

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

**May 17, 2023**

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

**NOTE: THERE WILL BE AN EXECUTIVE SESSION.**

**1. Call to Order.**

**2A. Roll Call.**

**3A. Introductions.**

1. BLaST Intermediate Unit 17 Ambassadors

**3B. Public Comments.**

**4. Minutes.**

**A. Board Meeting – April 19, 2023**

Minutes of the meeting held April 19, 2023, are presented, attached as pages 13-20. 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 April 15, 2023 through May 12, 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.

**6A. Personnel, Resignations.**

1. Colleen Edsell, Educational Funding Coordinator, resignation effective June 30, 2023.
2. Janet Hayden, School Psychologist, retirement effective at the end of the 2022-2023 School Year.

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

1. **Crystal Patton**, Early Intervention Teacher, has requested uncompensated leave effective May 15, 2023 to approximately May 23, 2023.

The administration recommends that the Board *approve an uncompensated leave for Crystal Patton from May 15, 2023 to approximately May 23, 2023.*

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

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

1. **Revision to Job Description – Personnel Specialist**

The administration recommends that the Board *authorize a revision to the job description of Personnel Specialist.* Previous and revised job descriptions are enclosed.

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

2. **Establishment of New Position – Help Desk Intern**

The administration recommends that the Board *authorize the establishment of the new position of Help Desk Intern.* Job description is enclosed.

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

Dr. Christina Steinbacher-Reed and Mr. Confer will discuss this item at the pleasure of the Board.

3. **Establishment of New Position – Help Desk Technician**

The administration recommends that the Board *authorize the establishment of the new position of Help Desk Technician.* Job description is enclosed.

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

Dr. Christina Steinbacher-Reed and Mr. Confer will discuss this item at the pleasure of the Board.

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

**4. Establishment of New Position – Help Desk Team Leader**

The administration recommends that the Board *authorize the establishment of the new position of Help Desk Team Leader*. Job description is enclosed.

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

Dr. Christina Steinbacher-Reed and Mr. Confer 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. **Rachel Thompson**, Special Education Teacher, effective May 31, 2023, Bachelor Step 1, Salary \$52,520, 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 Janette Singleton. 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.

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

None

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

None

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

**1. James Rinehimer – Training and Consulting**

Due to a request, the administration recommends that the Board *approve an extension of work year for James Rinehimer up to an additional four (4) days at their 2022 – 2023 per diem rate*.

Funds to support this are available from districts' contracts.

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

**7D. Personnel, Change of Work Assignment. (Continued)****2. Andrea Schmucker – Training and Consulting**

Due to a request, the administration recommends that the Board *approve an extension of work year for Andrea Schmucker up to an additional four and one half (4 1/2) days at their 2022 – 2023 per diem rate.*

Funds to support this are available from districts' contracts.

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

**3. Thomas Woodhouse – School Psychologist**

Due to a request, the administration recommends that the Board *approve an extension of work year for Thomas Woodhouse up to an additional six (6) days at their 2022 – 2023 per diem rate.*

Funds to support this are available from districts' contracts.

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

**4. 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 eight (8) days at their 2022 – 2023 per diem rate.*

Funds to support this are available from districts' contracts and the Early Intervention Budget.

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

**5. Christopher Carithers – Autistic Support Teacher**

The administration recommends that the Board *approve an extension of work year for Christopher Carithers up to an additional three (3) days at their 2022 – 2023 per diem rate to attend a training.*

Funds to support this are available from district's contracts.

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

**7D. Personnel, Change of Work Assignment. (Continued)****6. Danielle Pardoe – Autistic Support Teacher**

The administration recommends that the Board *approve an extension of work year for Danielle Pardoe up to an additional three (3) days at their 2022 – 2023 per diem rate to attend a training.*

Funds to support this are available from districts' contracts.

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

**7. Heather Sproule – Autistic Support Teacher**

The administration recommends that the Board *approve an extension of work year for Heather Sproule up to an additional three (3) days at their 2022 – 2023 per diem rate to attend a training.*

Funds to support this are available from districts' contracts.

