

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 26, 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 7:01 p.m.

**2. Roll Call.**

Lori Baer, President (W)	Present
Scott Johnson, Vice President (W)	Present
Debra Agnew, Treasurer	Absent
Cathy Bachman (W)	Present
Jerry Curreri	Absent
Jessie Edwards (W)	Present
Brady Finogle (C)	Present
Heather Hanna (C)	Present
Peggy Hughes (Virtual)	Present
Arica Jennings (C)	Present
Lisa McClintock (Virtual - Lost connection 7:08)	Present
Sharon Meyer (W)	Present
Duane Naugle (Virtual – lost connection 8:10)	Present
Julie Preston (Virtual)	Present
Chad Riley	Absent
Ryan Schrader(C)	Present
Michael Zicoello (W)	Present
Montgomery	Vacant
Athens	Vacated

Others present were: Brooke Beiter, Tim Confer, Dan Coran, Rebecca Gibboney, Erica Hoyt, Mike Levin, Sara McNett, Jon Paulhamus, Aimee Pepper, Erin Powell, Cheryl Starr, Christina Steinbacher-Reed, Rebecca Swinehart and Dana Vermilya.

**2A. Election of Officers.**

On behalf of the nominating committee, Ms. Preston reported the following have agreed to serve as officers for the 2024-2025 school year:

President	- Lori Baer
Vice-President	- Arica Jennings
Secretary	- Sara McNett

Assistant Secretary - Jana Strong  
Treasurer - Debra Agnew

Mr. Naugle moved and Ms. Hanna seconded to approve the slate of officers as presented.

The motion passed with unanimous affirmative vote.

**3A. Introductions.**

Dr. Beiter introduced Ms. Erin Powell, Special Education Supervisor being presented for approval at tonight's meeting.

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 2799-1 through 2799-17.

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

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

**K. Insurance Review and Approval – Robert Lytle**

A copy of a document outlining IU 17's Insurance-In-Force and the policies and premiums for 2024-2025.

The administration recommends that the Board approve the policies and premiums for 2024-2025 listed in the Insurance-In-Force Policy, attached as Page 2799-18.

The motion passed with Mr. Zicoello voting no to the Cyber Security Policy.

**3B. Public Comments.**

None

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

**4. Minutes.**

**A. Board Meeting – May 15, 2024**

Minutes of the meeting held May 15, 2024 are presented. The administration recommends that these minutes be approved as presented or as amended by the Board.

**5. Finance.****A. Approval of Bills**

Bills from May 11, 2024 through June 21, 2024, totaling \$2,172,125.06 for General Operations, Special Education, and Capital Project Fund are attached as Pages 2800-1 through 2800-10.

**B. 2024-2025 Budgets**

The administration recommends that the Board approve the 2024-2025 budgets, attached as Pages 2800-11 through 2800-29.

The motion passed with unanimous affirmative vote.

At 7:42 p.m. the Board went into Executive Session for personnel and attorney advisement. At 8:07 p.m. the Board resumed their regular meeting.

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

**6A. Personnel, Resignations.**

1. **Jessica Donnelly**, Speech Therapist, resignation effective June 8, 2024
2. **Daniel Coran**, Director of Student Services, retirement effective June 30, 2025.
3. **Breannon Porter**, Teacher Apprentice, resignation effective June 30, 2024.
4. **Joseph Rafter**, Voice Services Specialist Level II, resignation effective July 5, 2024.
5. **Andrea Schmucker**, Behavior Management Specialist, resignation effective August 26, 2024.

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

None

**7A. Personnel, Establishment of New Positions, New Programs, and/or Program Revisions.****1. Establishment of New Position – Behavior Consultant**

The administration recommends that the Board approve the establishment of a new position of Behavior Consultant. Job description is attached as Pages 2800-30 through 2800-32.

