

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 August 16, 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 (W)	Present
Scott Johnson, Vice President (W)	Present
Debra Agnew, Treasurer (C)	Present
Cathy Bachman	Absent
Susan Beery	Absent
Rebecca Charles (W)	Present
Jonathan DeSantis (W)	Present
Jessie Edwards (W)	Present
Brady Finogle	Absent
Peggy Hughes (C)	Present
Arica Jennings (C)	Present
Christina Kiessling	Absent
Dan Martin (C)	Present
Lisa McClintock (W)	Present (arrived at 7:03)
Julie Preston (C)	Present
Chad Riley	Absent
Hal Stockdill (C)	Present
Tiffani Warner	Absent
Athens	Vacated

Others present were: Brooke Beiter, Tim Confer, Dan Coran, Rebecca Gibboney, Ashley Heckrote, Sheena Hindman, Nicole Klees, Mike Levin, Sara McNett, Amy Niemiec, Jon Paulhamus, April Seeley, Mikaela Spalding, Cheryl Starr, Christina Steinbacher-Reed, Rebecca Swinehart, and Megan Wagner.

3A. Introductions.

None

A copy of the agenda is attached as Pages 2723-1 through 2723-13.

3B. Public Comments.

None

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

4. Minutes.

A. Board Meeting – June 21, 2023

Minutes of the meeting held June 21, 2023 as presented.

The motion passed with unanimous affirmative vote.

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

5. Finance.

A. Approval of Bills

Bills from June 17, 2023 through August 11, 2023, for General Operations, Special Education, and Capital Project Fund totaling \$4,085,626.29 are attached as Pages 2724-1 through 2724-12.

B. Investment of Funds

A memorandum from the Department of Education dated February 9, 1983, stated:

It is both permissible and desirable for the school board to adopt a resolution extending blanket authority to the treasurer or other designated and qualified official to invest, redeem and reinvest funds of the district. Such investments are subject to those limitations and restrictions set forth in the School Code and other law, including provisions for assignment of Federal securities adequate to protect the investment. Requiring specific action on each transaction results in costly delays and resultant loss of income.

The State auditors have recommended that the Board adopt the following resolution each year:

The First Citizens Community Bank, Canton Branch, as depository for IU 17, is authorized, after consultation with the IU 17 administrative staff, to invest, redeem and reinvest funds, subject to those limitations and restrictions set forth in the School Code, for the 2023-2024 fiscal year.

C. 2023-2024 Budgets

The administration recommends that the Board approve the 2023-2024 budgets, attached as Pages 2725-1 through 2725-9.

The motion passed with unanimous affirmative vote.

At 7:04 p.m. the Board went into Executive Session for personnel and attorney advisement. The regular meeting reconvened at 7:52 p.m.

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

6A. Personnel, Resignations.

1. **Michaela Babcock**, Speech Therapist, resignation effective June 9, 2023.
2. **Jeremy Church**, Special Education Teacher, resignation effective July 9, 2023.
3. **Alyssa Ammerman**, Speech Therapist, resignation effective August 4, 2023
4. **Tina Kerrick**, Special Education Teacher, resignation effective August 16, 2023.
5. **Chad Romanowski**, Special Education Teacher, resignation effective July 17, 2023.
6. **Courtney Sexton**, Norther Tier Wellness Coordinator, resignation effective August 4, 2023.
7. **Rachel Thompson**, Special Education Teacher, resignation effective July 28, 2023.
8. **Judith Belzer**, Paraprofessional, retirement effective December 1, 2023.
9. **Ardis Mason**, Special Education Supervisor, retirement effective November 3, 2023.

6B. Personnel, Requests for Leave.

None

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

1. **Establishment of Additional Position – Help Desk Technician**

The administration recommends that the Board authorize the establishment of an additional Help Desk Technician.

2. Establishment of Additional Position – Voice Services Specialist – Level II

The administration recommends that the Board authorize the establishment of an additional Voice Services Specialist – Level II.

7B. Personnel, Employments.

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
 - A. **Julia Kepler**, Special Education Teacher, effective October 2, 2023 or when released. Salary – Step 6 Bachelor’s - \$61,805, districts’ contracts, 190 days, prorated to the actual number of days worked. Professional Employee’s contract. To fill vacancy created by the resignation of Mary Shaw. This employment is contingent upon receipt of current clearances.
 - B. **Austin Tate**, Special Education Teacher, effective August 28, 2023. Salary – Step 5 Bachelor’s - \$60,205, 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 Patricia Babinsack. This employment is contingent upon receipt of current clearances.
2. The administration recommends the employment of the following personnel:
 - A. **Amanda Fair**, Help Desk Technician, effective July 31, 2023. Salary \$42,000 - General Operations Budget, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill the new position approved by the Board on May 17, 2023. This employment is contingent upon receipt of current clearances.
 - B. **Seth Lingle**, Help Desk Intern, part-time, effective July 25, 2023. Hourly wage - \$13.00 per hour, not to exceed 25 hours per week; General Operations budget. To fill new position approved by the Board on May 17, 2023. No fringe benefits other than those required by law, such as Social Security. Employment in accord with the Support Staff Handbook. This employment is contingent upon receipt of current clearances.

