

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

**June 21, 2023**

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

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

**1. Call to Order.**

**2. Roll Call.**

**2A. Election of Officers.**

**1. The School Code states:**

Section 912-A. Election of Officers—(a) During the month of July 1971, each Intermediate Unit board of directors shall elect a president and a vice-president from among its members, a secretary, and a treasurer, who need not be members. The treasurer may be any corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth.

The present officers of the Board are:

President	- Lori Baer
Vice-President	- Scott Johnson
Secretary	- Sara McNett
Assistant Secretary	- Jana Strong
Treasurer	- Debra Agnew

Report of Nominating Committee:

The Nominating Committee has contacted members of the Board of Directors to determine their willingness to serve in the positions of President, Vice-President, and Treasurer. A recommendation of the Nominating Committee for the position of President, Vice-President, and Treasurer will be made at the Board meeting.

**2. Election of the Slate of Officers**

**3A. Introductions.**

**1. Mr. Robert Lytle – Henry Dunn Insurance**

**3B. Public Comments.**

**4. Minutes.****A. Board Meeting – May 17, 2023**

Minutes of the meeting held May 17, 2023 are presented, attached as pages 15-24. 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 May 13, 2023 through June 16, 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. 2023-2024 Budgets**

The 2023-2024 budgets can be viewed online at [www.iu17.org](http://www.iu17.org), click on About BLAST, then click on the Board of Directors link and the new budgets are listed under Board Documents.

The administration recommends that the Board *approve the 2023-2024 budgets*.

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

**6A. Personnel, Resignations.**

1. **Mary Shaw**, Teacher, resignation effective June 8, 2023.
2. **Sarah Lehman**, School Psychologist, resignation effective June 30, 2023.

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

None

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

**1. Establishment of New Position – Voice Services Specialist – Level I**

The administration recommends that the Board *authorize the establishment of the new position of Voice Services Specialist – Level I*. Job description is enclosed.

Funds to support this are available from RWAN Budget.

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

**2. Establishment of New Position – Voice Services Specialist – Level II**

The administration recommends that the Board *authorize the establishment of the new position of Voice Services Specialist – Level II*. Job description is enclosed.

Funds to support this are available from RWAN Budget.

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

**3. Establishment of New Position – Voice Services Team Lead (Specialist Level III)**

The administration recommends that the Board *authorize the establishment of the new position of Voice Services Team Lead (Specialist Level III)*. Job description is enclosed.

Funds to support this are available from RWAN Budget.

Mr. Paulhamus 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:

**None**

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

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

- A. **Kelly Beck**, Educational Funding Coordinator, effective July 6, 2023. Salary \$50,000 - General Operations Budget, 261 days, prorated to actual number of days worked, Support Staff handbook, to fill the vacancy created by the resignation of Ms. Colleen Edsell. 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. **Rebecca Weber**, Accessibility Specialist – AIM Center, effective July 3, 2023. Salary \$60,000, PaTTAN Budget, 261 days, prorated to actual number of days worked. Employment in accord with the 2023-2026 Act 93 Administrative Compensation Plan, when adopted. To fill new position created by the Board on October 19, 2022. 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.

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

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 stipend for Jana Strong effective July 1, 2023 through June 30, 2024.***

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

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

2. **Carmen Terry – Health and Wellness Coordinator**

Due to a request, the administration recommends that the Board ***approve an extension of work year for Ms. Carmen Terry up to an additional one(1) day at her 2022-2023 per diem rate.***

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

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

**7D. Personnel, Change of Work Assignment. (Continued)****3. Jeffrey Hindman – Teacher**

To complete required training as a member of the threat assessment team, the administration recommends that the Board *approve an extension of work year for Jeffrey Hindman up to an additional two (2) days at their 2022 – 2023 per diem rate.*

Funds to support this are available from the PCCD Mental Health Grant.

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

**4. Sarah Boyer – Social Worker**

To complete required training as a member of the threat assessment team, the administration recommends that the Board *approve an extension of work year for Sarah Boyer up to an additional two (2) days at their 2022 – 2023 per diem rate.*

Funds to support this are available from the PCCD Mental Health Grant.

