

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 December 6, 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
Jonathan DeSantis (Virtual)	Present
Jessie Edwards (Virtual)	Present
Brady Finogle (C)	Present
Peggy Hughes (Virtual)	Present
Arica Jennings (C)	Present
Sharon Meyer (W)	Present
Lisa McClintock (W)	Present (7:12)
Duane Naugle (C)	Present
Julie Preston (C)	Present
Chad Riley (W)	Present
Loyalsock	Vacant
Sullivan	Vacant
Troy	Vacant
Wellsboro	Vacant
Athens	Vacated

Others present were: Brooke Beiter, Tim Confer, Dan Coran, Ashley Heckrote, Erica Hoyt, Nicole Klees, Mike Levin, Sara McNett, Amy Niemiec, Jon Paulhamus, Aimee Pepper, Cheryl Starr, Christina Steinbacher-Reed, Lori Stollar, Rebecca Swinehart, and Dana Vermilya.

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

2B. Resignation, IU Board Member

1. Mr. Douglas Eberlin – Wyalusing Area School District

Mr. Douglas Eberlin has resigned as the Wyalusing Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Eberlin's resignation, effective December 4, 2023.

2. Ms. Rebecca Charles – Wellsboro Area School District

Ms. Rebecca Charles has resigned as the Wellsboro Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Charles' resignation, effective December 4, 2023.

3. Mr. Hal Stockdill – Sullivan County School District

Mr. Hal Stockdill has resigned as the Sullivan County School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Stockdill's resignation, effective December 4, 2023.

4. Mr. Dan Martin – Troy Area School District

Mr. Dan Martin has resigned as the Troy Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Martin's resignation, effective December 4, 2023.

5. Ms. Christina Kiessling – Loyalsock Township School District

Ms. Christina Kiessling has resigned as the Loyalsock Township School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Kiessling's resignation, effective December 4, 2023.

6. Ms. Susan Beery – Montoursville Area School District

Ms. Susan Beery has resigned as the Montoursville Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Beery's resignation, effective December 4, 2023.

2C. Appointment, IU 17 Board Member.

1. Ms. Sharon Meyer – Montoursville Area School District

The Montoursville Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Sharon Meyer be appointed to a position on the BLaST Board to replace Ms. Susan Beery. It would be appropriate for the Board to appoint Ms. Meyer, effective December 6, 2023, until the time of next election (December 6, 2023 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Montoursville Area School District representative expires June 30, 2024.

2. Mr. Duane Naugle – Wyalusing Area School District

The Wyalusing Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Duane Naugle be appointed to a position on the BLaST Board to replace Mr. Douglas Eberlin. It would be appropriate for the Board to appoint Mr. Naugle, effective December 6, 2023, until the time of next election (December 6, 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.

Dr. Steinbacher-Reed introduced Lori Stollar, Executive Director for Pennsylvania Association for Supervision and Curriculum Development (PASCD).

A copy of the agenda is attached as Pages 2751-1 through 2751-14.

3B. Public Comments.

None

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

4. Minutes.

A. Board Meeting – September 20 , 2023

Minutes of the meeting held September 20, 2023 as presented.

The motion passed with unanimous affirmative vote.

Ms. Agnew and Mr. Naugle seconded to approve the following:

5. Finance.

A. Approval of Bills

Bills from September 16, 2023 through October 13, 2023, for General

Operations, Special Education, and Capital Project Fund totaling \$4,005,332.13 are attached as Pages 2752-1 through 2752-11.

B. 2023-2024 Budgets

The administration recommends that the Board approve the 2023-2024 budgets, attached as Pages 2752-12 through 2752-13.

The motion passed with unanimous affirmative vote.

At 7:14 p.m. the Board went into Executive Session for personnel and attorney advisement. They resumed the regular meeting at 7:28 p.m.

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

6A. Personnel, Resignations.

1. **Tristin Forney**, Curriculum Specialist, rescinded their acceptance that was approved by the Board on October 18, 2023.
2. **Olivia Johnson**, Special Education Teacher, resignation effective December 21, 2023 or when released.
3. **Beth Parrish**, Speech Therapist, resignation effective January 7, 2024.
4. **Christie Robinson**, Speech Therapist, resignation effective January 11, 2024.
5. **Kimberly Ramirez**, PaTTAN Print Conversion Coordinator, retirement effective March 16, 2024.

6B. Personnel, Requests for Leave.

1. **Sabrina Swan**, Special Education Teacher, has requested uncompensated leave effective October 25, 2023 to December 4, 2023.

