

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 January 17, 2024 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 (W)	Present
Jessie Edwards (W)	Present
Brady Finogle	Absent
Heather Hanna (W)	Present
Peggy Hughes (Virtual)	Present
Arica Jennings (C)	Present
Lisa McClintock	Absent
Sharon Meyer (W)	Present
Duane Naugle (C)	Present
Julie Preston (C)	Present
Chad Riley (W)	Present
Ryan Schrader (C)	Present
Michael Zicoello (W)	Present
Montgomery	Vacant
Wellsboro	Vacant
Athens	Vacated

Others present were: Brooke Beiter, Dan Coran, Rebecca Gibboney, Ashley Heckrote, Robin Holmes, Nicole Klees, Mike Levin, Sara McNett, Jon Paulhamus, Aimee Pepper, Ed Ploy, Cheryl Starr, Christina Steinbacher-Reed, and Rebecca Swinehart.

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

2B. Resignation, IU Board Members.

1. Mr. Jonathon DeSantis – Montgomery Area School District

Mr. Jonathon DeSantis has resigned as the Montgomery Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. DeSantis' resignation, effective December 7, 2023.

The motion passed with unanimous affirmative vote.

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

2C. Appointment, IU 17 Board Members.

1. Mr. Ryan Schrader – Troy Area School District

The Troy Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Ryan Schrader be appointed to a position on the BLaST Board to replace Mr. Dan Martin. It would be appropriate for the Board to appoint Mr. Schrader, effective January 17, 2024, until the time of next election (January 17, 2024 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Troy Area School District representative expires June 30, 2026.

2. Ms. Heather Hanna – Sullivan County School District

The Sullivan County School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Heather Hanna be appointed to a position on the BLaST Board to replace Mr. Hal Stockdill. It would be appropriate for the Board to appoint Ms. Hanna, effective January 17, 2024, until the time of next election (January 17, 2024 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Sullivan County School District representative expires June 30, 2025.

3. Mr. Michael Zicolello – Loyalsock Township School District

The Loyalsock Township School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Michael Zicolello be appointed to a position on the BLaST Board to replace Ms. Christina Kiessling. It would be appropriate for the Board to appoint Mr. Zicolello, effective January 17, 2024, until the time of next election (January 17, 2024 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Loyalsock Township School District representative expires June 30, 2026.

The motion passed with unanimous affirmative vote.

3A. Introductions.

In honor of Board Recognition Month, the directors were given a book titled The Rebellious Recovery written by Aaron Baker to be donated to their district library.

A copy of the agenda is attached as Pages 2760-1 through 2760-13.

3B. Public Comments.

None

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

4. Minutes.

A. Board Meeting – December 6, 2023

Minutes of the meeting held December 6, 2023 as presented.

The motion passed with unanimous affirmative vote.

Dr. Steinbacher-Reed gave an historical Intermediate Unit funding overview and Ms. McNett gave a presentation on the proposed 2024-2025 General Operations Budget and the approval process.

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

5. Finance.

A. Approval of Bills

Bills from December 2, 2023 through January 12, 2024, for General Operations, Special Education, and Capital Project Fund totaling \$2,176,849.79 are attached as Pages 2761-1 through 2761-9.

B. Proposed General Operations Budget for Fiscal Year 2024-2025

The proposed 2024-2025 IU 17 General Operations budget was distributed to the IU 17 Advisory Council of Superintendents. A copy of the Budget is attached as Pages 2761-10 through 2761-40.

The motion passed with unanimous affirmative vote.

At 7:27 p.m. the Board went into Executive Session for personnel and attorney advisement. They resumed the regular meeting at 8:24 p.m.

Ms. Agnew moved and Ms. Jennings seconded to accept an omnibus motion for the remaining agenda items with the exception of Item 7B, 2E which was removed from the agenda.

6A. Personnel, Resignations.

- 1. Nikolle Bastian, Deaf and Hard of Hearing, resignation effective January 2, 2024.**

2. **Amy Niemiec**, Special Education Supervisor, resignation effective January 5, 2024.
3. **Deborah Norton**, Teacher, retirement effective June 10, 2024.

6B. Personnel, Requests for Leave.

None

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

1. **Establishment of Position – Regional Wide Area Network Specialist – Level I**

The administration recommends that the Board authorize the establishment of a Regional Wide Area Network Specialist – Level I. Job description attached as Pages 2762-1 through 2762-3.

