

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

August 16, 2023

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

NOTE: THERE WILL BE AN EXECUTIVE SESSION.

1. Call to Order.

2. Roll Call.

3A. Introductions.

3B. Public Comments.

4. Minutes.

A. Board Meeting – June 21, 2023

Minutes of the meeting held June 21, 2023 are presented, attached as pages 12-23. 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 June 17, 2023 through August 11, 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.

5. Finance. (Continued)**B. Investment of Funds**

A memorandum from the Department of Education dated February 9, 1983, stated:

It is both permissible and desirable for the school board to adopt a resolution extending blanket authority to the treasurer or other designated and qualified official to invest, redeem and reinvest funds of the district. Such investments are subject to those limitations and restrictions set forth in the School Code and other law, including provisions for assignment of Federal securities adequate to protect the investment. Requiring specific action on each transaction results in costly delays and resultant loss of income.

The State auditors have recommended that the Board adopt the following resolution each year:

The First Citizens Community Bank, Canton Branch, as depository for IU 17, is authorized, after consultation with the IU 17 administrative staff, to invest, redeem and reinvest funds, subject to those limitations and restrictions set forth in the School Code, for the 2023-2024 fiscal year.

The administration recommends that the Board adopt this resolution.

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

C. 2023-2024 Budgets

The 2023-2024 budgets can be viewed online at 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. **Michaela Babcock**, Speech Therapist, resignation effective June 9, 2023.
2. **Jeremy Church**, Special Education Teacher, resignation effective July 9, 2023.
3. **Alyssa Ammerman**, Speech Therapist, resignation effective August 4, 2023
4. **Tina Kerrick**, Special Education Teacher, resignation effective August 16, 2023.
5. **Chad Romanowski**, Special Education Teacher, resignation effective July 17, 2023.

6A. Personnel, Resignations. (Continued)

6. **Courtney Sexton**, Norther Tier Wellness Coordinator, resignation effective August 4, 2023.
7. **Rachel Thompson**, Special Education Teacher, resignation effective July 28, 2023.
8. **Judith Belzer**, Paraprofessional, retirement effective December 1, 2023.
9. **Ardis Mason**, Special Education Supervisor, retirement effective November 3, 2023.

6B. Personnel, Requests for Leave.

None

7A. Personnel, Establishment of New Positions, New Programs, and/or Program Revisions.**1. Establishment of Additional Position – Help Desk Technician**

The administration recommends that the Board *authorize the establishment of an additional Help Desk Technician*.

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.

2. Establishment of Additional Position – Voice Services Specialist – Level II

The administration recommends that the Board *authorize the establishment of an additional Voice Services Specialist – Level II*.

Funds to support this are available from the RWAN Budget.

Dr. Christina Steinbacher-Reed and 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:

- A. **Julia Kepler**, Special Education Teacher, effective October 2, 2023 or when released. Salary – Step 6 Bachelor’s - \$61,805, districts’ contracts, 190 days, prorated to the actual number of days worked. Professional Employee’s contract. To fill vacancy created by the resignation of Mary Shaw. 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:

- A. **Amanda Fair**, Help Desk Technician, effective July 31, 2023. Salary \$42,000 - General Operations Budget, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill the new position approved by the Board on May 17, 2023. This employment is contingent upon receipt of current clearances.

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

- B. **Seth Lingle**, Help Desk Intern, part-time, effective July 25, 2023. Hourly wage - \$13.00 per hour, not to exceed 25 hours per week; General Operations budget. To fill new position approved by the Board on May 17, 2023. No fringe benefits other than those required by law, such as Social Security. Employment in accord with the Support Staff Handbook. This employment is contingent upon receipt of current clearances.

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

7C. Personnel, Abolishment of Position.

None

D. Personnel, Change of Work Assignment.**1. Janet Hayden – School Psychologist**

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

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.

2. April Seeley – Social Worker

Due to a vacancy, the administration recommends that the Board ***approve an extension of the work year for April Seeley up to an additional ten (10) days in the role of Interim Treatment Team Leader – North Partial Hospitalization Program at her 2023-2024 per diem rate.***

Funds to support this are available from the Partial Hospitalization Budget.

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 24.
- 2.** The administration recommends approval of the list of Mission One employees for the 2022-2023 school term.

None

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.

1. The administration recommends that the Board *approve the following as mentors for the 2023-2024 school year in accordance with the PDE-approved Induction Plan.*

First Year Inductees' Mentors

Amber Hildebrand	Blair Russo
Amy Pardee	Allison Mertes
Ashley Hess	Kelly Sponhouse
Samantha Mannino	Candida Williams
Teri Uppling	Dana Vermilya
Christie Robinson	Jessica Schwenk
Crystal Yoder	Sara Boyer
Tanya Kuhl	

Second Year Inductees' Mentors

Tracy Froelich	Corrie Roadarmel
Lauren Smith	Jessica Luksa
Candida Williams	Christopher Carithers
Kelly Sponhouse	Heather Carlin
Margaret Ralston	Blair Russo

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

7H. Personnel, Salary Adjustments.

1. **April Seeley – Retention Bonus**

The Administration recommends that the Board *approve the payment of a \$2,000 retention bonus to April Seeley, Interim Treatment Team Leader - North Partial Hospitalization Program, in accordance with the Behavioral Health Alliance of Rural Pennsylvania (BHARP) retention grant.*

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

2. **Megan Brickley – Retention Bonus**

The Administration recommends that the Board *approve the payment of a \$3,500 retention bonus to Megan Brickley, Treatment Team Leader - South Partial Hospitalization Program, in accordance with the Lycoming Clinton Health Choices (LCHC) retention grant.*

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

8. Items Requiring Routine Formal Action by the Board.**A. Contract for Services – UPMC Susquehanna**

The administration recommends that the Board *approve a contract with UPMC Susquehanna to provide physical therapy services to eligible early intervention students in Lycoming County, effective July 1, 2023 through June 30, 2024. Total cost not to exceed \$145,000.*

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.

