

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 January 18, 2023 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 Scott Johnson at 7:01 p.m.

2. Roll Call.

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

Others present were: Brooke Beiter, Tim Confer, Dan Coran, Rebecca Gibboney, Ashley Heckrote, Sheena Hindman, Robin Holmes, Erica Hoyt, Nicole Klees, Mike Levin, Ardis Mason, Mikaela Masser, Sara McNett, Amy Niemiec, Jon Paulhamus, Aimee Pepper, Ed Ploy, April Seeley, Cheryl Starr, Christina Steinbacher-Reed, Rebecca Swinehart, Dana Vermilya, and Megan Wagner.

A copy of the agenda is attached as Pages 2670-1 through 2670-13.

Ms. Agnew moved and Mr. Stockdill seconded to approve the following:

2B. Resignation, IU Board Member

1. Ms. Kelly White – Wyalusing Area School District

Ms. Kelly White has resigned as the Wyalusing Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. White's resignation, effective January 18, 2023.

2C. Appointment, IU 17 Board Members.

1. Ms. Tiffani Warner – Wyalusing Area School District

The Wyalusing Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Tiffani Warner be appointed to a position on the BLAST Board to replace Ms. Kelly White. It would be appropriate for the Board to appoint Ms. Warner, effective January 18, 2023, until the time of next election (January 18, 2023 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Wyalusing Area School District representative expires June 30, 2024.

The motion passed with unanimous affirmative vote.

3A. Introductions.

1. Dr. Steinbacher-Reed introduced Ms. April Seeley and they presented board recognition gifts to the directors. In honor of Board Recognition Month, the directors were given a book titled The Spot written by Holden Frye to be donated to their district library and an IU 17 travel mug.

Ms. Kiessling moved and Ms. McClintock seconded to approve the following:

4. Minutes.

Minutes of the meeting held November 16, 2022, as presented.

The motion passed with unanimous affirmative vote.

Ms. McNett gave an overview of the Proposed General Operations Budget for Fiscal year 2023-2024. A summary was also given by Ms. McNett of the 2021-2022 Audit Report done by EFPR Group.

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

5. Finance.

A. Approval of Bills

Bills from November 12, 2022 through January 13, 2023, for General Operations, Special Education, and Capital Project Fund totaling \$4,073,410.32 are attached as Pages 2672-1 through 2672-12.

B. Proposed General Operations Budget for Fiscal Year 2023-2024

The proposed 2023-2024 IU 17 General Operations budget was distributed to the IU 17 Advisory Council of Superintendents. A copy of the Budget is attached as Pages 2672-13 through 2672-41.

The administration recommends that the Board adopt this budget as presented.

C. Board Acceptance of 2021-2022 Audit Report by EFPR Group, Certified Public Accountants

The administration recommends that the Board approve the 2021-2022 Audit Report, as prepared by EFPR Group, attached as Pages 2672-42 through 2672-118.

The motion passed with unanimous affirmative vote.

At 7:30 p.m. the board went into Executive Session for personnel and attorney advisement until 8:40 p.m. when the regular meeting reconvened.

Mr. Johnson requested a motion for approval to have an omnibus motion.

Ms. Agnew then moved and Mr. Stockdill seconded to proceed with an omnibus motion. All were in favor.

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

6A. Personnel, Resignations.

1. **Sarah Smeltz**, Graphic Design, Marketing and Branding Specialist, resignation effective November 10, 2022.
2. **Eric Fessler**, Network Administrator, resignation effective November 21, 2022.
3. **Taran Carlisle**, Special Education Teacher, resignation effective February 17, 2023 or when released.
4. **Mary Baumann**, Teacher of the Visually Impaired, retirement effective June 8, 2023.
5. **Cindy Young**, Special Education Teacher, retirement effective June 30, 2023.
6. **Mary Jackson**, Special Education Teacher, retirement effective June 30, 2023.

7. **Joni Ritter**, Paraprofessional, retirement effective June 30, 2023.
- 7A. **Personnel, Establishment of New Positions, New Programs, and/or Program Revisions.**
1. **Establishment of New Position – Regional Wide Area Network Administrator**