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

**5. Melissa Boob – Nurse**

To complete required training as a member of the threat assessment team, the administration recommends that the Board *approve an extension of work year for Melissa Boob up to an additional two (2) days at their 2022 – 2023 per diem rate.*

Funds to support this are available from the PCCD Mental Health Grant.

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

**6. Melissa Blazina – Teacher**

To complete required training as a member of the threat assessment team, the administration recommends that the Board *approve an extension of work year for Melissa Blazina up to an additional two (2) days at their 2022 – 2023 per diem rate.*

Funds to support this are available from the PCCD Mental Health Grant.

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

**7D. Personnel, Change of Work Assignment. (Continued)****7. April Seeley – Social Worker**

Due to a request and to complete required training as a member of the threat assessment team, the administration recommends that the Board ***approve an extension of work year for April Seeley up to an additional four (4) days at their 2022 – 2023 per diem rate.***

Funds to support this are available from districts' contracts and the PCCD Mental Health Grant.

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

**8. Andrea Schmucker – Behavior Management Specialist**

Due to a request, the administration recommends that the Board ***approve an extension of work year for Andrea Schmucker up to an additional ten (10) days at her 2022-2023 per diem rate.***

Funds to support this are available from the EI ARP Funds.

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 25.
2. The administration recommends approval of the list of Mission One employees for the 2022-2023 school term, attached as page 26.

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

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

None

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

None

**7H. Personnel, Salary Adjustments.****1. Julie Breneman – Office Manager of Accessible Instructional Materials (AIM)**

The administration recommends that the Board *approve a salary adjustment for Julie Breneman, Office Manager of AIM, PaTTAN Office to \$63,450, effective July 1, 2023.*

Funds to support this are available from the PaTTAN Budget.

Dr. Steinbacher-Reed and Ms. McNett 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 27 has been approved for the current school year.

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

**B. Contract for Services – Therapy Source**

The administration recommends that the Board *approve a contract with Therapy Source to provide occupational therapy services to eligible early intervention students, effective July 1, 2023 through June 30, 2024. Total cost not to exceed \$52,000.*

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

Mr. Coran and Ms. Swinehart will discuss this item at the pleasure of the Board.

**C. 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, 2023 through June 30, 2024. Total cost not to exceed \$75,000.*

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

Mr. Coran and Ms. Hindman will discuss this item at the pleasure of the Board.

**8. Items Requiring Routine Formal Action by the Board. (Continued)****D. Contract for Services – Ken Blank Enterprises**

The administration recommends that the Board *approve a contract with Ken Blank Enterprises to provide the Keynote at the BLaST In-Service, effective August 7, 2023. Total cost not to exceed \$596.23.*

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

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

**E. Contract for Services – Successful Practices Network**

The administration recommends that the Board *approve a contract with Successful Practices Network to provide the Keynote at the Superintendent Institute, effective November 16, 2023. Not to exceed \$6,500 including travel expenses.*

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

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

**F. 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 28.

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)****G. 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 June 6, 2023 through August 2, 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.

**H. Contract for Services – Cloud Connexions, LLC**

The administration recommends that the Board *authorize a contract with Cloud Connexions, LLC to provide equipment and installation for a Zoom room in the BLaST Williamsport office. Effective July 1, 2023. Total cost not to exceed \$79,490.*

Funds to support this are available from the Capital Account.

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

**I. Contract for Services – CDC's Teen Link House – 2023-2024 School Year**

The administration recommends that the Board *authorize a contract with Hope Enterprises, Inc's Children's Development Center for the use of the Teen Link Facility for 32 days, at a rate of \$125 per day, effective October 3, 2023 through May 24, 2024. Total Cost of Services not to exceed \$4,000.*

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.

**8. Items Requiring Routine Formal Action by the Board. (Continued)****J. First and Second Reading of Policies**

Policies for first and second reading are enclosed.

