

**BLaST Intermediate Unit #17  
33 Springbrook Drive  
Canton, PA 17724  
(570) 673-6001**

**January 18, 2023**

**IU 17 BOARD AGENDA  
7:00 P.M.**

**NOTE: THERE WILL BE AN EXECUTIVE SESSION  
BEFORE THE MEETING**

**1. Call to Order.**

**2A. Roll Call.**

**2B. Resignation, IU Board Member**

**1. Ms. Kelly White – Wyalusing Area School District**

Ms. Kelly White has resigned as the Wyalusing Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. White's resignation, effective January 18, 2023.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

**2C. Appointment, IU 17 Board Members.**

**1. Ms. Tiffani Warner – Wyalusing Area School District**

The Wyalusing Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Tiffani Warner be appointed to a position on the BLAST Board to replace Ms. Kelly White. It would be appropriate for the Board to appoint Ms. Warner, effective January 18, 2023, until the time of next election (January 18, 2023 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Wyalusing Area School District representative expires June 30, 2024.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

**3A. Introductions.**

**1. Board Recognition – Dr. Steinbacher-Reed and Ms. April Seeley**

**3B. Public Comments.**

**4. Minutes.**

Minutes of the meeting held November 16, 2022, are presented, attached as pages 12-16. The administration recommends that these minutes be approved as presented or as amended by the Board.

Ms. McNett will discuss this item at the pleasure of the Board.

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

Bills from November 12, 2022 through January 13, 2023, for General Operations, Special Education, and Capital Project Fund are enclosed.

The administration recommends approval of the bills as presented.

Ms. McNett will discuss this item at the pleasure of the Board.

**B. Proposed General Operations Budget for Fiscal Year 2023-2024**

The proposed 2023-2024 IU 17 General Operations budget was distributed to the IU 17 Advisory Council of Superintendents. A copy of the Budget is enclosed.

The administration recommends that the Board *adopt this budget as presented*.

Ms. McNett will discuss this item at the pleasure of the Board.

**C. Board Acceptance of 2021-2022 Audit Report by EFPR Group, Certified Public Accountants**

The administration recommends that the Board approve the 2021-2022 Audit Report, as prepared by EFPR Group. A copy will be enclosed.

Ms. McNett will discuss this item at the pleasure of the Board.

**6A. Personnel, Resignations.**

1. **Sarah Smeltz**, Graphic Design, Marketing and Branding Specialist, resignation effective November 10, 2022.
2. **Eric Fessler**, Network Administrator, resignation effective November 21, 2022.
3. **Taran Carlisle**, Special Education Teacher, resignation effective February 17, 2023 or when released.
4. **Mary Baumann**, Teacher of the Visually Impaired, retirement effective June 8, 2023.

**6A. Personnel, Resignations. (Continued)**

5. **Cindy Young**, Special Education Teacher, retirement effective June 30, 2023.
6. **Mary Jackson**, Special Education Teacher, retirement effective June 30, 2023.
7. **Joni Ritter**, Paraprofessional, retirement effective June 30, 2023.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

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

1. **Establishment of New Position – Regional Wide Area Network Administrator**

The administration recommends that the Board *authorize the establishment of a Regional Wide Area Network Administrator position*. Job description enclosed.

Funds to support this position are available from districts' contracts and General Operations Budget.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

**7B. Personnel, Employments.**

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
  - A. **Alexander Norman**, Special Education Teacher effective January 19, 2023. Salary – 2022-2023 Teacher's Salary Schedule when adopted, 2021-2022 Step 1 Bachelor's, \$51,370, Districts' Contracts, prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the resignation of Erin Earle. This employment is contingent upon receipt of current clearances.

Dr. Steinbacher-Reed and Dr. Beiter will discuss this item at the pleasure of the Board.

**7B. Personnel, Employments. (Continued)**

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

- A. **Christy Colton**, Administrative Assistant, Canton office, effective January 2, 2023. Salary - \$32,000; 261 days prorated to the actual number of days worked; General Operations, TAC, and ACCESS budgets. To fill vacancy created by the internal transfer of Nikki Palmer. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.

Dr. Steinbacher-Reed and Ms. McNett will discuss this item at the pleasure of the Board.

- B. **Lesley Pardoe**, Graphic Design, Marketing and Branding Specialist, effective February 6, 2023. Salary - \$52,500; 261 days prorated to the actual number of days worked; General Operations Budget and districts' contracts. To fill vacancy created by the resignation of Sarah Smeltz. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.

