

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 March 19, 2025 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.

2A. Roll Call.

Lori Baer, President (W)	Present
Arica Jennings, Vice President	Absent
Debra Agnew, Treasurer	Absent
Cathy Bachman	Absent
Jerry Curreri	Absent
Jessie Edwards(W)	Present
Brady Finogle(C)	Present
Heather Hanna (Virtual)	Present
Peggy Hughes (Virtual)	Present
Abramo Capece (C)	Present
Sharon Meyer(W)	Present
Duane Naugle	Absent
Julie Preston(Virtual)	Present
Chad Riley(W)	Present
Craig Dudek(W)	Present
Michael Zicoello(W)	Present
Paula Yeckley(W)	Present
Athens	Vacated

Others present were: Tim Confer, Dan Coran, Jennifer Dean, Ashley Heckrote, Sheena Hindman, Erica Hoyt, Nicole Klees, Mike Levin, Sara McNett, Jon Paulhamus, Aimee Pepper, Erin Powell, Corrie Roadarmel, Elizabeth Seagraves, Mikaela Spalding, Cheryl Starr, Christina Steinbacher-Reed, Rebecca Swinehart, Dana Vermilya and Ashley Wesneski.

Ms. Hanna moved and Ms. Meyer seconded to approve the following:

2B. Resignation, IU Board Members.

1. Mr. Scott Johnson – Muncy School District

Mr. Scott Johnson has resigned as the Muncy School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Johnson's resignation, effective February 19, 2025.

The motion passed with unanimous affirmative vote.

3A. Introductions.

1. Ms. Steinbacher-Reed introduced Dr. Elizabeth Segraves selected for the Director of Ed Planning position.
2. Dr. Steinbacher-Reed introduced Amanda Fair selected for Coordinator of Professional Learning.
3. Dr. Steinbacher-Reed introduced Ashley Wesneski who is completing an internship for Special Education supervised by Sheena Hindman.

3B. Public Comments.

None

A copy of the agenda is attached as Pages 2858-1 through 2858-10.

Ms. Meyer moved and Ms. Hanna seconded to approve the following omnibus motion:

4. Minutes.

A. Board Meeting – February 19, 2025

Minutes of the meeting held February 19, 2025 are presented.

5. Finance.

A. Approval of Bills

Bills from February 17, 2025 through March 12, 2025, for General Operations, Special Education, and Capital Project Fund totaling \$2,054,904.47 are attached as Pages 2858-11 through 2858-17.

B. 2024-2025 Budgets

The 2024-2025 budgets are attached as Pages 2858-18 and 2858-19.

6A. Personnel, Resignations.

1. **Jessica Stiner**, Speech Therapist, resignation effective June 5, 2025.
2. **Robin Holmes**, Teacher of the Visually Impaired, retirement effective June 6, 2025.

3. **Alisha Ragan**, Accounts Payable Specialist, resignation effective March 12, 2025.

6B. Personnel, Requests for Leave.

None

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

1. **Revised Job Description – Business Services Coordinator**

The administration recommends that the Board approve a revision to the job description for the Business Services Coordinator. Job description is attached as Page 2859-1 through 2859-3.

7B. Personnel, Employments.

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

- A. **Ashley Frei**, Special Education Teacher, effective August 1, 2025. Salary will be based on the 2025-2026 Teacher's Salary Schedule when adopted; 2024-2025 Step 1 Bachelor's is \$55,375; district contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill position created by the internal transfer of Tamara Tressler-Blewitt. This position is contingent upon receipt of current clearances.
- B. **Jennifer Greiger**, Special Education Teacher, effective August 1, 2025. Salary will be based on the 2025-2026 Teacher's Salary Schedule when adopted; 2024-2025 Step 3 Bachelor's is \$58,575; district contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill new position created at the February 19, 2025 Board Meeting. This position is contingent upon receipt of current clearances.
- C. **Melissa Jackson**, Teacher of the Visually Impaired, effective August 1, 2025. Salary will be based on the 2025-2026 Teacher's Salary Schedule when adopted; 2024-2025 Step 15 Master's is \$79,430; district contracts, 190 days prorated to the actual number of days worked. Professional Employee contract. To fill vacancy created by the resignation of Abbe Heath. This position is contingent upon receipt of current clearances.
- D. **Laura Wayman**, Speech Therapist, effective August 1, 2025. Salary will be based on the 2025-2026 Salary Schedule when adopted. 2024-2025 Step 4 Master's level is \$61,305; district contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill

position created by the resignation of Cassidy Bellows. This position is contingent upon receipt of current clearances.

