

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 February 15, 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 Lori Baer, President, at 7:00 p.m.

**2. Roll Call.**

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

Others present were: Brooke Beiter, Tim Confer, Dan Coran, Rebecca Gibboney, Sheena Hindman, Robin Holmes, Nicole Klees, Mike Levin, Ardis Mason, Mikaela Masser, Sara McNett, Amy Niemiec, Jon Paulhamus, Aimee Pepper, Ethan Smith, Craig Stage, Cheryl Starr, Christina Steinbacher-Reed, Rebecca Swinehart, Dana Vermilya, and Megan Wagner.

**3A. Introductions.**

- 1.** Dr. Steinbacher-Reed introduced Ms. Tiffani Warner to the Board. She will be representing Wyalusing School District on the IU 17 Board of Directors.

A copy of the agenda is attached as Pages 2680-1 through 2680-8.

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

**4. Minutes.**

**A. Board Meeting - January 18, 2023**

Minutes of the meeting held January 18, 2023. The administration recommends that these minutes be approved as presented or as amended by the Board.

**B. Governance Committee Meeting – January 19, 2023**

Minutes of the meeting held January 19, 2023. The administration recommends that these minutes be approved as presented or amended by the Board.

The motion passed with unanimous affirmative vote.

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

**5. Finance.**

**A. Approval of Bills**

Bills from January 14, 2023 through February 10, 2023, for General Operations, Special Education, and Capital Project Fund, totaling \$1,519,480.38 are attached as Pages 2681-1 through 2681-7.

The motion passed with unanimous affirmative vote.

The Board went into Executive Session for personnel and attorney advisement at 7:05 p.m. and resumed the regular meeting at 8:46 p.m.

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

**6A. Personnel, Resignations.**

1. **Tiffany Putnam**, Teacher, resignation effective March 31, 2023 or when released.
2. **Todd Moyer**, Training and Consulting, retirement effective June 6, 2023.
3. **McKayla Bodine**, Speech Therapist, resignation effective April 7, 2023.
4. **Victoria Nork**, Teacher, resignation effective April 7, 2023.
5. **Heidi Turi**, Teacher, resignation effective April 14, 2023.

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

**1. Revised Job Description – Regional Wide Area Network Administrator**

The administration recommends that the Board approve a revision to the position of Regional Wide Area Network Administrator, which includes a change in job title to Regional Wide Area Network Director. Revised job description is attached as Pages 2682-1 through 2682-4

**2. Revised Job Description – Director of Technology**

The administration recommends that the Board approve a revision to the job description for the position of Director of Technology. Revised job description is attached as Pages 2682-5 through 2682-8.

**3. Revised Job Description – Teacher of Deaf and Hard of Hearing**

The administration recommends that the Board approve a revision to the job description for the position of Teacher of Deaf and Hard of Hearing. Revised job description is attached as Pages 2682-9 through 2682-11.

**4. Revised Job Description – Teacher of the Visually Impaired**

The administration recommends that the Board approve a revision to the job description for the position of Teacher of the Visually Impaired. Revised job description is attached as Pages 2682-12 and 2682-13

**5. Revised Job Description – Certified Orientation and Mobility Specialist**

The administration recommends that the Board approve a revision to the job description for the position of Certified Orientation and Mobility Specialist. Revised job description is attached as Pages 2682-14 and 2682-15.

**7B. Personnel, Employments.**

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

**A. Jaclyn Sweetra**, Speech Therapist, effective upon graduation in May 2023. Salary - Step 1 Master's, \$53,650, Early Intervention Budget, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the resignation of Terin Booher. This employment is contingent upon receipt of current clearances.

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

- A. **Jacqueline Jamison**, ELECT Program Case Manager, effective February 16, 2023. Salary – \$34,500; ELECT grant budget, 261 days, prorated to the actual number of days worked. To fill vacancy created by the internal transfer of Amanda Sweeley. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.

**7C. Personnel, Abolishment of Position.**

None

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

None

**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 Page 2683-1.
2. The administration recommends approval of the list of Mission One employees for the 2022-2023 school term, attached as Page 2683-2.