The administration recommends that the Board approve an uncompensated leave for Sabrina Swan from October 25, 2023 to December 4, 2023.

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

1. **Establishment of New Positions – School Psychologist Intern**

The administration recommends that the Board authorize the establishment of two (2) new positions of School Psychologist Intern. Job description is attached as Pages 2752-14 through 2752-17.

2. **Establishment of New Position – Dean of Students**

The administration recommends that the Board authorize the establishment of the Dean of Students position. Job description is attached as Pages 2753-1 through 2753-3.

3. **Establishment of New Position – Board Certified Behavioral Analyst/Special Education Supervisor**

The administration recommends that the Board authorize the establishment of the Board Certified Behavioral Analyst/Special Education Supervisor position. Job description is attached as Pages 2753-4 through 2753-7.

4. **Establishment of New Positions – Mental Health Specialist**

The administration recommends that the Board authorize the establishment of a new position of Mental Health Specialist. Job description is attached as Pages 2753-8 through 2753-10.

5. **Establishment of New Position – Regional Wide Area Network Specialist – Level II**

The administration recommends that the Board authorize the establishment of a Regional Wide Area Network Specialist – Level II. Job description is attached as Pages 2753-11 through 2753-13.

7B. Personnel, Employments.

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

- A. **Tiffany Reynolds**, Special Education Teacher, effective December 11, 2023. Salary –Step 1 Masters - \$54,935, districts' contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the resignation of Tina Kerrick. This employment is contingent upon receipt of current clearances.
- B. **Emily Bailey**, Special Education Teacher, effective December 18, 2023. Salary –Step 1 Bachelors - \$53,805, districts' contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the retirement of Linda Campman-Ruble. This employment is contingent upon receipt of current clearances.
- C. **Stacie Auten**, Autistic Support Teacher, effective December 11, 2023. Salary –Step 1 Bachelors - \$53,805, districts' contracts, 190 days prorated to the actual number of days worked. Temporary

Professional Employee's contract. To fill vacancy created by the reassignment of Sabrina Swan. This employment is contingent upon receipt of current clearances.

- D. Rachael Evers**, Special Education Teacher, effective December 18, 2023. Salary –Step 1 Bachelors - \$53,805, 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. Noah Johnson**, Teacher Apprentice, effective December 4, 2023. Salary \$23,000, districts' contracts, 190 days, prorated to actual number of days worked, Paraprofessional Handbook, to fill new position created by the Board. This employment is contingent upon receipt of current clearances.
- B. Melissa Smith**, Teacher Apprentice, effective January 2, 2024. Salary \$23,000, Early Intervention Budget and districts' contracts, 190 days, prorated to actual number of days worked, Paraprofessional Handbook, to fill new position created by the Board. This employment is contingent upon receipt of current clearances.
- C. Breannon Porter**, Teacher Apprentice, effective January 2, 2024. Salary \$23,000, districts' contracts, 190 days, prorated to actual number of days worked, Paraprofessional Handbook, to fill new position created by the Board. This employment is contingent upon receipt of current clearances.

7C. Personnel, Abolishment of Positions.

None

7D. Personnel, Change of Work Assignment.

- 1. Nicole Kiess - Pennsylvania Information Management System (PIMS) Coordinator**

The administration recommends that the Board authorize an internal transfer for Nicole Kiess to the position of PIMS Coordinator, effective December 7, 2023, with a change in salary to \$45,000.

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 2023-2024 school term, attached as Page 2754-1 .**

2. The administration recommends approval of the list of Mission One employees for the 2023-2024 school term, attached as Page 2755-1.

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

1. The administration requests that the Board approve Jaime Wilson, a Master Level Social Work student at Grand Canyon University, to complete her internship from March 1, 2024 through October 31, 2024. They 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 Kylie Brodkorb, a Business student at Lycoming College, to complete her internship from January 22, 2024 through April 26, 2024. They 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 Amelia Konkle, a Psychology student at Liberty University with a focus on Special Education, to complete her internship from January 15, 2024 through May 10, 2024. They will be under the total direction of one of the IU's fully certified professionals. This is contingent upon receipt of current clearances.
4. The administration requests that the Board approve Madelyn Gaffney, a Psychology student at Lycoming College, to complete her internship from January 15, 2024 through May 5, 2024. They will be under the total direction of one of the IU's fully certified professionals. This is contingent upon receipt of current clearances.
5. The administration requests that the Board approve Elizabeth Whitnack, a student at Bloomsburg University in the Speech and Language Graduate Program, to complete her internship from December 11, 2023 through March 8, 2024. They 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 list of

2023-2024 drivers to transport eligible preschool children to specialized programs, attached as Page 2756-1.