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

- A. **Hayden Lester**, the administration, recommends that the Board authorize the employment of Human Resources Intern, effective March 18, 2025. Hourly rate of \$15.50, not to exceed 30 hours per week. General Operations Budget. To fill position created at the February 19, 2025 Board meeting. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.
- B. **Dr. Elizabeth Segraves**, Director of Educational Planning, effective when released. Salary will be \$110,000, 261 days, prorated to the number of days worked. To fill vacancy created by the resignation of Rebecca Gibboney. Employment in accordance with Board policy as adopted in the 2023-2026 Administrative Compensation Plan. This position is contingent upon receipt of current clearances.
- C. **Tori Unangst**, Treatment Team Leader/Mental Health Professional, effective June 3, 2025. Salary - \$58,500; funds to support this are available from Medical ACCESS, 261 day employee prorated to the actual number of days worked, Support Staff Handbook, to fill the vacancy created by the resignation of Lauren Groff. This employment is contingent upon receipt of current clearances.

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

None

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

- 1. **Mikaela Spalding-Assistant Direct of Student Services**
The administration recommends that the Board authorize an internal transfer for Mikaela Spalding to fill the position of Assistant Director of Student Services with a salary adjustment of \$105,000, 261 days, effective March 20, 2025. To fill vacancy created by the retirement of Dan Coran. Employment in accordance with Board policy as adopted in the 2023-2026 Administrative Compensation Plan.
- 2. **Amanda Fair- Coordinator of Professional Learning**
The administration recommends that the Board authorize an internal transfer for Amanda Fair to fill the position of Coordinator of Professional Learning with a salary adjustment of \$88,000, 261 days, effective April 14, 2025. To fill vacancy created by the resignation of Amanda Karaffa. Employment in accordance with Board policy as adopted in the 2023-2026 Administrative Compensation Plan.

3. Ty Jackson- Information Technology Support Specialist

The administration recommends that the Board authorize an internal transfer for Ty Jackson to fill the position of IT Support Specialist with a salary adjustment of \$55,000, 261 days, effective May 1, 2025. To fill a new position created at the September 2023 board meeting. Employment in accord with Board policy on office support.

7E. Personnel, Substitute Teachers and Substitute Teacher Aides.

1. The list of substitute teachers and substitute teacher aides for the 2024-2025 school term are attached as Page 2861-1.
2. The list of Mission One employees for the 2024-2025 school term are attached as Page 2861-2.

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

1. The administration requests that the Board approve Ashley Wesneski, a Special Education student at Pennsylvania Western University, to complete an internship with an effective date of May 21 2025 through August 31 2025. They will be under the total direction of one of the IU's fully certified professionals. This internship 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. Approved Field Trips

The Executive Director would like to inform the Board that the list of Field Trips, attached as Page 2861-3, has been approved for the current school year.

B. Transportation Drivers

The administration recommends that the Board approve the list of 2024-2025 drivers to transport eligible preschool children to specialized programs attached as Page 2861-4.

C. Contract for Services – Zito Business

The administration recommends that the Board authorize an amendment to existing technical services agreement with Zito Business to provide internet service to 1 Elizabeth Street, Towanda amendment shall extend by 1 year from July 1, 2025 to July 1, 2026 at a cost of \$250.00 per month plus applicable taxes/fees.

D. 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 19, 2025 to November 22, 2025 at a rate of \$337 per room, per night.

