

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 June 21, 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 7:02 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 (W)	Present
Rebecca Charles	Absent
Jonathan DeSantis (W)	Present
Jessie Edwards	Absent
Brady Finogle (C)	Present
Peggy Hughes (C)	Present
Arica Jennings (C)	Present
Christina Kiessling	Absent
Dan Martin (C)	Present
Lisa McClintock	Absent
Julie Preston (C)	Present
Chad Riley (W)	Present
Hal Stockdill	Absent
Tiffani Warner	Absent
Athens	Vacated

Others present were: Brooke Beiter, Tim Confer, Dan Coran, Rebecca Gibboney, Erica Hoyt, Mike Levin, Rob Lytle, Mikaela Masser, Sara McNett, Jon Paulhamus, Aimee Pepper, April Seeley, Cheryl Starr, Christina Steinbacher-Reed, and Rebecca Swinehart.

**2A. Election of Officers.**

On behalf of the nominating committee, Ms. Preston reported the following have agreed to serve as officers for the 2023-2024 school year:

President	- Lori Baer
Vice-President	- Scott Johnson
Secretary	- Sara McNett

Assistant Secretary - Jana Strong  
Treasurer - Debra Agnew

Ms. Preston moved and Mr. Finogle seconded to approve the slate of officers as presented.

The motion passed with Mr. DeSantis voting Nay. Mr. DeSantis raised a concern regarding the outreach of the nominating committee.

### **3A. Introductions.**

Mr. Robert Lytle was introduced and gave an overview of the BLaST IU 17 Henry Dunn Insurance policies.

A copy of the agenda is attached as Pages 2712-1 through 2712-19.

Ms. Preston Moved and Ms. Bachman seconded to approve the following:

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

#### **M. Insurance Review and Approval – Robert Lytle**

A copy of a document outlining IU 17's Insurance-In-Force and the policies and premiums for 2023-2024 was presented.

The administration recommends that the Board approve the policies and premiums for 2023-2024 listed in the Insurance-In-Force Policy, attached as Page 2712-20.

The motion passed with unanimous affirmative vote.

### **3B. Public Comments.**

**None**

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

### **4. Minutes.**

#### **A. Board Meeting – May 17, 2023**

Minutes of the meeting held May 17, 2023 as presented.

The motion passed with unanimous affirmative vote.

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

**5. Finance.**

**A. Approval of Bills**

Bills from May 13, 2023 through June 16, 2023, for General Operations, Special Education, and Capital Project Fund totaling \$2,570,012.41 are attached as Pages 2713-1 through 2713-10.

**B. 2023-2024 Budgets**

The administration recommends that the Board approve the 2023-2024 budgets, attached as Pages 2713-11 through 2713-33.

The motion passed with unanimous affirmative vote.

At 7:17 p.m. the Board went into Executive Session for personnel, attorney advisement and Safety Plan review per school code. At 8:20 p.m. the regular meeting reconvened.

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

**6A. Personnel, Resignations.**

1. **Mary Shaw**, Teacher, resignation effective June 8, 2023.
2. **Sarah Lehman**, School Psychologist, resignation effective June 30, 2023.

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

None

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

**1. Establishment of New Position – Voice Services Specialist – Level I**

The administration recommends that the Board authorize the establishment of the new position of Voice Services Specialist – Level I. Job description is attached as Pages 2713-34 through 2713-36

**2. Establishment of New Position – Voice Services Specialist – Level II**

The administration recommends that the Board authorize the establishment of the new position of Voice Services Specialist – Level II. Job description is attached as Pages 2713-37 through 2713-39.

**3. Establishment of New Position – Voice Services Team Lead (Specialist Level III)**

The administration recommends that the Board authorize the establishment of the new position of Voice Services Team Lead (Specialist Level III). Job description is attached as Pages 2714-1 through 2714-3.

**7B. Personnel, Employments.**

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

**None**

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

- A. **Kelly Beck**, Educational Funding Coordinator, effective July 6, 2023. Salary \$50,000 - General Operations Budget, 261 days, prorated to actual number of days worked, Support Staff handbook, to fill the vacancy created by the resignation of Ms. Colleen Edsell. This employment is contingent upon receipt of current clearances.
- B. **Rebecca Weber**, Accessibility Specialist – AIM Center, effective July 3, 2023. Salary \$60,000, PaTTAN Budget, 261 days, prorated to actual number of days worked. Employment in accord with the 2023-2026 Act 93 Administrative Compensation Plan, when adopted. To fill new position created by the Board on October 19, 2022. This employment is contingent upon receipt of current clearances.