Dr. Steinbacher-Reed and Dr. Beiter 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 page 21.
2. The administration recommends approval of the list of Mission One employees for the 2022-2023 school term, attached as page 22.

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 Lauren Reeder, a student in the Special Education program at Bloomsburg University, to complete her internship from May 15, 2023 through June 7, 2023 at the Academy of Integrated Studies - South.* 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 Mr. Coran will discuss this item at the pleasure of the Board.

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

None

**7H. Personnel, Salary Adjustments.**

None

**7I. Personnel, Dismissal****1. Resolution for Dismissal**

Whereas, the BLAST IU Administration has advised this Board of School Directors of the following:

1. that allegations were made that Ingrid Spies (hereinafter referred to as “Spies”) engaged in conduct warranting dismissal;
2. that the allegations were investigated by the Administration;
3. that the Administration believed that there was sufficient basis to issue a Statement of Charges and Notice of Hearing against Spies;
4. that Spies was advised that she had the right to request a School Board hearing;
5. that Spies was further advised that the failure to request a School Board hearing would constitute a waiver of her statutory and constitutional rights and that she would be discharged from employment without any School Board hearing;
6. that Spies did not request a School Board hearing notwithstanding the instructions in the Statement of Charges and Notice of Hearing; and
7. that it is the recommendation of the Administration that Spies be dismissed from employment.

Now, *therefore*, in consideration of the foregoing, it is recommended that Ingrid Spies be and is hereby dismissed from employment effective immediately.

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

**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 23 has been approved for the current school year.

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)****B. OPEB Participation - OPEB Trust**

The administration recommends that the Board *approve contributions to the Pennsylvania OPEB Trust as noted on the Participation Agreement*. A copy is enclosed for your review.

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

**C. Contract for Services – UPMC Susquehanna**

The administration recommends that the Board *approve a contract with UPMC Susquehanna, to provide physical therapy services to school aged students in Lycoming County, effective July 1, 2023 through June 30, 2024 at a rate of \$90/hour for PT services, \$80/hour for PTA services, \$140/evaluation and \$50/hour for travel. Total cost not to exceed \$75,000.*

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

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

**D. Contract for Services – Bennett's Lawn & Mulch**

The administration recommends that the Board *authorize a contract with Bennett's Lawn & Mulch to provide lawn mowing services to the Williamsport BLaST office from April 13, 2023 to October 31, 2023. Services will be provided at a rate of \$44 per mowing, \$48 per hour for landscaping and \$35-\$65 per each material application.*

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

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

**E. Contract for Services – Engage the Stage**

The administration recommends that the Board *authorize a contract with Engage the Stage to provide a virtual Keynote address at the 2023-2024 Paraprofessional Conference scheduled for August 10, 2023. Services will be provided at a cost of \$5,000.*

Funds to support this contract are available from the Paraprofessional Conference Budget.

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

**8. Items Requiring Routine Formal Action by the Board. (Continued)****F. Appointment of Special Counsel - McNees, Wallace, & Nurick, LLC**

The administration recommends that the Board *approve the appointment of McNees, Wallace, and Nurick, LLC, as BLaST IU 17 special counsel for the 2023-2024 school year at the rate of \$460 per hour.*

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

**G. Appointment of Special Counsel - Levin Legal Group**

The administration recommends that the Board *approve the appointment of Levin Legal Group as BLaST IU 17 special counsel for the 2023-2024 school year at the rate of \$210 per hour.*

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

**H. Appointment of Solicitor - McNerney, Page, Vanderlin & Hall**

The administration recommends that the Board *approve the appointment of McNerney, Page, Vanderlin & Hall as BLaST IU 17 solicitor for the 2023-2024 school year at the rate of \$170 per hour.*

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

**I. Appointment of Special Counsel - Stock and Leader**

The administration recommends that the Board *approve the appointment of Stock and Leader as BLaST IU 17 special counsel for the 2023-2024 school year at the rate of \$235 per hour.*

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

**J. Contract for Services – Deep Green Journey**

The administration recommends the Board *authorize a contract with Deep Green Journey to provide a Forest Therapy Walk for Training and Consulting staff, effective May 2, 2023, total cost not to exceed \$225.*

Funds to support this are available from IDEA ARP funding.

