

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, May 18, 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 7:00 p.m.

2A. Roll Call.

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

Others present were: Brooke Beiter, Timothy Confer, Eric Fessler, Rebecca Gibboney, Ashley Heckrote, Sheena Hindman, Robin Holmes, Erica Hoyt, Nicole Klees, Mike Levin (Virtual), Amy Martell, Sara McNett, Amy Niemiec, Jon Paulhamus, Aimee Pepper, Cheryl Starr, Christina Steinbacher-Reed, Dana Vermilya, and Senator Gene Yaw.

A copy of the agenda is attached as Pages 2623-1 through 2623-9.

3A. Introductions.

Dr. Steinbacher-Reed introduced Senator Gene Yaw who presented BLaST Intermediate Unit 17 with a proclamation in honor of the Intermediate Units' 50th Anniversary.

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

4. Minutes.

Minutes of the meeting held April 20, 2022.

The motion passed with unanimous affirmative vote.

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

5. Finance.

A. Approval of Bills

Bills from April 16, 2022, through May 13, 2022, for General Operations, Special Education, and Capital Project Fund totaling \$3,381,950.85 are attached as Pages 2624-1 through 2624-7.

The motion passed with unanimous affirmative vote.

At 7:11 p.m., the Board went into Executive Session for personnel, attorney advisement and safety. The regular meeting resumed at 8:03 p.m.

Mr. Johnson moved and Ms. Agnew seconded to accept an omnibus motion for the remaining agenda items.

6A. Personnel, Resignations.

1. **Elizabeth Verbos** – Communication Specialist/Executive Director Administrative Assistant, resignation effective May 6, 2022.
2. **Tyler Bartlett** – Programmer Analyst, effective May 6, 2022.
3. **Hannah Wesneski** – Administrative Assistant, effective May 20, 2022.
4. **Amy Evans** – Treatment Team Leader, effective June 7, 2022.
5. **Kristin Lambert** – Autistic Support Teacher, effective June 30, 2022.

7A. Personnel, Employments.

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
 - A. **Elizabeth Taylor**, Special Education Teacher, effective August 8, 2022. Salary – 2022-2023 Teacher’s Salary Schedule when adopted; 2021-2022 Step 1, Bachelor’s - \$51,370; districts’ contracts, prorated to the actual

number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the resignation of Mary Ann Briggs. This employment is contingent upon receipt of current clearances.

B. **Heather Sproule**, Autism Consultant, effective August 8, 2022. Salary- 2022-2023 Teacher's Salary Schedule when adopted; 2021-2022 Step 14, Master's - \$74,013; districts' contracts, prorated to the actual number of days worked. Professional Employee's contract. To fill vacancy created by the resignation of Jaimie Stettler. This employment is contingent upon receipt of current clearances.

C. **Sarah Lehman**, School Psychologist, effective August 8, 2022. Salary- 2022-2023 Teacher's Salary Schedule when adopted; 2021-2022 Step 6, Master's + 30 - \$61,851; districts' contracts, prorated to the actual number of days worked. Professional Employee's contract. To fill vacancy created by the resignation of Raymond Schroeder. This employment is contingent upon receipt of current clearances.

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

A. **Zakk Bowman**, Web Developer, effective May 23, 2022, Salary - \$55,000; 261-day employee, prorated to actual number of days worked, to fill the vacancy created by the resignation of Tyler Bartlett. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.

7B. Personnel, Change of Work Assignment.

1. Morgan Whitteker – Administrative Assistant

Due to the resignation of Elizabeth Verbos, the administration recommends that the Board authorize an internal transfer for Morgan Whitteker to fill vacant Communication Specialist/Executive Director Administrative Assistant position in the Williamsport office at a salary of \$45,000, prorated to the actual number of days worked, effective May 9, 2022.

2. Janet Hayden –Psychologist

Due to a request, the administration recommends that the Board approve an extension of work year for Ms. Janet Hayden up to an additional ten (10) days at her 2021 – 2022 per diem rate.

3. Carmen Terry – Health and Wellness Coordinator

Due to a request, the administration recommends that the Board approve an extension of work year for Ms. Carmen Terry up to an additional three (3) days at her 2021-2022 per diem rate.

4. **Jessica Marzo –Psychologist**

Due to a request, the administration recommends that the Board approve an extension of work year for Dr. Jessica Marzo up to an additional ten (10) days at her 2021 – 2022 per diem rate.

5. **Eric Fessler – Network Administrator**

The administration recommends that the Board authorize an internal transfer for Eric Fessler to fill the opening of Network Administrator with no salary adjustment, effective May 19, 2022. Employment in accordance with Board policy as adopted in the 2020-2023 Administrative Compensation Plan, prorated to the actual number of days worked.