E. 2025-2026 Yearly Calendars

The administration recommends that the Board approve the 2025-2026 yearly calendars for the following programs: North Academy for Integrated Services, South Academy for Integrated Services, Clear Vision, DTAC/BSI Partial Hospitalization Program, BRIDGE Lycoming College, LaSaQuik, and Lycoming Day Treatment. The calendars are attached as Pages 2862-1 through 2862-7.

F. Affiliation Agreement – Pennsylvania College of Technology Affiliation Agreement

The administration recommends that the Board authorize an affiliation agreement with Pennsylvania College of Technology to utilize BLaST IU 17 facilities as a center for field study, internship, practicum, or student teaching placement, effective July 1, 2025 through July 1, 2027.

G. Lease – Families United Network, Inc

The administration recommends that the Board authorize a rental agreement with Families United Network, Inc, for the rental of classroom space, effective April 1, 2025 through April 1, 2026; at a rate of \$100 per month, total cost of services not to exceed \$1200.00.

H. First and Second Reading of Policies

Policies for first and second reading are attached as Pages 2862-8 through 2862-26.

Policy 103 Vol I	Discrimination/Harassment Affecting Students
Policy 104 Vol I	Discrimination/Harassment Affecting Students

I. Abolishment of Policy

The administration recommends the Board abolish the following policy:

Policy 832	Educational Equity
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J. Keynote Speaker Agreement-Ryan Rydzewski

The administration recommends that the Board authorize an agreement with Ryan Rydzewski c/o The Grable Foundation to be a Keynote speaker presenting When You Wonder, You're Learning at First Community Foundation Partnership of Pennsylvania effective April 4, 2025; at a rate of \$5000.00 speaking fee plus reimbursement of hotel costs.

K. Keynote Speaker Agreement-Finding Cooper's Voice

The administration recommends that the Board authorize an agreement with Kate Swenson to be a Keynote speaker presenting Finding Joy in the Secret World of Autism effective August 7, 2025; at a rate of \$1500.00 speaking fee.

L. Appointment of Broker of Record – 2025-2026

The administration recommends that Gallagher Arthur J. Risk Management Services, LLC be appointed as IU 17 Broker of Record for 2025-2026.

M. Appointment of Special Counsel – Saxton & Stump

The administration recommends that the Board approve the appointment of Saxton & Stump as BLaST IU 17 special counsel effective April 1, 2025 at the rate listed to not exceed \$245.00 per hour. For the 25-26 school year at the rate listed to not exceed \$255.00 per hour

N. Memorandum of Understanding - Pennsylvania State Police

The administration recommends that the Board authorize an MOU with the Pennsylvania State Police regarding policies and procedures to be followed when responding to IU facilities and schools including, Clear Vision, DTAC, LaSaQuik, Lycoming Day Treatment, North Academy, South Academy, Towanda Early Intervention Clinic, BLaST Early Learning Center & Partial Hospitalization Program HOPE Enterprises Building, BLaST IU 17 Canton Office, and BLaST IU 17 Williamsport Office. Memorandum of Understanding for each facility are attached as Pages 2863-1 through 2863-140.

The motion passed with unanimous affirmative vote.

9. Administrative Reports.

A. Report of Investments

The record of investments dated February 28, 2025 is presented as follows:

Year-to-Date Earnings on Investments is \$294,649.96 (4.44% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$65,332.44 (4.44% Capital Fund Account), First Citizens Community Bank, Canton.

- B. **Student Services – Ms. Swinehart**
 - EI Verification Process
- C. **Technology Update – Mr. Confer**
 - WCAG Update
- D. **Educational Planning Update – Ms. Fair**
 - Annual Needs Assessment
- E. **Executive Director Update – Dr. Steinbacher-Reed**
 - PAIU Legislative Update

Dr. Steinbacher-Reed announced the Executive Session for personnel and attorney advisement will begin after adjournment.

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

11. Adjournment.

At 7:40pm Mr. Riley moved, and Mr. Capece seconded to adjourn the meeting. All were in favor.

The Board met in Executive Session for personnel and attorney advisement from 7:40pm until 7:56 pm

Respectfully submitted,

Sara McNett
Board Secretary