2. **Establishment of an Additional Position – Post-Secondary Transition & Community Classroom Teacher**

The administration recommends that the Board approve the establishment of an additional Post-Secondary Transition & Community Integration Classroom Teacher (BRIDGE Tomorrow) position.

3. **Establishment of New Position – Preschool Child Development Associate**

The administration recommends that the Board approve the establishment of a new position of Preschool Child Development Associate. Job description is attached as Pages 2801-1 and 2801-2.

4. **Revised Job Description – Coordinator of Professional Learning**

The administration recommends that the Board approve a revision to the job description for Coordinator of Professional Learning. Job Description is attached as Pages 2801-3 and 2801-4.

5. **Establishment of New Position – Early Intervention/Preschool Family Engagement Coordinator**

The administration recommends that the Board approve the establishment of a new position of Early Intervention/Preschool Family Engagement Coordinator. Job description is attached as Pages 2801-5 through 2801-7.

6. **Revised Job Description – Administrative Assistant to the Director of Management Services/Board Secretary**

The administration recommends that the Board approve a revision to the job description for Administrative Assistant to the Director of Management Services/Board Secretary. Job Description is attached as Pages 2801-8 through 2801-10.

**7B. Personnel, Employments.**

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
  - A. **Jason Pipher**, Post Secondary Transition & Community Classroom Teacher, effective August 1, 2024. Salary – Step 15 Bachelor’s - \$78,300, districts’ contracts, 190 days prorated to the actual number of days worked. Professional Employee’s contract. To fill new position created by the Board in April 2022. This employment is contingent upon receipt of current clearances.
  - B. **Lindsay Andrus**, Special Education Teacher, effective August 1, 2024. Salary – Step 14 Master’s - \$77,755, districts’ contracts, 190

days prorated to the actual number of days worked. Professional Employee Contract. To fill vacancy created by the internal transfer of Emily Bailey. This employment is contingent upon receipt of current clearances.

- C. **Tara Michaels**, Post Secondary Transition & Community Classroom Teacher, effective August 1, 2024. Salary – Step 6 Bachelor’s - \$63,375, districts’ contracts, 190 days prorated to the actual number of days worked. Professional Employee’s contract. To fill new position created by the Board in June 2024. This employment is contingent upon receipt of current clearances.

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

- A. **Erin Powell**, Special Education Supervisor, effective July 22, 2024 or upon release. Salary - \$84,500, 225-day assignment; districts’ contracts, prorated to the actual number of days worked. Employment in accord with policy as adopted in the 2023-2026 Act 93 Administrative Compensation Plan. To fill vacancy created by the internal transfer of Erica Hoyt. This employment is contingent upon receipt of current clearances.
- B. **Blayne Wesneski**, Help Desk Technician, effective July 1, 2024, Salary \$42,000 - General Operations Budget, 261days, prorated to actual number of days worked, Support Staff Handbook, to fill new position created by the Board in August 2023. This employment is contingent upon receipt of current clearances.

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

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 annual stipend for Jana Strong, prorated to the actual number of days worked, effective July 1, 2024 through January 31, 2025.

2. **Lauren Zangara – School Psychologist Intern**

At the January 17, 2024 meeting the Board approved Lauren Zangara as a School Psychologist Intern to complete her paid internship from July 1, 2024 through June 30, 2025. Due to additional requests from districts, the administration requests that the Board approve a change in start date to June 3, 2024.

**3. Brittany Zelewicz – Special Education Teacher**

The administration recommends the Board approve the internal transfer of Brittany Zelewicz from Teacher Apprentice to the position of Special Education Teacher. Effective August 1, 2024. Salary – Step 1 Bachelor’s - \$55,375, 190 days prorated to the actual number of days worked. Temporary Professional Employee’s contract. To fill vacancy created by the resignation of Sara Fuhlhage.

**4. Daniel Coran – Special Education Supervisor**

The administration recommends the Board approve the internal transfer of Daniel Coran from Director of Student Services to the position of Special Education Supervisor, with a salary of \$101,500, 225 days prorated to the actual number of days worked, effective August 1, 2024. To fill vacancy created by the internal transfer of Robin Holmes.