2. **Revised Job Description – Educational Consultant/Professional Development Staff/TAC**

The administration recommends that the Board approve a revision to the position Educational Consultant/Professional Development Staff/TAC. Revised job description is attached as Pages 2762-4 through 2762-6.

3. **Establishment of Position – Conversion Coordinator – AIM Center**

The administration recommends that the Board authorize the establishment of a Conversion Coordinator – AIM Center. Job description is attached as Pages 2762-7 through 2762-11.

7B. Personnel, Employments.

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
 - A. **Ashley Muchler**, Educational Consultant/TaC, effective upon release, Salary – Step 8 Masters - \$66,150, IDEA, 190 days prorated to the actual number of days worked. Professional Employee's contract. To fill vacancy created by the internal transfer of Amanda Karaffa. This employment is contingent upon receipt of current clearances.
2. The administration recommends the employment of the following personnel:
 - A. **Alyssa English**, Information Technology Support Specialist, effective

December 18, 2023, Salary \$55,000 - General Operations Budget, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill the new position created by the Board at the September 20, 2023 meeting. This employment is contingent upon receipt of current clearances.

- B. **Jaime Wilson**, Mental Health Specialist, effective January 15, 2024, Salary \$48,000 - Medical Access, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill the new position created by the Board at the December 6, 2023 meeting. This employment is contingent upon receipt of current clearances.
- C. **Ty Jackson**, Help Desk Technician, effective February 5, 2024, Salary \$47,000 - General Operations Budget, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill the vacancy created by the internal transfer of Amanda Fair. This employment is contingent upon receipt of current clearances.
- D. The administration requests that the Board approve Lauren Zangara, a school psychology student at Millersville University, as School Psychologist Intern, to complete her paid internship between July 1, 2024 through June 30, 2025, with a stipend not to exceed \$25,000, pending the fulfillment of all criteria. She will be under the total direction of one of the IU's fully certified professionals. This is contingent upon approval of the university's affiliation agreement and receipt of current clearances.

7C. Personnel, Abolishment of Positions.

- 1. Due to a department restructuring, the Administration recommends that the Board abolish five positions of Information Technology Specialist effective January 17, 2024.
- 2. Due to the retirement of Kimberly Ramirez, the Administration recommends that the Board abolish the position of Large Print Coordinator – AIM Center effective March 17, 2024.

7D. Personnel, Change of Work Assignment.

1. Amanda Karaffa - Curriculum Specialist

The administration recommends that the Board authorize an internal transfer for Amanda Karaffa to the position of Curriculum Specialist, effective January 2, 2024, with a change in days from 190 to 200 and a change in salary to \$82,000, prorated to actual number of days worked, Support Staff Handbook, to fill vacancy created by the resignation of Megan Wagner.

2. Edward Ploy – Help Desk Team Leader

The administration recommends that the Board authorize an internal transfer for Edward Ploy to the position of Help Desk Team Leader, effective January 18, 2024, with a change in salary to \$68,000, prorated to actual number of days worked.

3. April Seeley – Special Assignment

The administration recommends that the Board authorize a stipend of \$50 per diem for April Seeley, Social Worker, for the designation of Special Assignment due to the supervisor vacancy at the North Academy for Integrated Services, effective from January 1, 2024 until the vacancy is filled or until the end of the 23-24 school year, in accordance with the Memorandum of Understanding with BLaSTEa signed effective October 25, 2021.

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 2764-1.
2. The administration recommends approval of the list of Mission One employees for the 2023-2024 school term, attached as Page 2764-2.

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 list of 2023-2024 drivers to transport eligible preschool children to specialized programs, attached as Page 2764-3.

B. Approved Field Trips

The Executive Director would like to inform the Board that the list of Field Trips, attached as Page 2764-4 has been approved for the current school year.

C. 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 Services - North, at a rate of \$248/hour inclusive; on call (emergency) \$215/hour, effective January 9, 2024 through May 21, 2024.

D. School Age Vision Screening Agreement –North Central Sight Services, Inc.

The administration recommends that the Board approve an agreement with North Central Sight Services, Inc., to provide school age vision screenings for the Academy of Integrated Services - South; effective February 1, 2024 through February 6, 2024; at a rate of \$2.50 per student screened.

