introductions.

Rob Lytle from Henry Dunn was introduced to the Board. He noted that the amount of coverage for the property policy should be listed as \$9,861,360. He also noted the company change for worker's compensation.

Mr. Eberlin moved and Mr. Stockdill moved to approve the following:

8. Items Requiring Routine Formal Action by the Board.

A. Appointment of Broker of Record – 2021-2022

The administration recommends that Henry Dunn Insurance Agency be appointed as IU 17 Broker of Record for 2021-2022

B. Insurance Review and Approval – Robert Lytle

A copy of a document outlining IU 17's Insurance-In-Force and a copy of the policies and premiums for 2021-2022 is presented and attached.

The administration recommends that the Board approve the policies and premiums for 2021-2022 listed in the Insurance-In-Force Policy.

The Committee recommended unanimously that this action be approved at the next official meeting of the Board.

The board of directors went into an executive session at 7:12 p.m. for personnel and attorney advisement.

The regular meeting resumed at 7:55 p.m.

Ms. Agnew made an omnibus motion to approve the following agenda items that have not already been approved and Ms. Preston seconded.

4. Minutes.

Minutes of the meeting held May 19, 2021 are 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 period of May 15, 2021 through June 11, 2021 for General Operations, and Special Education are attached.

B. 2021-2022 Budgets

The administration recommends that the Board approve the 2021-2022 budgets, attached.

6. Personnel, Resignations.

1. **Trisha Patterson**, Autistic Support, resignation effective May 18, 2021
2. **Jonathan Desantis**, Information Technology Specialist, resignation effective June 11, 2021
3. **Jennifer Cronin**, Supervisor of the North Academy, resignation effective June 17, 2021
4. **Gabriella Regalbuto**, Speech Therapist, resignation effective June 11, 2021
5. **Cindy Black**, Gifted Teacher, resignation effective June 12, 2021
6. **Carla Tardieu**, Developmental Teacher, resignation effective August 6, 2021
7. **Hilarie Ayers**, Autistic Support, resignation effective, June 14, 2021
8. **Julie Caringi**, School Social Worker, resignation effective June 22, 2021
9. **Sarah Shaw**, Speech Therapist, resignation effective August 27, 2021

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

1. Establishment of a New Position - Case Manager

The administration recommends the Board authorize the establishment of a Case Manager position. A job description attached.

2. **Establishment of a New Position - Senior Case Manager**

The administration recommends the Board authorize the establishment of a Senior Case Manager position. A job description is attached.

7B. **Personnel, Employments.**

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

- A. **Nikolle Bastian**, Deaf and Hard of Hearing, effective August 9, 2021. Salary – Step 10, Masters +30 - \$68,629; districts' contracts, prorated to the actual number of days worked. Professional Employee's contract. To fill the vacancy created by the internal transfer of Melissa Lundy. This employment is contingent upon receipt of current clearances.
- B. **Alexander Rowley**, Special Education Teacher, 190 days, effective August 9, 2021. Salary – Bachelor's Step 2 - \$52,766; districts' contracts, prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill the vacancy created by the resignation of Elizabeth Moores. This employment is contingent upon receipt of current clearances.
- C. **Danielle Pardoe**, Special Education Teacher, 190 days, effective August 9, 2021. Salary – Bachelor's Step 2 - \$52,766; 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 Jessica Saviano. This employment is contingent upon receipt of current clearances.

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

- A. **Michelle Smith**, Early Intervention Administrative Assistant, effective June 21, 2021. Salary – \$32,000; Early Intervention budget, 261 days, prorated to the actual number of days worked, Support Staff handbook, to fill the vacancy created by the resignation of Stephanie Toner. This employment is contingent upon receipt of current clearances.
- B. **Amanda Sweeley**, Senior Case Manager, effective August 1, 2021. Salary – \$33,579; ELECT grant budget, 261 days, prorated to the actual number of days worked, Support Staff handbook, to fill the new position created on June 16, 2021. This employment is contingent upon receipt of current clearances.
- C. **Kelli Wesneski**, Case Manager, effective August 1, 2021. Salary – \$31,200; ELECT grant budget, 261 days, prorated to the actual number of days worked, Support Staff handbook, to fill the new position created on June 16, 2021. This employment is contingent upon receipt of current clearances.
- D. **Ms. Colleen Edsell**, Educational Funding Coordinator, effective July 1, 2021. Salary - \$60,000; General Operations Budget, 261 days, prorated to

actual number of days worked, Support Staff handbook, to fill the vacancy created by the internal transfer of Ms. Sara McNett. This employment is contingent upon receipt of current clearances.

7C. Personnel, Change of Work Assignment.

1. **Ms. Sheena Hindman**

The administration recommends that the Board authorize an internal transfer for Ms. Sheena Hindman to Special Education Supervisor to fill the vacancy created by the internal transfer of Ms. Tracy Wright, effective July 1, 2021, salary \$81,000, 215 days, prorated to the actual number of days worked. Employment in accordance with the Board policy as adopted in the 2020-2023 Administrative Compensation Plan. Transfer is pending supervisory certification.

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

7E. Personnel, Extension of Work Years.

1. **Robin Holmes - Supervisor**

Due to an administrative need, the administration recommends that the Board approve an extension of work year for Ms. Robin Holmes up to an additional four (4) days, at her 2020-2021 per diem rate.

2. **Daniel Coran - Supervisor**

Due to an administrative need, the administration recommends that the Board approve an extension of work year for Mr. Daniel Coran up to an additional eleven (11) days, at his 2020-2021 per diem rate.

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

Due to a contract need, the administration recommends that the Board approve an extension of work year for Mr. James Rinehimer up to an additional eight (8) days, at his 2020-2021 per diem rate.

