

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, January 19, 2022 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.

**1. Call to Order.**

A. The meeting was called to order by Lori Baer, President, at 7:02 p.m.

**2A. Roll Call.**

Lori Baer, President	Present
Scott Johnson, Vice President	Present
Debra Agnew, Treasurer	Present
Cathy Bachman	Absent
Susan Beery	Present
Rebecca Charles	Absent
Jonathan DeSantis	Present
Jessie Edwards	Present
Brady Finogle	Present
Arica Jennings	Absent
Christina Kiessling	Present
Dan Martin	Absent
Lisa McClintock	Present
Julie Preston	Absent
Chad Riley	Present
Hal Stockdill	Present
Kelly White	Present (Virtual)
Northeast Bradford	Vacant
Athens	Vacated

Others present were: Jason Albright, Brooke Beiter, Dan Coran, Pat Crossley, Dr. John George, Erin Hamilton, Abbe Heath, Ashley Heckrote, Ashley Hess, Sheena Hindman, Robin Holmes, Erica Hoyt, Nicole Klees, Mike Levin, Amy Martell, Ardis Mason, Sara McNett, Alison Mertes, Amy Niemiec, Jon Paulhamus, Megan Rogers and sons, April Seeley, Angela Sees, Cheryl Starr, and Christina Steinbacher-Reed.

A copy of the agenda is attached as Pages 2595-1 through 2595-12.

Ms. McClintock moved and Mr. DeSantis seconded to approve the following:

**2B. Resignation, IU Board Member**

**1. Mr. Devin Brown - Northeast Bradford School District**

Mr. Devin Brown has resigned as the Northeast Bradford School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Brown's resignation, effective January 19, 2022.

**2. Mr. William Ruffing – Montoursville Area School District**

Mr. William Ruffing has resigned as the Montoursville Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Ruffing's resignation, effective January 19, 2022.

**3. Ms. Barbara Shull – Southern Tioga School District**

Ms. Barbara Shull has resigned as the Southern Tioga School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Shull's resignation, effective January 19, 2022.

**4. Ms. Peggi Munkittrick – Towanda Area School District**

Ms. Peggi Munkittrick has resigned as the Towanda Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Munkittrick's resignation, effective January 19, 2022.

**5. Mr. Neal Palmer - Canton Area School District**

Mr. Neal Palmer has resigned as the Canton Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Palmer's resignation, effective January 19, 2022.

**6. Mr. Doug Eberlin - Wyalusing Area School District**

Mr. Doug Eberlin has resigned as the Wyalusing Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Eberlin's resignation, effective January 19, 2022.

**7. Ms. Nancy Petrosky – Jersey Shore Area School District**

Ms. Nancy Petrosky has resigned as the Jersey Shore Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Petrosky's resignation, effective January 19, 2022.

The motion passed with unanimous vote.

Ms. Kiessling moved and Mr. Johnson seconded to approve the following:

**2C. Appointment, IU 17 Board Members.**

**1. Dr. Susan Beery – Montoursville Area School District**

The Montoursville Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Susan Beery be appointed to a position on the BLaST Board to replace Mr. William Ruffing. It would be appropriate for the Board to appoint Ms. Beery, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Montoursville Area School District representative expires June 30, 2024.

**2. Mr. Chad Riley – Southern Tioga School District**

The Southern Tioga School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Chad Riley be appointed to a position on the BLaST Board to replace Ms. Barbara Shull. It would be appropriate for the Board to appoint Mr. Riley, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Southern Tioga School District representative expires June 30, 2022.

**3. Mr. Brady Finogle– Towanda Area School District**

The Towanda Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Brady Finogle be appointed to a position on the BLaST Board to replace Ms. Peggi Munkittrick. It would be appropriate for the Board to appoint Mr. Finogle effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Towanda Area School District representative expires June 30, 2024.

**4. Ms. Arica Jennings – Canton Area School District**

The Canton Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Arica Jennings be appointed to a position on the BLaST Board to replace Mr. Neal Palmer. It would be appropriate for the Board to appoint Ms. Jennings, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Canton Area School District representative expires June 30, 2023.

**5. Ms. Kelly White – Wyalusing Area School District**

The Wyalusing Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Kelly White be appointed to a position on the BLaST Board to replace Mr. Doug Eberlin. It would be appropriate for the Board to appoint Ms. White, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Wyalusing Area School District representative expires June 30, 2024.

**6. Ms. Jessie Edwards – Jersey Shore Area School District**

The Jersey Shore Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Jessie Edwards be appointed to a position on the BLaST Board to replace Ms. Nancy Petrosky. It would be appropriate for the Board to appoint Ms. Edwards, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Jersey Shore Area School District representative expires June 30, 2022.

The motion passed with unanimous affirmative vote.

**3A. Introductions.**

**1. Board Recognition**

In recognition of School Directors' Month, copies of the book entitled Meet Mason written by Megan Rogers are being donated to the directors' respective school libraries in their honor.