E. School Age Vision Screening Agreement –North Central Sight Services, Inc.

The administration recommends that the Board approve an agreement with North Central Sight Services, Inc., to provide school age vision screenings for the Academy of Integrated Studies - North; effective February 8, 2024 through February 13, 2024; at a rate of \$1.50 per student screened.

F. Contract for Services - TSW Corp, County Pest Control

The administration recommends that the Board authorize a contract with TSW Corp - County Pest Control, to provide pest control services to the Canton and Williamsport BLaST offices, for 1 year starting February 1, 2024. Services will be provided at a rate of \$2,175.00 annually.

G. Contract for Services - TSW Corp, County Pest Control

The administration recommends that the Board authorize a contract with TSW Corp - County Pest Control, to provide pest control services to the Catawissa Ave location, for 1 year starting January 1, 2024. Services will be provided at a rate of \$1,525.00 annually.

H. IU 17 2024-2027 Professional Development Plan

BLaST Intermediate Unit 17 is required to submit a Professional Development Plan to the Pennsylvania Department of Education. The administration requests the Board approve the plan and authorize the Administration to submit the plan to the Pennsylvania Department of Education. Attached as Pages 2765-1 through 2765-21.

I. IU 17 2024-2027 Comprehensive Plan

BLaST Intermediate Unit 17 is required to submit a Comprehensive Plan to the Pennsylvania Department of Education. The administration requests the Board

approve the plan and authorize the Administration to submit the plan to the Pennsylvania Department of Education. Attached as Pages 2766-1 through 2766-27.

J. First and Second Reading of Policies

Policies for first and second reading are attached as Pages 2766-28 through 2766-36.

Policy 201	Admission of Students - Revised
Policy 202	Eligibility of Nonresident Students - Revised
Policy 217	Graduation – Revised
Policy 254	Educational Opportunity for Children of Military Families – New

K. Contract for Services – Deep Green Journey

The administration recommends the Board authorize a contract with Deep Green Journey to provide one day of In Service at \$225 and an Educator Training Series at \$25 per participant with a minimum of \$125, effective August 1, 2023 through June 30, 2024.

L. Contract for Services – Ellie’s Cleaning

The administration recommends that the Board authorize a contract with Ellie’s Cleaning to provide cleaning services at the Academy of Integrated Services - North, effective from January 1, 2024 through December 31, 2024, at a rate of \$2,700 per month. Total cost not to exceed \$32,400.

M. Contract for Services – Ellie’s Cleaning

The administration recommends that the Board authorize a contract with Ellie’s Cleaning to provide cleaning services for the BLAST IU 17 Canton office, effective from January 1, 2024 through December 31, 2024 at a rate of \$1,430 per month. Total cost not to exceed \$17,160.

N. Contract for Services – Susan Wood

The administration recommends that the Board authorize a contract with Susan Wood to provide an American Sign Language Workshop, effective from February 1, 2024 through June 30, 2024, at a rate of \$50 per hour. Total cost not to exceed \$1000.

O. Contract for TelePractice Services – Seneca Highlands IU 9

The administration recommends that the Board authorize an agreement with Seneca Highlands IU 9 for Speech Tele-practice services to include school-age and Early Intervention students, at a rate of \$785 per day, effective January 12, 2024 through June 30, 2024.

The motion passed unanimously with Ms. Hanna abstaining from Item 8C.

9. Administrative Reports.

A. Report of Investments

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

Year-to-Date Earnings on Investments is \$249,510.70 (5.48% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$49,016.47 (5.48% Capital Fund Account), First Citizens Community Bank, Canton.

C. 2024 Election of Directors to BLaST Intermediate Unit 17 Board – Sample Ballot is attached as Page 2767-1 – Dr. Steinbacher-Reed and Ms. McNett

D. Student Services – Dr. Beiter

- IU Program Referral Process Improvements
- Alma System Implementation

F. Educational Planning Update – Ms. Gibboney

- Remake Learning

G. Executive Director Update – Dr. Steinbacher-Reed

- Harrisburg Updates
- Ethics Statements

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

11. Adjournment.

Ms. Agnew moved and Mr. Naugle seconded to adjourn the meeting at 8:47 p.m. All were in favor.

Respectfully Submitted,

Sara McNett
Board Secretary