7F. Personnel, Request for Internship/Observations.

1. The administration requests that the Board authorize an affiliation agreement with Edinboro University of Pennsylvania to allow students to complete observations and participate in the professional experience, effective May 13, 2021 through May 12, 2026. They will be under the total direction of one of the IU's fully certified professionals. These observations are contingent upon receipt of current clearances.

2. The administration requests that the Board authorize an affiliation agreement with Clarion University of Pennsylvania to allow students to complete observations and participate in the professional experience, effective June 16, 2021 through June 30, 2025. They will be under the total direction of one of the IU's fully certified professionals. These observations are contingent upon receipt of current clearances.
3. The administration recommends approval of the list of Mission One employees for the 2021 ESY programs, attached. Should be item 7D. 3.

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 \$22,600.

E. First and Second Reading of New Policies

Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students, attached.

Policy 204 Attendance, attached.

Policy 218.3 Discipline of Student Convicted - Adjudicated of Sexual Assault, attached.

Policy 246 School Wellness, attached.

Policy 800.1 Electronic Signatures – Records, attached.

F. Contract for Services – UPMC Susquehanna

The administration recommends that the Board approve a contract with UPMC Susquehanna, to provide physical therapy services to eligible early intervention students in Lycoming County, effective July 1, 2021 through June 30, 2022. Total cost not to exceed \$145,000.

G. Contract for Services – UPMC Susquehanna

The administration recommends that the Board approve a contract with UPMC Susquehanna, to provide physical therapy services to school age students in Lycoming County, effective July 1, 2021 through June 30, 2022. Total cost not to exceed \$75,000.

H. Contract for Services – UPMC Wellsboro

The administration recommends that the Board approve a contract with UPMC Wellsboro, to provide physical therapy services to eligible early intervention students in Tioga County, effective July 1, 2021 through June 30, 2022. Total cost not to exceed \$75,000.

I. Revision of IU 17 Health and Safety Plan

The administration recommends that the Board approve the BLaST Intermediate Unit 17 Health and Safety Plan revision effective June 16, 2021.

J. IDEA - Part B Use of Component 2 Funds

The administration recommends that the Board approve to withhold up to 11% of its Individuals with Disabilities Act - Part B allocation to provide Component 2 services to the constituent Local Education Agencies (LEAs) within its jurisdiction.

K. Approved Field Trips

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

L. Contract for Services - Just 4 Kids

The administration recommends that the Board approve a contract with Just 4 Kids, to provide physical therapy services to eligible school age students in Bradford County, effective July 1, 2021 through June 30, 2022. Total cost not to exceed \$45,000.

M. Memorandum of Understanding - Pennsylvania State Police

The administration recommends that the Board authorize an MOU with the Pennsylvania State Police regarding policies and procedures to be followed when responding to IU facilities and schools including Beacon Light, Clear Vision, DTAC, LaSaQuik, Lycoming Day Treatment, North Academy, South Academy, Towanda Early Intervention Clinic, BLaST IU 17 Canton Office, and BLaST IU 17 Williamsport Office.

N. 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 2021-2022 school year.

O. Settlement Agreement

The administration recommends that the Board approve a settlement agreement between BLaST IU 17 and the parents of a student serviced by the IU.

P. Membership Subscription - PSBA

The administration recommends that the Board approve a membership

subscription with PSBA for a standard yearly membership, comprehensive subscription package and policy maintenance. Total cost not to exceed \$4749.

Q. PSBA Policy Maintenance Program

The administration recommends that the Board approve a PSBA Policy Maintenance Program Participation Agreement for policy maintenance. Total cost of \$1250 for policy maintenance is included with the Membership Subscription.

R. PSBA Delegate

The administration recommends that the Board consider appointing a voting delegate to represent the IU at the PSBA meeting on Saturday, October 23, 2021.

S. Contract for Services - TeleDynamics

The administration recommends that the Board accept a bid from TeleDynamics for Grandstream telephone equipment per the bid document attached.

T. Contract for Services - UPMC Wellsboro

The administration recommends that the Board approve a contract with UPMC Wellsboro, to provide physical therapy services to eligible school age students in Tioga County, effective July 1, 2021 through June 30, 2022. Total cost not to exceed \$75,000.

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

A. PSBA Delegate - Debra Agnew will be the delegate.

The Committee recommended unanimously that this action be approved at the next official meeting of the Board.

10. Administrative Reports.

A. Report of Investments

The record of investments dated May 31, 2021 is presented as follows:

Year-to-Date Earnings on Investments is \$86,276.64 (0.75% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$12,054.03 (0.75% Capital Fund Account), First Citizens Community Bank, Canton.

B. Educational Planning Update – Dr. Beiter

- **Comprehensive Plan Presentation**
- **ELECT Grant**

- **PCCD Substance Abuse Prevention Grant**

C. Executive Director Update – Dr. Steinbacher-Reed

- **Legislative Update**
- **Annual Report**
- **Annual Safety Report - Executive Session**

D. List of 2021-2022 IU 17 Board Meetings – Attached, but was not included in the handouts at the meeting.

11. Other Issues Raised by the Board and/or Staff.

- A. Formation of Nominating Committee** – The nominating committee will include Mr. Eberlin, Ms. Munkittrick, and Mr. Miller.

Ms. Baer discussed the formation of a Governance Committee where Ms. Preston will lead and will also include Mr. Eberlin and Mr. Miller.

There being no more business, Ms. Agnew moved and Mr. Ruffing seconded to adjourn at 8:48 p.m.

Respectfully Submitted,

Sara McNett
Board Secretary