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

**None**

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

1. **Jana Strong – Stipend**

Due to the added job responsibilities of monthly Board meeting preparation, the administration recommends that the Board approve a \$1,000 stipend for Jana Strong effective July 1, 2023 through June 30, 2024.

2. **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 one(1) day at her 2022-2023 per diem rate.

3. **Jeffrey Hindman – Teacher**

To complete required training as a member of the threat assessment team, the administration recommends that the Board approve an extension of work year for

Jeffrey Hindman up to an additional two (2) days at their 2022 – 2023 per diem rate.

4. **Sarah Boyer – Social Worker**

To complete required training as a member of the threat assessment team, the administration recommends that the Board approve an extension of work year for Sarah Boyer up to an additional two (2) days at their 2022 – 2023 per diem rate.

5. **Melissa Boob – Nurse**

To complete required training as a member of the threat assessment team, the administration recommends that the Board approve an extension of work year for Melissa Boob up to an additional two (2) days at their 2022 – 2023 per diem rate.

6. **Melissa Blazina – Teacher**

To complete required training as a member of the threat assessment team, the administration recommends that the Board approve an extension of work year for Melissa Blazina up to an additional two (2) days at their 2022 – 2023 per diem rate.

7. **April Seeley – Social Worker**

Due to a request and to complete required training as a member of the threat assessment team, the administration recommends that the Board approve an extension of work year for April Seeley up to an additional four (4) days at their 2022 – 2023 per diem rate.

8. **Andrea Schmucker – Behavior Management Specialist**

Due to a request, the administration recommends that the Board approve an extension of work year for Andrea Schmucker up to an additional ten (10) days at her 2022-2023 per diem rate.

9. **Dana Vermilya – Training and Consulting**

Due to a request, the administration recommends that the Board approve an extension of work year for Dana Vermilya up to an additional three and one half (3 1/2) days at her 2022-2023 per diem rate.

10. **Jessica Schwenk – Lead Autistic Support Teacher**

The administration recommends that the Board approve a \$2,000 stipend for Jessica Schwenk, Lead Autistic Support Teacher, prorated to additional responsibilities completed between January and June 2023.

**11. Jessica Schwenk – Lead Autistic Support Teacher**

Due to additional responsibilities the administration recommends that the Board approve a \$2,000 stipend for Jessica Schwenk, Lead Autistic Support Teacher, for the 2023-2024 school year.

**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 2716-1.
2. The administration recommends approval of the list of Mission One employees for the 2022-2023 school term, attached as Page 2716-2 .

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.**

**1. Julie Breneman – Office Manager of Accessible Instructional Materials (AIM)**

The administration recommends that the Board approve a salary adjustment for Julie Breneman, Office Manager of AIM, PaTTAN Office to \$63,450, effective July 1, 2023.

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

**A. Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips, attached as Page 2716-3 has been approved for the current school year.

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

**B. Contract for Services – Therapy Source**

The administration recommends that the Board approve a contract with Therapy Source to provide occupational therapy services to eligible early intervention

students, effective July 1, 2023 through June 30, 2024. Total cost not to exceed \$52,000.

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

The administration recommends that the Board approve a contract with UPMC Wellsboro to provide physical therapy services to eligible early intervention students in Tioga County, effective July 1, 2023 through June 30, 2024. Total cost not to exceed \$75,000.

**D. Contract for Services – Ken Blank Enterprises**

The administration recommends that the Board approve a contract with Ken Blank Enterprises to provide the Keynote at the BLaST In-Service, effective August 7, 2023. Total cost not to exceed \$596.23.

**E. Contract for Services – Successful Practices Network**

The administration recommends that the Board approve a contract with Successful Practices Network to provide the Keynote at the Superintendent Institute, effective November 16, 2023. Not to exceed \$6,500 including travel expenses.

**F. 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 2717-1.

**G. 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 June 6, 2023 through August 2, 2023.

**H. Contract for Services – Cloud Connexions, LLC**

The administration recommends that the Board authorize a contract with Cloud Connexions, LLC to provide equipment and installation for a Zoom room in the BLaST Williamsport office. Effective July 1, 2023. Total cost not to exceed \$79,490.