Dr. Steinbacher-Reed and Dr. Beiter will discuss this item at the pleasure of the Board.

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

1. **Consider abolishing the Network Administrator position**

The administration recommends that the Network Administrator position be eliminated effective January 19, 2023.

Dr. Steinbacher-Reed and Ms. McNett will discuss this item at the pleasure of the Board.

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

1. The administration recommends that the Board approve the following changes of assignment:

- A. **Amy Niemiec - Behavior Health Coordinator/Supervisor of Academy of Integrated Studies-North**

The administration recommends that the Board *authorize an internal transfer for Amy Niemiec to fill the opening of Behavior Health Coordinator/Supervisor of Academy of Integrated Studies – North with salary adjusted to her previous salary of \$92,250, effective January 19, 2023. Employment in accordance with Board policy as adopted in the 2020-2023 Administrative Compensation Plan, prorated to the actual number of days worked.*

Funds to support this are available from districts' contracts.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

- B. **Jonathan Paulhamus – Regional Wide Area Network Administrator**

The administration recommends that the Board *authorize an internal transfer for Jonathan Paulhamus to fill the new position of Regional Wide Area Network Administrator with no adjustment to salary, effective January 19, 2023. Employment in accordance with Board policy as adopted in the 2020-2023 Administrative Compensation Plan, prorated to the actual number of days worked.*

Funds to support this are available from the General Operations Budget and districts' contracts.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

- C. **Timothy Confer - Acting Director of Technology**

The administration recommends that the Board *authorize the appointment of Timothy Confer to the position of Acting Director of Technology until the position of Director of Technology is filled, effective January 19, 2023, with a daily stipend of \$20.*

Funds to support this are available from the General Operations Budget.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

**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 pages 17-18.
2. The administration recommends approval of the list of Mission One employees for the 2022-2023 school term, attached as pages 19-20.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

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

1. The administration requests that the Board *approve Amelia Martin, a student at Elmira College, to complete a speech and hearing internship from January 9 to April 14, 2023.* She 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 Grace Bucher, a student at Kutztown University, in the Teaching of the Visually Impaired program, to complete her student teaching from January 24 to March 17, 2023.* She will be under the total direction of one of the IU's fully certified professionals. This is contingent upon receipt of current clearances.

Dr. Steinbacher-Reed and Dr. Beiter will discuss this item at the pleasure of the Board.

**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 updated list of 2022-2023 drivers to transport eligible preschool children to specialized programs,* attached as page 21.

Funds to support this contract are available from the Special Education Transportation Budget.

Ms. McNett will discuss this item at the pleasure of the Board.

**8. Items Requiring Routine Formal Action by the Board. (Continued)****B. Contract for Interim Graphic Design and Marketing Services– Berks County Intermediate Unit**

The administration recommends that the Board *authorize a contract with Berks County Intermediate Unit for Interim Graphic Design and Marketing Services at a rate of \$75/hour, not to exceed \$5,000 effective November 17, 2022 through June 30, 2023.*

Funds to support this contract are available from districts' contracts.

Dr. Steinbacher-Reed and Dr. Beiter will discuss this item at the pleasure of the Board.

**C. Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips, attached as page 22 has been approved for the current school year.

Dr. Steinbacher-Reed and Dr. Beiter will discuss this item at the pleasure of the Board.

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

Policies for first and second reading are enclosed.

Policy 011	Principles for Governance and Leadership - Revised
Policy 109	Instructional Materials - New
Policy 202	Eligibility of Nonresident Students – Revised
Policy 217	Graduation Requirements – Revised
Policy 221	Dress and Grooming - Revised

Dr. Steinbacher-Reed and Dr. Beiter will discuss this item at the pleasure of the Board.

**E. Memorandum of Understanding – South Williamsport Area School District**

The administration recommends that the Board *authorize a Memorandum of Understanding with South Williamsport Area School District to provide a place of shelter for the students and staff at the Academy of Integrated Studies – South in an emergency situation. The MOU will be in effect as of January 1, 2023.*

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

**8. Items Requiring Routine Formal Action by the Board. (Continued)****F. 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 - South, a 2-year contract effective November 4, 2022 through November 4, 2024, at a rate of \$40 per month, not to exceed \$960.*

Funds to support this contract are available from districts' contracts.