**2. Megan Rogers and Mason Chapman**

Dr. Steinbacher-Reed introduced Ms. Rogers and her son, Mason.

**3. Dr. John George – PAIU Executive Director**

Dr. George was introduced by Dr. Steinbacher-Reed and he presented an overview of the Pennsylvania Intermediate Units.

At 7:54 p.m. there was a five-minute break and then the Board went into Executive Session for personnel, health and safety, and attorney advisement.

The regular meeting resumed at 8:17 p.m.

Ms. Agnew made an omnibus motion to approve the remaining agenda items and Mr. Stockdill seconded the motion.

**4. Minutes.**

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

**5. Finance.**

Ms. McNett provided an overview of the General Operations Budget and process.

**A. Approval of Bills**

Bills from November 13, 2021 through January 14, 2022, for General Operations, Special Education, and Capital Project Fund totaling \$4,581,461.08 are attached as Pages 2599-1 through 2599-14.

**B. Proposed General Operations Budget for Fiscal Year 2022-2023**

The proposed 2022-2023 IU 17 General Operations budget was distributed to the IU 17 Advisory Council of Superintendents. A copy of the Budget is attached as Pages 2599-15 through 2599-43.

**C. Board Acceptance of 2020-2021 Audit Report by EFPR Group, Certified Public Accountants**

The administration recommends that the Board approve the 2020-2021 Audit Report, as prepared by EFPR Group. A copy is attached as Pages 2599-44 through 2599-113.

**6A. Personnel, Resignations.**

1. **Corinne Paulhamus** – Job Coach, resignation effective December 31, 2021.
2. **Aubrey Grove** – School Psychologist, resignation effective January 31, 2022 or when released.
3. **Deanne Bowers** – Administrative Assistant, resignation effective January 14, 2022.
4. **Jana Guindon** – Early Intervention Teacher, retirement effective March 27, 2022.

5. **Susan Mahserjian-Smith** – Administrative Assistant, retirement effective February 25, 2022.

**7B. Personnel, Employments.**

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
  - A. **Taran Carlisle**, Special Education Teacher, Academy of Integrated Studies – North, effective January 3, 2022. Salary – Step 1, Bachelor’s Degree - \$51,370; Districts’ Contracts, prorated to the actual number of days worked. Temporary Professional Employee’s Contract. To fill position created by the resignation of Eric Maynard. This employment is contingent upon receipt of current clearances.
  - B. **Fillin Peace**, Special Education Teacher, Academy of Integrated Studies – South, effective January 13, 2022. Salary – Step 1, Bachelor’s Degree - \$51,370; Districts’ Contracts, prorated to the actual number of days worked. Temporary Professional Employee’s Contract. To fill position created by the resignation of Carolann Ward Spencer. This employment is contingent upon receipt of current clearances.

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

1. **Aimee Pepper – Senior Accountant**

Due to the retirement of Lori Tice, the administration recommends that the Board authorize an internal transfer for Aimee Pepper to fill the opening of Senior Accountant with a salary adjustment to \$55,000, effective February 1, 2022, prorated to the actual number of days worked. Employment in accordance with Board policy as adopted in the 2020-2023 Administrative Compensation Plan.

**7D. Personnel, Adjustment to Salary**

1. **Edward Ploy, Jr. – Information Technology Assistant**

Due to added responsibilities, the administration recommends the Board approve a salary adjustment to \$50,000 for Mr. Edward Ploy, Jr, Information Technology Assistant, effective January 20, 2022, prorated to the actual number of days worked.

2. **Sarah Smeltz - Graphic Design, Marketing and Branding Specialist**

Due to added responsibilities, the administration recommends the Board approve a salary adjustment to \$55,000 for Ms. Sarah Smeltz, Graphic Design, Marketing and Branding Specialist, effective January 20, 2022, prorated to the actual number of days worked.

**3. Rebecca Gibboney – Coordinator of Professional Learning**

Due to added responsibilities, the administration recommends the Board approve a salary adjustment to \$82,000 for Ms. Rebecca Gibboney, Coordinator of Professional Learning, effective January 20, 2022, prorated to the actual number of days worked.

**4. Erin Hamilton – Curriculum Specialist**

Due to added responsibilities the administration recommends the Board approve a change in work days from 200 to 261 and approve a salary adjustment to \$90,000 for Ms. Erin Hamilton, Curriculum Specialist, effective January 20, 2022, prorated to the actual number of days worked.

**7E. Personnel, Salary Correction**

**1. Patricia Babinsack**

At the November 17, 2021 Board Meeting, the Board approved the hiring of Patricia Babinsack, Special Education Teacher at a salary of \$63,585. Ms. Babinsack should have been approved at a salary of \$63,858. Therefore, the administration recommends that the Board approve Ms. Babinsack at a salary of \$63,858.