The administration recommends that the Board authorize the establishment of a Regional Wide Area Network Administrator position. Job description attached as Pages 2673-1 through 2673-4
- 7B. **Personnel, Employments.**
1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
 - A. **Alexander Norman**, Special Education Teacher effective January 19, 2023. 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 Erin Earle. This employment is contingent upon receipt of current clearances.
 - B. **Sarah Orichosky**, Speech Therapist, effective upon graduation Salary – 22-23 Teacher’s Salary Schedule when adopted, 2021-2022 Step 1 Master’s, \$52,500, Early Intervention Budget and districts’ contracts, prorated to the actual number of days worked. Temporary Professional Employee’s contract. To fill vacancy created by the resignation of Heather Koch. This employment is contingent upon receipt of current clearances.
 2. The administration recommends the employment of the following personnel:
 - A. **Christy Colton**, Administrative Assistant, Canton office, effective January 2, 2023. Salary - \$32,000; 261 days prorated to the actual number of days worked; General Operations, TAC, and ACCESS budgets. To fill vacancy created by the internal transfer of Nikki Palmer. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.
 - B. **Lesley Pardoe**, Graphic Design, Marketing and Branding Specialist, effective February 6, 2023. Salary - \$52,500; 261 days prorated to the actual number of days worked; General Operations Budget and districts’ contracts. To fill vacancy created by the resignation of Sarah Smeltz. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.

- C. **Kimberly Winn**, Educational Audiologist, effective upon graduation in May 2023. Salary \$70,000; 200 days prorated to the actual number of days worked; districts' contracts. To fill vacancy created by the resignation of Sheryl Ranck. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.

7C. Personnel, Abolishment of Position.

1. **Consider abolishing the Network Administrator position**

The administration recommends that the Network Administrator position be eliminated effective January 19, 2023.

7D. Personnel, Change of Work Assignment.

1. The administration recommends that the Board approve the following changes of assignment:

A. **Amy Niemiec - Behavior Health Coordinator/Supervisor of Academy of Integrated Studies-North**

The administration recommends that the Board authorize an internal transfer for Amy Niemiec to fill the opening of Behavior Health Coordinator/Supervisor of Academy of Integrated Studies – North with salary adjusted to her previous salary of \$92,250, effective January 19, 2023. Employment in accordance with Board policy as adopted in the 2020-2023 Administrative Compensation Plan, prorated to the actual number of days worked.

B. **Jonathan Paulhamus – Regional Wide Area Network Administrator**

The administration recommends that the Board authorize an internal transfer for Jonathan Paulhamus to fill the new position of Regional Wide Area Network Administrator with no adjustment to salary, effective January 19, 2023. Employment in accordance with Board policy as adopted in the 2020-2023 Administrative Compensation Plan, prorated to the actual number of days worked.

C. **Timothy Confer - Acting Director of Technology**

The administration recommends that the Board authorize the appointment of Timothy Confer to the position of Acting Director of Technology until the position of Director of Technology is filled, effective January 19, 2023, with a daily stipend of \$20.

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 2022-2023 school term, attached as Pages 2675-1 and 2675-2.
2. The administration recommends approval of the list of Mission One employees for the 2022-2023 school term, attached as Pages 2675-3 and 2675-4.

7F. Personnel, Request for Internship, Observations or Student Teaching.

1. The administration requests that the Board approve Amelia Martin, a student at Elmira College, to complete a speech and hearing internship from January 9 to April 14, 2023. She will be under the total direction of one of the IU's fully certified professionals. This is contingent upon receipt of current clearances.
2. The administration requests that the Board approve Grace Bucher, a student at Kutztown University, in the Teaching of the Visually Impaired program, to complete her student teaching from January 24 to March 17, 2023. She will be under the total direction of one of the IU's fully certified professionals. This is contingent upon receipt of current clearances.
3. The administration requests that the Board approve Brooke Irwin, a student at Western Governors University, to complete her student teaching from January to April 2023 at the Academy of Integrated Studies - South. She will be under the total direction of one of the IU's fully certified professionals. This is contingent upon receipt of current clearances.

7G. Personnel, Mentor Teachers/Supervisors

None

7H. Personnel, Salary Adjustments.

None

8. Items Requiring Routine Formal Action by the Board.

A. Transportation Drivers

The administration recommends that the Board approve the updated list of 2022-2023 drivers to transport eligible preschool children to specialized programs, attached as Page 2675-5.

B. Contract for Interim Graphic Design and Marketing Services– Berks County Intermediate Unit

The administration recommends that the Board authorize a contract with

Berks County Intermediate Unit for Interim Graphic Design and Marketing Services at a rate of \$75/hour, not to exceed \$5,000 effective November 17, 2022 through June 30, 2023.

C. Approved Field Trips

The Executive Director would like to inform the Board that the list of Field Trips, attached as Page 2676-1 has been approved for the current school year.

D. First and Second Reading of Policies

Policies for first and second reading are attached.