B. Approved Field Trips

The Executive Director would like to inform the Board that the list of Field Trips, attached as Page 2756-2 has been approved for the current school year.

C. First and Second Reading of Policy

Policy for first and second reading is attached as Pages 2756-3 through 2756-8.

Policy 113.2 Behavior Support - Revised

D. Contract for Services – Adam Bastian Construction

The administration recommends that the Board approve a contract with Adam Bastian Construction for building maintenance as needed at the Canton Office at a rate of \$65/hour with a minimum of one hour, effective July 1, 2023 through June 30, 2024.

E. Affiliation Agreement – Grand Canyon University

The administration recommends that the Board authorize an affiliation agreement with Grand Canyon University to utilize BLaST IU 17 facilities as a center for field study, internship, practicum, or student teaching placement, effective November 2, 2023 through December 1, 2028.

F. Memorandum of Understanding – Canton Area School District

The administration recommends that the Board authorize a Memorandum of Understanding with Canton Area School District to provide evacuation transportation to sheltering and mass care sites for the students and staff at the Academy of Integrated Studies – North in an emergency situation. The MOU will be in effect from November 1, 2023 to November 1, 2027.

G. 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 - North, a 3-year contract effective November 1, 2023 through October 31, 2026, at a rate of \$42 per month, not to exceed \$1,512.00.

H. Contract for Services - North Central Sight Services

The administration recommends that the Board authorize a contract with North Central Sight Services to provide two water coolers for the Canton Office, a

3-year contract effective November 1, 2023 through October 31, 2026, at a rate of \$90 per month, not to exceed \$3,240.00.

I. Contract for Services - North Central Sight Services

The administration recommends that the Board authorize a contract with North Central Sight Services to provide three water coolers for the Williamsport Office, a 3-year contract effective November 1, 2023 through October 31, 2026, at a rate of \$135 per month, not to exceed \$4,860.00.

J. Affiliation Agreement – Liberty University

The administration recommends that the Board authorize an affiliation agreement with Liberty University to utilize BLaST IU 17 facilities as a center for observational/occupational experiences, effective November 9, 2023 through November 8, 2024 and will automatically renew for successive one(1) year periods.

K. Contract for Services - Northern Tier Solid Waste Authority

The administration recommends that the Board authorize a contract with Northern Tier Solid Waste Authority, to provide pick up of municipal waste at the Academy of Integrated Studies - North at a rate of \$173 per month. Contract from January 1, 2024 through December 31, 2024.

L. Contract for Services - Northern Tier Solid Waste Authority

The administration recommends that the Board authorize a contract with Northern Tier Solid Waste Authority, to provide pick up of municipal waste at the Canton Office at a rate of \$118 per month. Contract from January 1, 2024 through December 31, 2024.

M. Affiliation Agreement – Lycoming College

The administration recommends that the Board authorize an affiliation agreement with Lycoming College to utilize BLaST IU 17 facilities as a center for field study, internship, practicum, or student teaching placement, effective November 28, 2023 through November 27, 2024 and will automatically renew for successive one(1) year periods.

N. Lease Agreement – Xerox Corporation

The administration recommends that the Board approve a 60-month copier lease agreement with Xerox Corporation at a rate of \$1,364.12 per month for the copiers and an estimated print cost of \$715.81 monthly, effective December 29, 2023 to December 29, 2028.

O. 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 January 1, 2024 through June 30, 2024, \$550 per day of service, not to exceed 22 days of services; Total Cost of Services not to exceed \$12,100.

9. Administrative Reports.

A. Report of Investments

The record of investments dated November 30, 2023 is presented as follows:

Year-to-Date Earnings on Investments is \$200,274.22 (5.47% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$40,575.64 (5.47% Capital Fund Account), First Citizens Community Bank, Canton.

B. Educational Planning Update – Dr. Steinbacher-Reed

- SAC Institute

C. Executive Director Update – Dr. Steinbacher-Reed

- Review 2024-2027 IU 17 Comprehensive Plan Timeline
- Health and Safety Plan – 6 Month Review
- Professional Learning Plan
- Board of Directors Nominations
- New Board Orientation Process
- Development of General Board Protocols

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

11. Adjournment.

At 8:05 p.m. Mr. Riley moved and Mr. Johnson seconded to adjourn the meeting. All were in favor.

Respectfully submitted,

Sara McNett
Board Secretary