7C. Personnel, Abolishment of Position.

None

7D. Personnel, Change of Work Assignment.

1. **Janet Hayden – School Psychologist**

Due to a request, the administration recommends that the Board approve an extension of work year for Janet Hayden up to an additional four (4) days at their 2022 – 2023 per diem rate.

2. April Seeley – Social Worker

Due to a vacancy, the administration recommends that the Board approve an extension of the work year for April Seeley up to an additional ten (10) days in the role of Interim Treatment Team Leader – North Partial Hospitalization Program at her 2023-2024 per diem rate.

3. Jessica Stiner – Speech Therapist

The administration recommends that the Board authorize a change of work assignment for Jessica Stiner from 190 days to 114 days, remaining at current salary column and step, effective with the start of the 2023-2024 school year, prorated to the actual number of days worked.

4. Jennifer Wagner – Speech Therapist

The administration recommends that the Board authorize a change of work assignment for Jennifer Wagner from 190 days to 114 days, remaining at current salary column and step, effective with the start of the 2023-2024 school year, prorated to the actual number of days worked.

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 2727-1.
2. The administration recommends approval of the list of Mission One employees for the 2022-2023 school term.

None

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

None

7G. Personnel, Mentor Teachers/Supervisors.

1. The administration recommends that the Board approve the following as mentors for the 2023-2024 school year in accordance with the PDE-approved Induction Plan.

First Year Inductees' Mentors

Amber Hildebrand	Blair Russo
Amy Pardee	Allison Mertes
Ashley Hess	Kelly Sponhouse
Samantha Mannino	Candida Williams
Teri Uppling	Dana Vermilya
Christie Robinson	Jessica Schwenk
Crystal Yoder	Sara Boyer
Tanya Kuhl	

Second Year Inductees' Mentors

Tracy Froelich	Corrie Roadarmel
Lauren Smith	Jessica Luksa
Candida Williams	Christopher Carithers
Kelly Sponhouse	Heather Carlin
Margaret Ralston	Blair Russo

7H. Personnel, Salary Adjustments.

1. April Seeley – Retention Bonus

The Administration recommends that the Board approve the payment of a \$2,000 retention bonus to April Seeley, Interim Treatment Team Leader - North Partial Hospitalization Program, in accordance with the Behavioral Health Alliance of Rural Pennsylvania (BHARP) retention grant.

2. Megan Brickley – Retention Bonus

The Administration recommends that the Board approve the payment of a \$3,500 retention bonus to Megan Brickley, Treatment Team Leader - South Partial Hospitalization Program, in accordance with the Lycoming Clinton Health Choices (LCHC) retention grant.

8. Items Requiring Routine Formal Action by the Board.

A. Contract for Services – UPMC Susquehanna

The administration recommends that the Board approve a contract with UPMC Susquehanna to provide physical therapy services to eligible early intervention students in Lycoming County, effective July 1, 2023 through June 30, 2024. Total cost not to exceed \$145,000.

B. Contract for Services – Albright College – Total Experience Learning

The administration recommends that the Board approve a contract with Albright College – Total Experience Learning to provide professional development for the SAC Institute, effective November 15, 2023. Total cost not to exceed \$3,000.

C. Transportation Drivers

The administration recommends that the Board approve the list of 2023-2024 drivers to transport eligible preschool children to specialized programs, attached as Page 2729-1.

D. 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 - North, at a rate of \$248/hour inclusive; on call (emergency) \$215/hour, effective August 29, 2023 through December 20, 2023.

E. Engagement Letter for Services – Myers, Patsy & Associates, LLC

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

F. Event Contract – Pennsylvania College of Technology

The administration recommends that the Board approve a contract with the Pennsylvania College of Technology to use certain facilities and services provided by the College, for the Annual IU Inservice on August 7 & 8, 2023. Total Cost of Services not to exceed \$17,727.50.

G. Personnel Handbooks

The administration recommends the Board approve the handbooks for office support personnel and paraprofessional personnel as presented.

H. Increment - Master's, Master's +30 and Doctorate

Ms. Danielle Pardoe, Special Education Teacher, and **Ms. Blair Russo**, Special Education Teacher have submitted evidence that they have completed the necessary requirements for a Master's degree; **Ms. Dianne DeLullo**, Speech Therapist, and **Ms. Elizabeth Taylor**, Special Education Teacher, have submitted evidence that they have completed 30 credits beyond their Master's degree; **Dr. Andrea Schmucker**, Training and Consulting, has submitted evidence that she has completed the necessary requirements for a Doctorate degree.