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

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

None

**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 2683-3.

B. **Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips, attached as Page 2683-4 has been approved for the current school year.

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

Policy for first and second reading is attached.

Policy 004      Membership – Revised, Pages 2684-1 through 2684-5

**D. Contract for Services – Cogent Communications, Inc.**

The administration recommends that the Board authorize a contract with Cogent Communications, Inc. to provide internet service to the BLaST IU 17, Williamsport Office, under a 3-year contract from July 1, 2023 to June 30, 2026 at a cost of \$4,997 per month plus applicable taxes/fees and an installation cost of \$2,500.

**E. Contract for Services - Comcast Business**

The administration recommends that the Board authorize BLaST to enter into a 2-year agreement with Comcast Business for internet service at Lycoming Day Treatment in Montoursville at a monthly rate of \$294.85 per month plus applicable taxes/fees and an installation fee of \$69.95. The contract will run from July 1, 2023 to June 30, 2025.

**F. Revised Organizational Chart**

Due to the realignment of job responsibilities, the administration recommends that the Board approve the 2022-2023 Organizational Chart. The organizational chart is attached as Page 2684-6.

**G. Agreement for Services – Jigsaw Learning, LLC dba TeachTown**

The administration recommends the Board authorize an agreement with Jigsaw Learning, LLC dba TeachTown to provide PAIU consortium pricing for participating member districts, effective February 1, 2023 through January 31, 2024 at no cost.

**H. 2023-2024 Early Intervention Yearly Calendar**

The administration recommends that the Board approve the 2023-2024 yearly calendar for the Early Intervention Program. It is attached as Page 2684-7.

**I. Contract for Interim Graphic Design Consultation/Mentoring Services– Berks County Intermediate Unit**

The administration recommends that the Board authorize a contract with Berks County Intermediate Unit for Graphic Design Consultation/Mentoring Services at a rate of \$75/hour, on-site visit at \$450, effective February 1, 2023 through October 31, 2023, not to exceed \$3,000.

**J. Contract for Services – Eduplanet21**

The administration recommends that the Board approve a contract with Eduplanet21, to provide a platform for SAP Bridge Training and marketplace page at a rate of \$2,300 for the period of February 10, 2023 to February 10, 2024.

**K. Program Closure – Alternative Education for Disruptive Youth (AEDY)**

The administration requests the Board authorize the Intermediate Unit to provide a 30-day notice of closure to PDE and member school districts for the closure of the Alternative Education for Disruptive Youth (AEDY) Program at the Academy of Integrated Studies - North, in accordance with program closure regulations; due to decrease in district need; with anticipated date of AEDY program closure on March 17, 2023.

**L. Contract for TelePractice Services – ProCare Therapy, LLC**

The administration recommends that the Board authorize an addendum to the existing contract with ProCare Therapy, LLC for Speech Tele-practice services to include school-age students, at a rate of \$95.48/hour all inclusive, effective February 16, 2023 through June 2, 2023.

**M. Agreement for Subscription – QUALIFACTS**

The administration recommends that the Board authorize an agreement with QUALIFACTS for a subscription to InSync EMR+PM Platform for Partial Hospitalization Program, with up-front costs of \$3,684 and monthly costs of \$1,365, effective February 16, 2023.

The motion passed with members voting unanimously in the affirmative on all items except 8K. On item 8K. Program Closure – Alternative Education for Disruptive Youth (AEDY), Mr. Stockdill placed a Nay 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 January 31, 2023 is presented as follows:

Year-to-Date Earnings on Investments is \$133,804.66(4.3% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$21,951.66 (4.3% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Student Services – Dr. Beiter**

- Invitation to Community Documentary Screening – March 7 at 6:00 p.m.

**C. Technology Update – Mr. Paulhamus**

- Technology Pool Counsel Update

**D. Educational Planning Update – Ms. Gibboney**

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

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

None

**11. Adjournment.**

Mr. Stockdill moved to adjourn at 9:08 p.m. and Ms. Agnew seconded the motion. All were in favor.

Respectfully Submitted,

Sara McNett  
Board Secretary