**I. Contract for Services – CDC’s Teen Link House – 2023-2024 School Year**

The administration recommends that the Board authorize a contract with Hope Enterprises, Inc’s Children’s Development Center for the use of the Teen Link

Facility for 32 days, at a rate of \$125 per day, effective October 3, 2023 through May 24, 2024. Total Cost of Services not to exceed \$4,000.

**J. First and Second Reading of Policies**

Policies for first and second reading are attached as Pages 2718-1 through 2718-7.

Policy 005      Organization - Revised  
Policy 8002      HIPAA Hybrid Entity - New

**K. Membership Subscription - PSBA**

The administration recommends that the Board approve a membership subscription with PSBA for a standard yearly membership, comprehensive subscription package, policy maintenance and administrative regulations. Total cost not to exceed \$5,190.

**L. Appointment of Broker of Record – 2023-2024**

The administration recommends that Henry Dunn Insurance Agency be appointed as IU 17 Broker of Record for 2023-2024.

**N. Approval – Cooperative Purchasing Program**

The administration requests Board permission to continue participation in the Commonwealth of Pennsylvania, Department of General Services, Cooperative Purchasing Program.

**O. IDEA - Part B Use of Component 2 Funds**

The administration recommends that the Board approve to withhold up to 11% of its Individuals with Disabilities Act - Part B allocation to provide Component 2 services to the constituent Local Education Agencies (LEAs) within its jurisdiction.

**P. Board Authorization**

The administration recommends that the Board authorize the Executive Director and/or the Director of Management Services to enter into contracts for budgeted items for the 2023-2024 school year.

**Q. PSBA Delegate**

The administration recommends that the Board consider appointing Debra Agnew as a voting delegate to represent the IU at the PSBA meeting on November 4, 2023.



**R. Wellness Consulting Agreement with Northern Tier Insurance Consortium (NTIC)**

The Administration recommends that the Board approve a Wellness Consulting Agreement with NTIC, effective July 1, 2023 for a minimum of 36 months.

**S. Contract for Services – Adam Bastion Construction**

The administration recommends the Board authorize a contract with Adam Bastion Construction to remove and replace cove base on walls at the BLaST Canton Office, effective May 24, 2023. Cost not to exceed \$1,625.

**T. Act 93 - Administrative Compensation Plan**

The administration recommends the Board approve the Administrative Compensation Plan 2023-2026 (Act 93 Agreement)

**U. Consideration of Salaries, Wages, and Fringe Benefits for Special Education Paraprofessionals, Support Staff, Technology Staff, and Other Employees for 2023-2024**

The Board authorizes pooled salary increases of 3% for the following classifications of employees for 2023-2024: Paraprofessional/Job Coaches, Business/Support Staff, Technology Staff, Interpreters/Social Workers, Grants/Wellness Staff, Instructional Staff, and Nurses.

**V. Consideration of Salaries, Wages, and Fringe Benefits for PaTTAN Employees for 2023-2024**

The Board authorizes 2023-2024 pooled salary increases of 3% for employees of the PaTTAN program, Harrisburg.

**W. Contract for Services - Navigate360**

The administration recommends the Board authorize a contract with Navigate360 to provide staff trainings for threat assessment and suicide prevention, effective July 1, 2023 through June 30, 2024, total cost not to exceed \$12,510.

**X. Contract for Services – Dr. Lisa Feil, Inner Compass, LLC.**

The administration recommends that the Board approve a contract with Dr. Lisa Feil, Inner Compass, LLC , to provide psychological evaluations for the Early Intervention Clinic, effective July 1, 2023 through December 31, 2023, \$550 per day of service, not to exceed 16 days of services; Total Cost of Services not to exceed \$8,800.

**Y. Contract for TelePractice Services – ProCare Therapy**

The administration recommends that the Board authorize an addendum to the existing contract with ProCare Therapy, LLC for Speech Tele-practice services for eligible Early Intervention students in the Bradford County, effective July 5, 2023 through August 11, 2023 at a rate of \$97/hr all inclusive.

**Z. Lease – Southern Tioga School District – Early Intervention 2023-2024**

The administration recommends that the Board authorize a rental agreement with the Southern Tioga School District for space to be used by the Early Intervention clinic and service providers, effective July 1, 2023 through June 30, 2024; at a rate of \$240.00 per month. Total cost not to exceed \$2,880.