**5. 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 2024-2025 school year.

**7E. Personnel, Extension of Work Year.****1. Jessica Marzo – School Psychologist**

Due to a request, the administration recommends that the Board approve an extension of work year for Jessica Marzo up to an additional ten (10) days at their 2023 – 2024 per diem rate.

**7F. 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 2803-1.
2. The administration recommends approval of the list of Mission One employees for the 2023-2024 school term, attached as Page 2803-2.

**7G. Personnel, Request for Internship, Observations or Student Teaching.**

None

**7H. Personnel, Mentor Teachers/Supervisors.**

None

**7I. Personnel, Salary Adjustments.**

**1. Emily Walter – Speech Therapist**

At the April 17, 2024 meeting the Board approved Emily Walter at a Salary of Step 4 – Master’s - \$61,305. Due to an error in salary, the administration requests that the Board approve a correction to her salary to Step 4 – Master’s \$59,735.

**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 2804-1 has been approved for the current school year.

**B. 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 2804-2.

**C. Contract for Services – Studer Education**

The administration recommends the Board approve a contract with Studer Education to provide the Keynote at the Superintendent Institute, effective September 1, 2024 through December 31, 2024. Not to exceed \$8,550.

**D. 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, 2024 through June 30, 2025. Total cost not to exceed \$75,000.

**E. 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.

**F. 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 2, 2024.

**G. Approval – Cooperative Purchasing Program**

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

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

The administration recommends that the Board approve to withhold up to 10% of its Individuals with Disabilities Act - Part B allocation to provide Component 2 services to the constituent Local Education Agencies (LEAs) within its jurisdiction.

**I. 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 2024-2025 school year.

**J. Appointment of Broker of Record – 2024-2025**

The administration recommends that Henry Dunn Insurance Agency be appointed as IU 17 Broker of Record for 2024-2025.

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

Policies for first and second reading are attached as Pages 2805-1 through 2805-46.

Policy 113.3 Screening and Evaluation for Students with Disabilities – Revised  
 Policy 222 Tobacco and Vaping Products – Revised  
 Policy 227 Controlled Substances/Paraphernalia – Revised  
 Policy 323 Tobacco and Vaping Products – Revised  
 Policy 351 Controlled Substance Abuse – Revised  
 Policy 707 Use of Intermediate Unit Facilities – Revised  
 Policy 815 Acceptable Use of Internet, Computers, and Network Resources – Revised  
 Policy 815.2 Use of Livestream Video on School District Property – Policy Number Change Only  
 Policy 816 Intermediate Unit Social Media - New

**M. Contract for Services – Hilsher Designs**

The administration recommends the Board approve a contract with Hilsher Designs to provide graphic design services, effective June 1, 2024 through June 1, 2025 at \$75 per hour. Not to exceed 316 hours per year and/or 6 hours per week.

**N. Contract for Services – Bayada Home Health Care, Inc.**



The administration recommends the Board authorize a contract with Bayada Home Health Care, Inc. to provide nursing services at Schick Elementary for Extended School Year, effective June 1, 2024 through July 31, 2024, at a rate of \$60 per hour.

**O. Contract for Services – Just 4 Kids**

The administration recommends that the Board approve a contract with Just 4 Kids, to provide occupational therapy services to eligible school aged students in Bradford County, effective July 1, 2024 through June 30, 2025. OT services at a rate \$23.75 per 15 minutes, COTA services at a rate of \$21.25 per 15 minutes, and \$95 per hour for supervision of COTA. Total cost not to exceed \$45,000.

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

The administration recommends that the Board approve a contract with UPMC Wellsboro to provide physical therapy services to eligible school aged students in Tioga County, effective July 1, 2024 through June 30, 2025. \$100 per hour for physical therapy, \$160 per evaluation and \$50 per hour for travel. Total cost not to exceed \$75,000.