Policy 011	Principles for Governance and Leadership – Revised, Pages 2676-2 and 2676-3
Policy 109	Instructional Materials – New, Pages 2676-4 and 2676-5
Policy 202	Eligibility of Nonresident Students – Revised, Page 2676-6
Policy 217	Graduation Requirements – Revised, Pages 2676-7 and 2676-8
Policy 221	Dress and Grooming – Revised, Pages 2676-9 and 2676-10

E. Memorandum of Understanding – South Williamsport Area School District

The administration recommends that the Board authorize a Memorandum of Understanding with South Williamsport Area School District to provide a place of shelter for the students and staff at the Academy of Integrated Studies – South in an emergency situation. The MOU will be in effect as of January 1, 2023.

F. Contract for Services - North Central Sight Services

The administration recommends that the Board authorize a contract with North Central Sight Services to provide a water cooler for the Academy of Integrated Studies - South, a 2-year contract effective November 4, 2022 through November 4, 2024, at a rate of \$40 per month, not to exceed \$960.

G. Lease – Southern Tioga School District – Early Intervention 2022-2023

The administration recommends that the Board authorize a rental agreement with the Southern Tioga School District; for space rental by Early Intervention clinic and service providers, effective July 1, 2022 through June 30, 2023; at a rate of \$240.00 per month. Total cost not to exceed \$2,880.

H. Contract for Services - Staffing & Consulting Group, Inc.

The administration recommends that the Board authorize a contract with Staffing and Consulting Group, Inc. for Dr. Polmueller, M.D., to provide onsite tele-psychiatry, and substitute services for the Academy of Integrated

Studies - South, at a rate of \$248/hour inclusive; on call (emergency)
\$215/hour, effective January 10, 2023 through May 24, 2023.

I. Agreement for Services - ACT WorkKeys Curriculum

The administration recommends that the Board approve to enter into an agreement with ACT WorkKeys Curriculum, to provide WorkKeys Curriculum at a rate of \$2,500.00 for the period of January 19, 2023 through March 31, 2024.

J. 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, 2023. Services will be provided at a rate of \$2,175.00 annual fee.

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 Catawissa Ave location, for 1 year starting January 1, 2023. Services will be provided at a rate of \$1,525.00 annual fee.

L. Contract for Services - Penn Fire Protection, Inc.

The administration recommends that the Board authorize BLaST to enter into a contract with Penn Fire Protection, Inc to perform an inspection of the wet pipe sprinkler system annually at the Williamsport office location, at a rate of \$250.00 per year, effective January 6, 2023.

M. Ratification of Agreement Between BLaST IU 17 and BLaST Education Association (BLaSTEA)

A copy of the Agreement is attached as Pages 2677-1 through 2677-39.

The administration recommends that the Board consider approving the collective bargaining agreement between BLaST IU 17 and the BLaST Education Association (BLaSTEA) effective July 1, 2022 through June 30, 2025.

N. Consider Approving the Contract of Director of Management Services

Consider approving the contract renewal of the Director of Management Services, Ms. Sara McNett, for the period of July 1, 2023 through June 30, 2027.

The administration recommends the Board renew the contract as presented.

O. Agreement for Services – River Valley Internet

The administration recommends that the Board authorize an agreement with River Valley Internet to provide Back-up Local Connectivity to participating districts, under a 5-year agreement at a cost of \$121,200.

P. Affiliation Agreement – Western Governors University

The administration recommends that the Board authorize an affiliation agreement with Western Governors University to utilize BLaST IU 17 facilities as a center for field study, internship, practicum, or student teaching placement, effective January 17, 2023 through January 17, 2026.

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.

A. Intermediate Unit Governance Committee

The Board was informed that the IU Governance Committee has a scheduled meeting on January 19, 2023.

10. Administrative Reports.

A. Report of Investments

The record of investments dated December 31, 2022 is presented as follows:

Year-to-Date Earnings on Investments is \$99,489.82(3.89% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$15,671.25 (3.9% Capital Fund Account), First Citizens Community Bank, Canton.

The increase in interest rate was brought to the attention of the Board by Ms. McNett.

B. Business Management Services – Ms. McNett

- General Operations Budget Process

C. 2023 Election of Directors to BLaST Intermediate Unit 17 Board – Sample Ballot – Dr. Steinbacher-Reed and Ms. McNett

The 2023 Election of Directors to BLaST Intermediate Unit 17 Board Ballot will be mailed to the School Districts, Sample Ballot is attached as Page 2678-1.

D. Student Services – Dr. Beiter

- District Special Education Needs Assessments

E. Technology Update – Mr. Paulhamus

F. Educational Planning Update – Ms. Gibboney

- Transition Conference

G. Executive Director Update – Dr. Steinbacher-Reed

- PDE Updates
- Legislative Updates

10. Other Items Raised by the Board and/or Staff.

None

11. Adjournment.

Ms. Agnew moved and Ms. Stockdill seconded to adjourn the meeting at 8:59 p.m. All were in favor.

Respectfully Submitted,

Sara McNett
Board Secretary