Policy 005      Organization - Revised  
Policy 8002     HIPAA Hybrid Entity - New

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

**K. 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.*

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

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

**L. Appointment of Broker of Record – 2023-2024**

The administration recommends that *Henry Dunn Insurance Agency be appointed as IU 17 Broker of Record for 2023-2024.*

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

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

A copy of a document outlining IU 17's Insurance-In-Force and the policies and premiums for 2023-2024 is presented, enclosed.

The administration recommends that the Board *approve the policies and premiums for 2023-2024 listed in the Insurance-In-Force Policy.*

Mr. Robert Lytle will be present at the Board meeting to discuss current insurance and to answer any questions from the Board.

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

**8. Items Requiring Routine Formal Action by the Board. (Continued)****N. Approval – Cooperative Purchasing Program**

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

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

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

The administration recommends that the Board *approve to withhold up to 11% of its Individuals with Disabilities Act - Part B allocation to provide Component 2 services to the constituent Local Education Agencies (LEAs) within its jurisdiction.*

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

**P. 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 2023-2024 school year.*

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

**Q. PSBA Delegate**

The administration recommends that the Board *consider appointing \_\_\_\_\_ as a voting delegate to represent the IU at the PSBA meeting on November 4, 2023.*

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

**R. Wellness Consulting Agreement with Northern Tier Insurance Consortium (NTIC)**

The Administration recommends that the Board *approve a Wellness Consulting Agreement with NTIC, effective July 1, 2023 for a minimum of 36 months.*

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

**8. Items Requiring Routine Formal Action by the Board. (Continued)****S. Contract for Services – Adam Bastion Construction**

The administration recommends the Board *authorize a contract with Adam Bastion Construction to remove and replace cove base on walls at the BLaST Canton Office, effective May 24, 2023. Cost not to exceed \$1,625.*

Funds to support this are available from the Capital Account.

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

**T. Act 93 - Administrative Compensation Plan**

The administration recommends the Board *approve the Administrative Compensation Plan 2023-2026 (Act 93 Agreement)*

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

**U. Consideration of Salaries, Wages, and Fringe Benefits for Special Education Paraprofessionals, Support Staff, Technology Staff, and Other Employees for 2023-2024**

The Board authorizes pooled salary increases of \_\_\_\_ % for the following classifications of employees for 2023-2024: Paraprofessional/Job Coaches, Business/Support Staff, Technology Staff, Interpreters/Social Workers, Grants/Wellness Staff, Instructional Staff, and Nurses.

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

**V. Consideration of Salaries, Wages, and Fringe Benefits for PaTTAN Employees for 2023-2024**

The Board authorizes 2023-2024 pooled salary increases of \_\_\_\_% for employees of the PaTTAN program, Harrisburg.

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

**8. Items Requiring Routine Formal Action by the Board. (Continued)****W. Contract for Services - Navigate360**

The administration recommends the Board *authorize a contract with Navigate360 to provide staff trainings for threat assessment and suicide prevention, effective July 1, 2023 through June 30, 2024, total cost not to exceed \$12,510.*

Funds to support this are available from the PCCD Mental Health & Health and Safety Grant.

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

**X. Contract for Services – Dr. Lisa Feil, Inner Compass, LLC.**

The administration recommends that the Board *approve a contract with Dr. Lisa Feil, Inner Compass, LLC, to provide psychological evaluations for the Early Intervention Clinic, effective July 1, 2023 through December 31, 2023, \$550 per day of service, not to exceed 16 days of services; Total Cost of Services not to exceed \$8,800.*

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

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

**Y. 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 eligible Early Intervention students in the Bradford County, effective July 5, 2023 through August 11, 2023 at a rate of \$97/hr all inclusive.*

Funds to support this addendum are available from Early Intervention Budget.

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

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

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

Year-to-Date Earnings on Investments is \$297,068.51 (4.99% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$48,883.77 (4.99% 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**

- Annual Safety Report – Threat Assessment Update

**F. Revised List of 2023-2024 IU 17 Board Meeting Dates - Attached as page 29****G. Board Policy for Review – Enclosed**

Policy 342 Jury Duty

**10. Other Items Raised by the Board and/or Staff.****11. Adjournment.**