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

**G. Lease – Southern Tioga School District – Early Intervention 2022-2023**

The administration recommends that the Board *authorize a rental agreement with the Southern Tioga School District; for space rental by Early Intervention clinic and service providers, effective July 1, 2022 through June 30, 2023; at a rate of \$240.00 per month. Total cost not to exceed \$2,880.*

Funds to support this contract are available from the EI budget.

Dr. Beiter and Ms. Hindman will discuss this item at the pleasure of the Board.

**H. 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 - South, at a rate of \$248/hour inclusive; on call (emergency) \$215/hour, effective January 10, 2023 through May 24, 2023.*

Funds to support this contract are available from districts' contracts and Medical Assistance.

Dr. Steinbacher-Reed and Dr. Beiter will discuss this item at the pleasure of the Board.



**8. Items Requiring Routine Formal Action by the Board. (Continued)****I. Agreement for Services - ACT WorkKeys Curriculum**

The administration recommends that the Board *approve to enter into an agreement with ACT WorkKeys Curriculum, to provide WorkKeys Curriculum at a rate of \$2,500.00 for the period of January 19, 2023 through March 31, 2024.*

Funds to support this agreement are available from PAsmart Advancing Grant.

Dr. Steinbacher-Reed and Ms. Gibboney will discuss this item at the pleasure of the Board.

**J. 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, 2023. Services will be provided at a rate of \$2,175.00 annual fee.*

Funds to support this contract are available from the general operations budget.

Ms. McNett will discuss this item at the pleasure of the Board.

**K. 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, 2023. Services will be provided at a rate of \$1,525.00 annual fee.*

Funds to support this contract are available from District contracts and the Early Intervention budgets.

Ms. McNett will discuss this item at the pleasure of the Board.

**L. Contract for Services - Penn Fire Protection, Inc.**

The administration recommends that the Board *authorize BLaST to enter into a contract with Penn Fire Protection, Inc to perform an inspection of the wet pipe sprinkler system annually at the Williamsport office location, at a rate of \$250.00 per year, effective January 6, 2023.*

Funds to support this contract are available from the General Operations Budget.

Mr. Paulhamus will discuss this item at the pleasure of the Board.

**8. Items Requiring Routine Formal Action by the Board. (Continued)****M. Ratification of Agreement Between BLaST IU 17 and BLaST Education Association (BLaSTEA)**

A copy of the Agreement will be presented for your review.

The administration recommends that the Board consider approving the collective bargaining agreement between BLaST IU 17 and the BLaST Education Association (BLaSTEA) effective July 1, 2022 through June 30, 2025.

Dr. Steinbacher-Reed and Ms. McNett will discuss this item at the pleasure of the Board.

**N. Consider Approving the Contract of Director of Management Services**

Consider approving the contract renewal of the Director of Management Services, Ms. Sara McNett, for the period of July 1, 2023 through June 30, 2027.

The administration *recommends the Board renew the contract as presented.*

Dr. Steinbacher-Reed will discuss this item at the pleasure of the Board.

**O. Agreement for Services – River Valley Internet**

The administration recommends that the Board *authorize an agreement with River Valley Internet to provide Back-up Local Connectivity to participating districts, under a 5-year agreement at a cost of \$121,200.*

Funds to support this agreement are available from districts' contracts.

Mr. Paulhamus and Ms. McNett will discuss this item at the pleasure of the Board.

**9. Items That Require Formal Action by the Board Which May Require In-Depth Discussion and Study by the Board.****A. Intermediate Unit Governance Committee**

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

The record of investments dated December 31, 2022 is presented as follows:

Year-to-Date Earnings on Investments is \$99,489.82(3.89% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$15,671.25 (3.9% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Business Management Services – Ms. McNett**

- General Operations Budget Process

**C. 2023 Election of Directors to BLaST Intermediate Unit 17 Board – Sample Ballot enclosed – Dr. Steinbacher-Reed and Ms. McNett****D. Student Services – Dr. Beiter**

- District Special Education Needs Assessments

**E. Technology Update – Mr. Paulhamus****F. Educational Planning Update – Ms. Gibboney**

- Transition Conference

**G. Executive Director Update – Dr. Steinbacher-Reed**

- PDE Updates
- Legislative Updates

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

None

**11. Adjournment.**