**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 2021-2022 school term, attached as Pages 2601-1 and 2601-2.
2. The administration recommends approval of the list of Mission One employees for the 2021-2022 school term, attached as Page 2601-3.

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

**A. Transportation Drivers**

The administration recommends that the Board approve the updated 2021-2022 drivers to transport eligible preschool children to specialized programs, attached as Page 2601-4.

**B. Contract for Services – All Around Maintenance Man, LLC.**

The administration recommends that the Board authorize a revised contract with All Around Maintenance Man, LLC. to provide inclement weather maintenance at the Williamsport Office, effective December 6, 2021 through June 30, 2022, at revised rates of \$205 per plow, \$195 per salting, \$35 to salt sidewalks and \$45 to clear sidewalks.

**C. Contract for Services – Full Spectrum Pro**

The administration recommends that the Board authorize a contract with Full Spectrum Pro to provide cleaning services, as of April 1, 2022, at the following locations:

136 Catawissa Avenue, Williamsport at a rate of \$2,245 per month, districts contracts and Early Intervention Budget;

2400 Reach Road, Williamsport at a rate of \$1,645 per month, General Operations Budget.

**D. Abolish Policy**

Policy for abolishment is attached as Pages 2602-1 and 2602-2.

**Policy 311** Suspensions/Furloughs

**E. First and Second Reading of Policy**

Policy for first and second reading is attached as Pages 2602-3 through 2602-6.

**Policy 311** Reduction in Staff – New

**F. Second Reading of New Policy**

Policy for second reading is attached as Pages 2602-7 through 2602-12.

**Policy 702.1** Crowdfunding - New

**G. Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips, attached as Page 2602-13 has been approved for the current school year.

**H. Consortium Agreement – CatchOn, Inc.**

The administration recommends that the Board authorize a consortium agreement with CatchOn, Inc. for subscription service management platform. There is no charge to the Intermediate Unit.

**I. Consortium Agreement – Newsela, Inc.**

The administration recommends that the Board authorize a consortium agreement with Newsela, Inc. for educational products and professional learning services. There is no charge to the Intermediate Unit.



**J. Annual Subscription – CatchOn, Inc.**

The administration recommends that the Board authorize an annual subscription for the CatchOn, Inc. platform from February 1, 2022 to January 31, 2023 at a cost of \$1,556.25.

**K. Contract for Services - TSW Corp, County Pest Control**

The administration recommends that the Board authorize a contract with TSW Corp - County Pest Control, to provide pest control services to the Canton and Williamsport BLaST offices, for 1 year starting February 1, 2022. Services will be provided at a rate of \$2,075.00 annual fee.

**L. Contract for Services - TSW Corp, County Pest Control**

The administration recommends that the Board authorize a contract with TSW Corp - County Pest Control, to provide pest control services to the Catawissa Ave location, for 1 year starting January 1, 2022. Services will be provided at a rate of \$1,425.00 annual fee.

**M. Contract for Services - Staffing & Consulting Group**

The administration recommends that the Board authorize a contract with Staffing and Consulting Group for Dr. Polmueller, M.D., to provide onsite, telepsychiatry, and substitute services for the Academy of Integrated Studies - North, at a rate of \$248/hour, effective January 1, 2022 through May 31, 2022.

**N. Agreement – Bloomsburg University**

The administration recommends that the Board authorize an affiliation agreement with Bloomsburg University to utilize BLaST IU 17 facilities as a center for field study, internship, practicum, or student teaching placement, effective January 11, 2022 through January 11, 2027.

**O. Agreement – Pennsylvania College of Technology**

The administration recommends that the Board authorize an affiliation agreement with Pennsylvania College of Technology for nursing students to complete observations effective July 1, 2021 to July 2, 2023.

The motion passed with unanimous affirmative vote.

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

**None**

**10. Administrative Reports.****A. Report of Investments**

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

Year-to-Date Earnings on Investments is \$33,360.08 (.75% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$5,596.00 (.75% Capital Fund Account), First Citizens Community Bank, Canton.

**B. 2022 Election of Directors to BLaST Intermediate Unit 17 Board – Sample Ballot - Dr. Steinbacher-Reed**

The 2022 Election of Directors to BLaST Intermediate Unit 17 Board Ballot will be mailed to the School District, Sample Ballot is attached as Page 2604-1.

**C. Special Education Update – Dr. Martell**

- 2021 Fiscal Review
- Extended School Year
- Needs Assessments

**D. Educational Planning Update – Dr. Beiter**

- Translation Services

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

- Harrisburg Updates
- 2021-2022 Mid-Year Safety Report

**11. Other Items Raised by the Board and/or Staff.**

Ms. Baer informed the Board that Ms. Agnew and Ms. McClintock will be joining the Governance Committee.

**12. Adjournment.**

At 8:53 p.m. there was no more business, so Mr. Johnson moved to adjourn, Mr. Stockdill seconded the motion and all were in favor.

Respectfully Submitted,

Sara McNett  
Board Secretary