

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 April 19, 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 7:01 p.m.

**2. Roll Call.**

Lori Baer, President (W)	Present
Scott Johnson, Vice President (W)	Present
Debra Agnew, Treasurer (C)	Present
Cathy Bachman (W)	Present
Susan Beery	Absent
Rebecca Charles	Absent
Jonathan DeSantis (W)	Present
Jessie Edwards (W)	Present
Brady Finogle	Absent
Peggy Hughes (Amended 5/17/23)	Absent
Arica Jennings	Absent
Christina Kiessling (W)	Present
Dan Martin (C)	Present
Lisa McClintock	Absent
Julie Preston	Absent
Chad Riley (W)	Present
Hal Stockdill (C)	Present
Tiffani Warner (Virtual) (Amended 5/17/23)	Present
Athens	Vacated

Others present were: Brooke Beiter, Tim Confer, Dan Coran, Dean, Ashley Heckrote, Sheena Hindman, Nicole Klees, Mike Levin, Mikaela Masser, Sara McNett, Jon Paulhamus, Aimee Pepper, April Seeley, Cheryl Starr, Christina Steinbacher-Reed, Rebecca Swinehart.

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

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

**1. Ms. Peggy Hughes – Northeast Bradford School District**

The Northeast Bradford School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Peggy Hughes be appointed to a position on the

BLaST Board to fill their vacant position. It would be appropriate for the Board to appoint Ms. Hughes, effective April 19, 2023, until the time of next election (April 19, 2023 – June 30, 2023), in accordance with Act 30 of 1982. The term of the Northeast Bradford School District representative expires June 30, 2025.

The motion passed with unanimous affirmative vote.

**3A. Introductions.**

Dr. Steinbacher-Reed noted that a presentation will be given by the BLaST Ambassadors at the May 17<sup>th</sup> Board Meeting. She also announced that dinner will be provided at both locations at 6:30 p.m. for all board members. This will be an opportunity for board members to meet our IU ambassadors.

A copy of the agenda is attached as Pages 2694-1 through 2694-10.

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

**4. Minutes.**

**A. Board Meeting – March 15, 2023**

Minutes of the meeting held March 15, 2023. The administration recommends that these minutes be approved as presented or as amended by the Board.

The motion passed with unanimous affirmative vote.

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

**5. Finance.**

**A. Approval of Bills**

Bills from March 11, 2023 through April 14, 2023, for General Operations, Special Education, and Capital Project Fund, totaling \$3,087,488.78 are attached as Pages 2694-11 through 2694-18.

**B. Programs and Services Budget for Fiscal Year 2023-2024**

The proposed 2023-2024 General Operations Budget was approved by the BLaST Intermediate Unit 17 Board at the January 18, 2023 meeting. The budget will be acted upon by each component school district board prior to April 19, 2023. A tabulation of votes as of April 14, 2023, is attached as Page 2694-19 and 2694-20.

The Intermediate Unit auditors and administration recommend that the Intermediate Unit 17 Board adopt the proposed 2023-2024 General Operations Budget (\$3,215,109), contingent upon approval of at least a majority of component districts and at least a majority of the proportionate votes of all school directors.

**C. School Mental Health & Health and Safety Grant**

The administration recommends that the board approve the 2022-2023 School Mental Health & Health and Safety Grant budget, attached as Page 2695-1.

The motion passed with unanimous affirmative vote.

At 7:09 p.m. the Board went into Executive Session for personnel and attorney advisement until 7:48 p.m. when the regular meeting reconvened.

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

**6B. Personnel, Requests for Leave.**

1. **Lexie Diaz**, Educational Technology Specialist, has requested uncompensated leave effective approximately May 22, 2023 to June 30, 2023.

The administration recommends that the Board approve an uncompensated leave for Ms. Lexie Diaz from approximately May 22, 2023 to June 30, 2023.

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

1. The administration recommends that the Board authorize the creation of a stipend position of Lead Autistic Support Teacher with an annual stipend of \$2,000 for additional responsibilities. Job description is attached as Pages 2695-2 and 2695-3.

**7B. Personnel, Employments.**

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
  - A. **Faith Foster**, Speech Therapist, effective May 15, 2023, Masters Step 1, Salary \$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 Amanda Specht. This employment is contingent upon receipt of current clearances.
  - B. **Stephani Ross**, Special Education Teacher, effective April 17, 2023, Masters Step 1, Salary \$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 Victoria Nork. This employment is contingent upon receipt of current clearances.
  - C. **Emily Bixler**, Special Education Teacher, effective April 24, 2023, Bachelors Step 1, Salary \$52,520, Districts' Contracts, 190 days prorated to

the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the internal transfer of Lauren Reeder.

This employment is contingent upon receipt of current clearances and emergency certification.

**D. Sabrina Swan**, Special Education Teacher, effective August 7, 2023, Doctorate Step 11, Salary \$74,564, Districts' Contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the internal transfer of Brandy Lair. This employment is contingent upon receipt of current clearances and emergency certification.

**E. Sara Fuhlhage**, Special Education Teacher, effective August 7, 2023, Bachelors Step 11, Salary \$70,100, Districts' Contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the internal transfer of Elizabeth Taylor. This employment is contingent upon receipt of current clearances.

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

None

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

None

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

**1. Melissa Boob – School Nurse**

Melissa Boob is now a PDE certified school nurse. Therefore, the administration recommends that the Board approve a change in workdays for Melissa Boob beginning in the 2023-2024 school year from 210 days to 190 days; districts' contracts; Temporary Professional Employee's Contract; Salary – 2023-2024, Bachelor Step 3, \$57,005.