The administration recommends that the Board approve placing Ms. Danielle Pardoe, Ms. Blair Russo, Ms. Dianne DeLullo, Ms. Elizabeth Taylor and Dr. Andrea Schmucker on the appropriate columns for the 2023-2024 school year.

I. First and Second Reading of Policy

Policy for first and second reading is attached as Pages 2730-1 through 2730-7.

Policy 819 Suicide Awareness, Prevention and Response - Revised

J. IDEA-B LEA Policies and Procedures – Department of Education

At the October 10, 2001 Board meeting, the Board approved the adoption of revised IDEA-B LEA Policies and Procedures. To ensure continued funding under IDEA-B, each LEA must again submit to the Department of Education by September 2023, policies, procedures, and programs that are consistent with State policies and procedures.

Therefore, the administration recommends that the Board authorize the adoption of the IDEA-B LEA Policies and Procedures for submission to the Department of Education to ensure continued approval and eligibility for funding under IDEA-B.

K. Resolution

WHEREAS, Congress has enacted the Health Insurance Portability and Accountability Act (“HIPAA”), leading to the promulgation of regulations governing such items as the privacy of health information and the standardization of certain health related transactions; and

WHEREAS, the Intermediate Unit undertook an evaluation of the its operations to determine whether it was a covered entity as defined by the HIPAA regulations; and

WHEREAS, through the evaluation of the Intermediate Unit’s operations, it was determined that the Intermediate Unit is a “covered entity” as defined in the HIPAA regulations; and

WHEREAS, the Intermediate Unit desires to insure its compliance with HIPAA and the HIPAA regulations,

NOW, THEREFORE, *be it resolved that:*

1. The Intermediate Unit is hereby designated as and shall hereby be a “hybrid entity” as defined in the HIPAA regulations.
2. The “provider” health care component of the Intermediate Unit shall include all employees, agents, and contractors who provide health care services on behalf of the Partial Hospitalization Program(s) for which the Intermediate Unit seeks reimbursement through electronic means.
3. The Executive Director or designee shall adopt, implement and enforce such procedures and guidelines as are necessary to insure that the Intermediate Unit operates lawfully as a hybrid entity and complies in all respects with HIPAA and the HIPAA regulations.
4. The positions of Privacy Officer and Contact Person as defined and governed by the HIPAA regulations are hereby established. The Privacy Officer shall be the individual in the Intermediate Unit holding the title of Assistant Executive Director or Designee. The

Contact Person shall be the individual in the Intermediate Unit holding the title of Personnel Specialist. In the event of a vacancy in either of those positions, the Executive Director or her designee shall be the acting Privacy Officer and/or Contact Person. In the event of a long-term absence of either the Privacy Officer or the Contact Person, the Executive Director or her _designee shall appoint an interim Privacy Officer or interim Contact Person, as applicable.

5. The President and Secretary of the Board of Directors shall be and are hereby authorized to execute any and all necessary agreements and/or amendments to existing agreements to bring contracts with business associates as defined in the HIPAA regulations into compliance with the HIPAA regulations.
6. The Executive Director or her designee shall ensure that all employees who are required to be trained by the HIPAA regulations are properly trained.

L. Contract for Services – The Hershey Hotel

The administration recommends that the Board approve an agreement with The Hershey Hotel to provide guest rooms for the Superintendent Institute, effective November 14, 2023 to November 16, 2023 at a rate of \$329 per room, per night.

M. Contract for Services – HOPE Enterprises, Inc.

The administration recommends that the Board approve a lease agreement with HOPE Enterprises, Inc. to provide tenant space and cleaning services for the ELECT Parent Resource Center, effective July 1, 2023 to June 30, 2024 at a cost not to exceed \$10,080.

The motion passed with unanimous affirmative vote

9. Administrative Reports.

A. Report of Investments

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

Year-to-Date Earnings on Investments is \$38,847.60 (5.18% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$7,328.29 (5.18% Capital Fund Account), First Citizens Community Bank, Canton.

B. Student Services – Dr. Beiter

C. Technology Update – Mr. Paulhamus

D. Educational Planning Update – Ms. Gibboney

E. Executive Director Update – Dr. Steinbacher-Reed

- 2024-2027 IU Comprehensive Planning Update
- Paraeducator Grant Application – Submitted
- Legislative Update – Commission on Basic Education Funding Formula
- Dr. Steinbacher-Reed Selected to Serve on PASA Professional Development Committee

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

Ms. Baer complimented the IU on their participation in the Little League Parade held in Williamsport recently.

11. Adjournment.

Ms. Agnew moved to adjourn the meeting at 8:16 pm and Ms. Charles seconded the motion. All were in favor.

Respectfully Submitted,

Sara McNett
Board Secretary