**AA. Contract for Services – Dr. Mark Windschitl**

The administration recommends that the Board approve a contract with Dr. Mark Windschitl to provide Author Talks – Ambitious Science Teaching, effective June 21, 2023 to May 31, 2024 . Total cost not to exceed \$3,000.

**BB. Contract for Services – Gordian**

The administration recommends that the Board approve a contract with Gordian to perform sealcoating work on the parking lot at the IU Williamsport office. Total cost not to exceed \$21,600.43.

**CC. Contract for Services – Gordian**

The administration recommends that the Board approve a contract with Gordian to perform sealcoating work on the parking lot at the IU Canton office. Total cost not to exceed \$23,399.05.

**DD. Contract for Services – Adam Bastion Construction**

The administration recommends the Board authorize a contract with Adam Bastion Construction to remove and replace additional cove base on walls at the IU Canton Office, effective June 7, 2023. Cost not to exceed \$630.

**EE. Contract for Services – Sarah Lehman**

The administration recommends that the Board approve a contract with Sarah Lehman to provide psychological evaluations for the Early Intervention Clinic, effective July 1, 2023 through August 31, 2023, \$415 per day of service, not to exceed 10 days of services; Total Cost of Services not to exceed \$4,150.

**FF. Contract for Services - Alma**

The administration recommends that the Board approve a contract with Alma to provide a student information system for a 3-year term, effective July 1, 2023 through June 30, 2026; total cost not to \$27,199.92

**GG. Proposal for Services – Myers, Patsy & Associates, LLC**

The administration recommends that the Board accept a proposal from Myers, Patsy & Associates, LLC for services related to the annual BLaST IU 17 audits at a proposed cost of \$35,000 for the 2022-2023 year, \$36,500 for the 2023-2024 year, and \$38,000 for the 2024-2025 year.

**HH. Contract for Services – Mountain Therapy & Education 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 July 1, 2023 through August 11, 2023, at a rate of \$75.00 for each individual session, \$37.50 for each student in a group session, \$75 for an IEP review meeting, and \$200 for each evaluation performed.

**II. Contract for Services – Dr. Scott McDonald**

The administration recommends that the Board approve a contract with Dr. Scott McDonald to provide the keynote for Phenomena Driving Science Teaching and Learning held at Pennsylvania College of Technology, effective June 21, 2023 to August 31, 2023. Total cost not to exceed \$1,587.77.

**JJ. Proposal for Services – B & T Building Services**

The administration recommends that the Board accept a proposal from and authorize entering into a contract with B & T Building Services to provide cleaning services at the following locations:

136 Catawissa Avenue, Williamsport at a rate of \$3,899.93 per month, funds from districts' contracts;

2400 Reach Road, Williamsport at a rate of \$3,667.51 per month, funds from the General Operations Budget.

**KK. Contract for Services – Knight Educational Services, LLC.**

The administration recommends that the Board authorize a contract with Knight Educational Services, LLC to provide safety and security risk assessments and consultation, IU wide, effective July 1, 2023 through June 30, 2024. Total contract not to exceed \$15,000.

The motion passed with unanimous affirmative vote with Ms. Jennings abstaining from Agenda Item 8F.

**9. Administrative Reports.**

**A. Report of Investments**

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

Year-to-Date Earnings on Investments is \$297,068.51 (4.99% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$48,883.77 (4.99% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Student Services – Dr. Beiter**

**C. Technology Update – Mr. Confer**

**D. Educational Planning Update – Dr. Steinbacher-Reed**

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

- 2022-2023 Annual Leadership Performance Report
- 2022-2023 Annual Safety Report – Updated
- Legislative Update
- ESY Parade – July 3 at 10:00 a.m. at Schick Elementary (Loyalsock Township School District)

**F. Revised List of 2023-2024 IU 17 Board Meeting Dates - Attached as Page 2722-1**

**G. Board Policy for Review**

Policy 342 Jury Duty, attached as Page 2722-2

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

**11. Adjournment.**

Mr. Riley moved to adjourn at 8:42 p.m. and Ms. Bachman seconded the motion. All were in favor.

Respectfully Submitted,

Sara McNett  
Board Secretary