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



**8. Items Requiring Routine Formal Action by the Board. (Continued)****K. Affiliation Agreement – Eastern School of Nursing**

The administration recommends that the Board *authorize an affiliation agreement with Eastern School of Nursing to utilize BLaST IU 17 facilities as a center for school nurse practicum for Megan Millard, effective the 2023-2024 School Year.*

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

**L. Contract for Services – Tyler June Painting, LLC**

The administration recommends the Board *authorize a contract with Tyler June Painting, LLC to paint the rooms vacated by AMI at the BLaST Canton office, effective July 1, 2023, total cost not to exceed \$1,115.*

Funds to support this are available from the Capital account.

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

**M. Contract for Services – Tyler June Painting, LLC**

The administration recommends the Board *authorize a contract with Tyler June Painting, LLC to paint in the business office suite at the BLaST Canton office, effective July 1, 2023, total cost not to exceed \$4,750.*

Funds to support this are available from the Capital account.

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

**N. 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 24.

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)****O. Contract for Services – Cail Coating**

The administration recommends the Board *authorize a contract with Cail Coating to pressure wash the siding, cupola vents, soffit and the back concrete pad at the BLAST IU 17 Canton office, effective May 18, 2023 to June 30, 2023, total cost not to exceed \$500.*

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

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

**P. Flexible Instructional Days (FIDs)**

The administration recommends that the Board *approve the completed FIDs application to the Pennsylvania Department of Education.* Once approved by the Pennsylvania Department of Education, *the administration recommends the Board grant permission for the administration to execute the FIDs program as submitted for the 2023-2024, 2024-2025, and 2025-2026 school years in accordance with Act 64.*

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

**Q. 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 the Academy of Integrated Studies – North, effective July 1, 2023, through June 30, 2024, at a rate of \$55 per hour.*

Funds to support this are available from Extended School Year and district contracts.

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

**R. Contract for TelePractice Services – ProCare Therapy**

The administration recommends that the Board *authorize an addendum to the existing contract with ProCare Therapy, LLC for Speech Tele-practice services for the Extended School Year programs at Academy of Integrated Studies – North and Sullivan County School District, effective June 26, 2023 through July 26, 2023 at a rate of \$95.48/hr all inclusive.*

Funds to support this addendum are available from Extended School Year.

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)****S. 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 early intervention students in Bradford County, effective July 1, 2023 through June 30, 2024. OT services at a rate \$37.16/15 minutes and COTA services at a rate of \$33.65/15 minutes. Total cost not to exceed \$150,000.*

Funds to support this contract are available from the Early Intervention Budget.

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

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

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

Year-to-Date Earnings on Investments is \$253,239.65 (4.84% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$41,551.85 (4.84% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Election of Members to the BLaST Board of Directors**

According to the tabulation of ballots received from districts, the following members have been elected to the BLaST Board of Directors for terms expiring June 30, 2026:

JENNINGS, Arica, Canton Area School District  
KIESSLING, Christina, Loyalsock Township School District  
AGNEW, Debra, Sayre Area School District  
MARTIN, Dan, Troy Area School District

**C. Student Services – Dr. Beiter**

- The Teacher Learning Classroom

**D. Educational Planning Update – Ms. Gibboney**

- Overview BLaST IU 17 Ambassadors

**9. Administrative Reports. (Continued)****E. Executive Director Update – Dr. Steinbacher-Reed**

- COVID Health and Safety Plan – 6 Month Review, attached as pages 25-27.
- IU 17 Annual Safety Review was held in Executive Session

**F. List of 2023-2024 IU 17 Board Meetings - Attached as page 28****G. Board Policies for Review – Enclosed**

Policy 000	Board Policy/Procedures/Administrative Regulations
Policy 003	Functions
Policy 007	Policy Manual Access

**10. Other Items Raised by the Board and/or Staff.****A. Formation of Nominating Committee****11. Adjournment.**