**2. Megan Millard – Nurse**

The administration recommends that the Board approve a change in workdays for Megan Millard beginning in the 2023-2024 school year from 210 days to 190 days. 2023-2024 salary will be adjusted to reflect change in days.

**3. Scott Ringkamp – Coordinator of Operational and Online Services**

The administration recommends that the Board authorize an internal transfer for Scott Ringkamp, to fill the position of Coordinator of Operational and Online Services, effective July 1, 2023, at no change to salary or number of workdays.

**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 2697-1.
2. The administration recommends approval of the list of Mission One employees for the 2022-2023 school term, attached as Page 2697-2.

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

None

**7G. Personnel, Mentor Teachers/Supervisors.**

None

**7H. Personnel, Salary Adjustments.**

**1. Cheryl Starr – Personnel Specialist**

The administration recommends that the Board approve a salary adjustment for Cheryl Starr, Personnel Specialist to \$66,000, due to added responsibilities, effective July 1, 2023.

**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 2697-3.

**B. Contract for Services – Tyler June Painting, LLC**

The administration recommends the Board authorize a contract with Tyler June Painting, LLC, to paint various areas at the BLaST Canton office, effective May 1, 2023, total cost not to exceed \$7,830.00.

**C. Contract for Services – Tyler June Painting, LLC**

The administration recommends the Board authorize a contract with Tyler June Painting, LLC, to paint the conference rooms at the BLaST Canton office, effective May 1, 2023, total cost not to exceed \$3,392.50.

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

Policy for first and second reading is attached as Pages 2697-4 through 2697-7.

Policy 707 Use of Intermediate Unit Facilities - Revised

**E. Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips, attached as Page 2698-1 has been approved for the current school year.

**F. Contract for Services – Sweet, Stevens, Katz & Williams**

The administration recommends that the Board approve a contract with Sweet, Stevens, Katz & Williams, to provide technology pool counsel, Intermediate Unit wide, effective for the 2023-2024 school year. Total cost not to exceed \$7,000.

**G. 2023-2024 Yearly Calendars**

The administration recommends that the Board approve the 2023-2024 yearly calendars for the following programs: Academy for Integrated Studies – North, Academy for Integrated Studies - South, Clear Vision, DTAC/BSI Partial Hospitalization Program, LaSaQuik, and Lycoming Day Treatment. The calendars are attached as Pages 2698-2 through 2698-7.

**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 – South, effective July 1, 2023, through June 30, 2024, at a rate of \$60 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, 2023 through June 30, 2024, at a rate of \$21.25/15 minute interval 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. Contract for Services – Pivot Physical Therapy of Pennsylvania**

The administration recommends that the Board approve a contract with Pivot Physical Therapy of Pennsylvania, to provide physical therapy services to eligible school-aged students in Bradford County IU Classrooms, effective July 1, 2023 through June 30, 2024 at a rate of \$100/hour for PT services and \$85/hour for PTA services.

**K. Contract for Services – UPMC Wellsboro**

The administration recommends that the Board approve a contract with UPMC Wellsboro, to provide physical therapy services to school-aged students in Tioga County IU Programs, effective July 1, 2023 through June 30, 2024 at a rate of

\$90/hour for PT services, \$140/evaluation and \$50/hour for travel. Total cost not to exceed \$75,000.

**L. Lease – Hope Enterprises, Inc. - Early Intervention**

The administration recommends that the Board approve a rental agreement with Hope Enterprises, Inc., for the rental of classroom space and cleaning services, effective June 1, 2023 through May 31, 2025; at a rate of \$3,264 per month for classroom space and \$1,150 per month for cleaning services, total cost of services per year not to exceed \$52,968.

**M. Contract for Services – Nelson Installations, LLC**

The administration recommends the Board approve a contract with Nelson Installations, LLC, to install door security for our Early Intervention classrooms at Hope Enterprises, Inc., not to exceed \$9,370.

**O. Addendum to Agreement for Services – River Valley Internet**

Due to an additional district request, the administration recommends that the Board authorize an addendum to the agreement with River Valley Internet to provide Back-up Local Connectivity to participating districts that was approved at the January 2023 Board meeting. This addendum is adding an additional \$15,000 to the original contracted amount of \$121,200.

**P. Contract for Services – Mountain Therapy & Educational Services, LLC**

The administration recommends that the Board approve a contract with Mountain Therapy & Education Services, LLC, to provide speech and language therapy services and developmental therapy services to eligible early intervention students, effective April 20, 2023 through June 30, 2023, at a rate of \$75.00 for each individual session, \$37.50 for each student in a group session, and \$75 for an IEP review meeting. Total cost not to exceed \$20,000.

The motion passed with unanimous affirmative vote.

**9. Administrative Reports.**

**A. Report of Investments**

The record of investments dated March 31, 2023 is presented as follows:

Year-to-Date Earnings on Investments is \$211,880.50 (4.63% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$35,117.18 (4.62% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Student Services – Dr. Beiter**

- Successful Partial Hospitalization Program Licensing Compliance Review

**C. Technology Update – Mr. Confer**

- Exchange Migration and Utilization

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

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

- Legislative Update
- PAIU Update
- Staff Shortages – needs and efforts

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

None

**11. Adjournment.**

Ms. Agnew moved to adjourn at 8:06 p.m. and Mr. Stockdill seconded the motion. All were in favor.

Respectfully Submitted,

Sara McNett  
Board Secretary