7C. **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 Page 2626-1.
2. The administration recommends approval of the list of Mission One employees for the 2021-2022 school term, attached as Page 2626-2.

Dr. Steinbacher-Reed and Dr. Martell will discuss this item at the pleasure of the Board.

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

1. **Establishment of New Position – Network Administrator**

The administration recommends that the Board authorize the establishment of a Network Administrator position. Job description is attached as Pages 2626-3 through 2626-6.

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

A. **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 May 18, 2022, attached as Pages 2626-7 through 2626-9.

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

Policy for first and second reading is attached as Pages 2626-10 through 2626-21.

Policy 236.1 Threat Assessment - New

C. OPEB Participation - OPEB Trust

The administration recommends that the Board approve contributions to the Pennsylvania OPEB Trust as noted on the Participation Agreement. A copy is Attached as Page 2627-1.

D. Appointment of Special Counsel McNees, Wallace, & Nurick, LLC

The administration recommends that the Board approve the appointment of McNees, Wallace, and Nurick, LLC, as BLaST IU 17 special counsel, for the 2022-2023 school year at the rate of \$425 per hour.

E. Appointment of Special Counsel Levin Legal Group

The administration recommends that the Board approve the appointment of Levin Legal Group, as BLaST IU 17 special counsel, for the 2022-2023 school year at the rate of \$200 per hour.

F. Appointment of Solicitor McNerney, Page, Vanderlin & Hall

The administration recommends that the Board approve the appointment of McNerney, Page, Vanderlin & Hall, as BLaST IU 17 solicitor, for the 2022-2023 school year at the rate of \$160 per hour.

G. Contract for Services – Bayada

The administration recommends the Board authorize a contract with Bayada, to provide substitute nursing services at the Academy of Integrated Studies – South, effective July 1, 2022, through June 30, 2023, at a rate of \$60 per hour.

H. Contract for Services – Bayada

The administration recommends the Board authorize a contract with Bayada, to provide substitute nursing services at the Academy of Integrated Studies – North, effective August 1, 2022, through July 31, 2023, at a rate of \$50 per hour.

I. Contract for Services – Just 4 Kids

The administration recommends that the Board approve a contract with Just 4 Kids, to provide occupational therapy services to eligible school-aged students in Bradford County IU programs, effective July 1, 2022, through June 30, 2023, at a rate of \$21.25/15 minute intervals for COTA services, \$23.75/15 minute interval OTR services, and \$95.00 /hour for supervision services. Total cost not to exceed \$45,000.

J. Approved Field Trips

The Executive Director would like to inform the Board that the list of Field Trips, attached as Page 2628-1 has been approved for the current school year.

K. Contract for Services – School Scheduling Associates

The administration recommends that the Board approve a contract with School Scheduling Associates, to provide three days of scheduling consultations to the IU and member districts, effective October 25 – 27, 2022, at a total cost not to exceed \$12,000.

L. Contract for Services – Jennifer Lake

The administration recommends that the Board approve a contract with Jennifer Lake, TBRI Practitioner, to provide two days of Trust Based Relational Intervention Caregiver Training at the Intermediate Unit, effective June 10 and June 17, 2022, at a total cost not to exceed \$1,750.

M. Salary Adjustments

The administration recommends that the Board approve pay adjustments for staff; a copy of pay adjustments is attached as Page 2628-2.

The motion passed with unanimous affirmative vote.

10. Administrative Reports.

A. Report of Investments

The record of investments dated April 30, 2022, is presented as follows:

Year-to-Date Earnings on Investments is \$58,070.84 (.75% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$9,435.72 (.75% Capital Fund Account), First Citizens Community Bank, Canton.

B. Election of Members to the BLaST Board

According to the tabulation of ballots received from districts, the following members have been elected to the BLaST Board of Directors, for terms expiring June 30, 2025:

McCLINTOCK, Lisa, East Lycoming School District
EDWARDS, Jessie, Jersey Shore Area School District
DeSANTIS, Jonathan, Montgomery Area School District
JOHNSON, Scott, Muncy School District

RILEY, Chad, Southern Tioga School District
BACHMAN, Cathy, South Williamsport Area School District
STOCKDILL, Hal, Sullivan County School District

- C. **Special Education Update – Dr. Martell**
 - D. **Educational Planning Update – Dr. Beiter**
 - E. **Technology Update – Mr. Paulhamus**
 - F. **Executive Director Update – Dr. Steinbacher-Reed**
 - Health and Safety Plan – Six Month Review
 - Dr. Steinbacher-Reed shared the 2021-2022 Leadership Performance Summary.
11. **Other Items Raised by the Board and/or Staff.**
12. **Adjournment.**

At 8:29 p.m. Mr. Riley moved and Ms. Bachman seconded to adjourn the meeting. All were in favor.

Respectfully Submitted,

Sara McNett
Board Secretary