B. Contract for Services – Albright College – Total Experience Learning

The administration recommends that the Board *approve a contract with Albright College – Total Experience Learning to provide professional development for the SAC Institute, effective November 15, 2023. Total cost not to exceed \$3,000.*

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.

C. 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 25.*

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.

D. 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 - North, at a rate of \$248/hour inclusive; on call (emergency) \$215/hour, effective August 29, 2023 through December 20, 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)**E. Engagement Letter for Services – Myers, Patsy & Associates, LLC**

The administration recommends that the Board *accept the Engagement Letter from Myers, Patsy & Associates, LLC for services related to the annual BLaST IU 17 audits at the estimated cost of \$35,000 for the 2022-2023 year, \$36,500 for the 2023-2024 year, and \$38,000 for the 2024-2025 year.*

Funds are available as a prorated share across all IU budgets.

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

F. Event Contract – Pennsylvania College of Technology

The administration recommends that the Board *approve a contract with the Pennsylvania College of Technology to use certain facilities and services provided by the College, for the Annual IU Inservice on August 7 & 8, 2023. Total Cost of Services not to exceed \$17,727.50.*

Funds to support this contract are available from the CORE, Early Intervention and General Operations Budgets.

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

G. Personnel Handbooks

The administration recommends the Board *approve the handbooks for office support personnel and paraprofessional personnel.*

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

8. Items Requiring Routine Formal Action by the Board. (Continued)**H. Increment - Master's, Master's +30 and Doctorate**

Ms. Danielle Pardoe, Special Education Teacher, and **Ms. Blair Russo**, Special Education Teacher have submitted evidence that they have completed the necessary requirements for a *Master's degree*; **Ms. Dianne DeLullo**, Speech Therapist, and **Ms. Elizabeth Taylor**, Special Education Teacher, have submitted evidence that they have completed *30 credits beyond their Master's degree*; **Dr. Andrea Schmucker**, Training and Consulting, has submitted evidence that she has completed the necessary requirements for a *Doctorate degree*.

The administration recommends that the Board *approve placing Ms. Danielle Pardoe, Ms. Blair Russo, Ms. Dianne DeLullo, Ms. Elizabeth Taylor and Dr. Andrea Schmucker on the appropriate columns for the 2023-2024 school year.*

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

I. First and Second Reading of Policy

Policy for first and second reading is enclosed.

Policy 819 Suicide Awareness, Prevention and Response - Revised

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

J. IDEA-B LEA Policies and Procedures – Department of Education

At the October 10, 2001 Board meeting, the Board approved the adoption of revised IDEA-B LEA Policies and Procedures. To ensure continued funding under IDEA-B, each LEA must again submit to the Department of Education by September 2023, policies, procedures, and programs that are consistent with State policies and procedures.

Therefore, the administration recommends that the Board *authorize the adoption of the IDEA-B LEA Policies and Procedures for submission to the Department of Education to ensure continued approval and eligibility for funding under IDEA-B.*

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

8. Items Requiring Routine Formal Action by the Board. (Continued)**K. Resolution**

WHEREAS, Congress has enacted the Health Insurance Portability and Accountability Act (“HIPAA”), leading to the promulgation of regulations governing such items as the privacy of health information and the standardization of certain health related transactions; and

WHEREAS, the Intermediate Unit undertook an evaluation of the its operations to determine whether it was a covered entity as defined by the HIPAA regulations; and

WHEREAS, through the evaluation of the Intermediate Unit’s operations, it was determined that the Intermediate Unit is a “covered entity” as defined in the HIPAA regulations; and

WHEREAS, the Intermediate Unit desires to insure its compliance with HIPAA and the HIPAA regulations,

NOW, THEREFORE, *be it resolved that:*

1. The Intermediate Unit is hereby designated as and shall hereby be a “hybrid entity” as defined in the HIPAA regulations.
2. The “provider” health care component of the Intermediate Unit shall include all employees, agents, and contractors who provide health care services on behalf of the Partial Hospitalization Program(s) for which the Intermediate Unit seeks reimbursement through electronic means.
3. The Executive Director or designee shall adopt, implement and enforce such procedures and guidelines as are necessary to insure that the Intermediate Unit operates lawfully as a hybrid entity and complies in all respects with HIPAA and the HIPAA regulations.
4. The positions of Privacy Officer and Contact Person as defined and governed by the HIPAA regulations are hereby established. The Privacy Officer shall be the individual in the Intermediate Unit holding the title of Assistant Executive Director or Designee. The Contact Person shall be the individual in the Intermediate Unit holding the title of Personnel Specialist. In the event of a vacancy in either of those positions, the Executive Director or her designee shall be the acting Privacy Officer and/or Contact Person. In the event of a long-term absence of either the Privacy Officer or the Contact Person, the Executive Director or her ~~designee~~ shall appoint an interim Privacy Officer or interim Contact Person, as applicable.
5. The President and Secretary of the Board of Directors shall be and are hereby authorized to execute any and all necessary agreements and/or amendments to existing agreements to bring contracts with business associates as defined in the HIPAA regulations into compliance with the HIPAA regulations.
6. The Executive Director or her designee shall ensure that all employees who are required to be trained by the HIPAA regulations are properly trained.

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)**L. 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 14, 2023 to November 16, 2023 at a rate of \$329 per room, per night.*

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.

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

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

Year-to-Date Earnings on Investments is \$38,847.60 (5.18% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$7,328.29 (5.18% 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****10. Other Items Raised by the Board and/or Staff.****11. Adjournment.**