**Q. Contract for Services – UPMC Williamsport**

The administration recommends that the Board approve a contract with UPMC Williamsport to provide physical therapy services to eligible school aged students in Lycoming County, effective July 1, 2024 through June 30, 2025. \$100 per hour for physical therapy, \$90 per hour for PTA, \$160 per evaluation and \$50 per hour for travel. Total cost not to exceed \$75,000.

**R. 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 and tele-psychiatry services for the North Academy for Integrated Services, at a rate of \$248 per hour inclusive; on call (emergency) \$215 per hour, effective June 26, 2024 through September 4, 2024.

**S. Contract for Services – NEIU 19**

The administration recommends the Board approve a contract with NEIU 19 to provide Ecosystem Monitoring, effective June 1, 2024 through June 30, 2025. Not to exceed \$1,500.

**T. 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 \$70 per hour with a minimum of one hour, effective July 1, 2024 through June 30, 2025.

**U. Contract for Services – Bayada Home Health Care, Inc.**

The administration recommends the Board authorize a contract with Bayada Home Health Care, Inc. to provide substitute nursing services at South Academy for Integrated Services, effective July 1, 2024 through June 30, 2025, at a rate of \$60 per hour.

**V. Contract for Services – EPIC Special Education Staffing.**

The administration recommends the Board authorize a contract with EPIC Special Education Staffing to provide speech therapy services to eligible early intervention students in Bradford County, effective July 8, 2024 through August 13, 2024, at a rate of \$105 per hour and mileage at the IRS rate.

**W. Affiliation Agreement – DeSales University**

The administration recommends that the Board authorize an Affiliation Agreement with DeSales University to utilize BLaST IU 17 as a center for field experience, effective July 1, 2024 through June 30, 2029.

**X. Contract for Services – Peter Loudenslager**

The administration recommends that the Board approve a contract with Peter Loudenslager for facilities management at a rate of \$30 per hour for up to 10 hours per week. If the IU exceeds the monthly retainer hours, the rate will increase to \$45 per hour, effective July 1, 2024 through June 30, 2025.

**Y. Contract for Services – Nvision Films**

The administration recommends that the Board approve a contract with Nvision Films to provide videography services, effective July 1, 2024 through December 31, 2024. Total cost not to exceed \$15,000.

**Z. Contract for Services – Sweet, Stevens, Katz & Williams, LLP**

The administration recommends that the Board approve a contract with Sweet, Stevens, Katz & Williams, LLP, to provide technology pool counsel, Intermediate Unit wide, effective for the 2024-2025 school year. Total cost not to exceed \$7,000.

**AA. Facilities Use Agreement – Lycoming College**

The administration recommends that the Board approve an agreement with Lycoming College to host the BRIDGE classroom for a three-year term at a rate of \$10,000 per year and a student access/activity fee of \$250 per student per year, effective August 5, 2024 through June 30, 2027.

The motion passed with Ms. Hanna abstaining from item 8.R. Contract for Services - Staffing & Consulting Group, Inc.

**9. Administrative Reports.****A. Report of Investments**

The record of investments dated May 31, 2024 is presented as follows:

Year-to-Date Earnings on Investments is \$544,538.09 (5.37% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$90,652.33 (5.37% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Student Services – Dr. Beiter****C. Technology Update – Mr. Confer****D. Educational Planning Update – Ms. Gibboney****E. Executive Director Update – Dr. Steinbacher-Reed**

- 2023-2024 Annual Leadership Performance Report

**F. List of 2024-2025 IU 17 Board Meeting Dates - Attached as Page 2808-1****10. Other Items Raised by the Board and/or Staff.****11. Adjournment.**

At 8:30 p.m. Ms. Jennings moved and Ms. Bachman seconded to adjourn the meeting. All were in favor.

Respectfully submitted,

Sara McNett  
Board Secretary