

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

October 18, 2023

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

NOTE: THERE WILL BE AN EXECUTIVE SESSION.

1. Call to Order.

2. Roll Call.

2B. Resignation, IU Board Member

1. Ms. Tiffani Warner – Wyalusing Area School District

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

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

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

2C. Appointment, IU 17 Board Member.

1. Mr. Douglas Eberlin – Wyalusing Area School District

The Wyalusing Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Douglas Eberlin be appointed to a position on the BLAST Board to replace Ms. Tiffani Warner. It would be appropriate for the Board to appoint Mr. Eberlin, effective October 18, 2023, until the time of next election (October 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. Jeramy Mohler
2. Ashley Heckrote
3. South Academy Student

3B. Public Comments.

4. Minutes.**A. Board Meeting – September 20, 2023**

Minutes of the meeting held September 20, 2023 are presented, attached as pages 11-18. 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 September 16, 2023 through October 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. 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.

None

6B. Personnel, Requests for Leave.

None

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

1. Establishment of Additional Positions – Teacher Apprentice

The administration recommends that the Board *authorize the establishment of three additional Teacher Apprentice positions.*

Funds to support this are available from grants and districts' contracts.

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

2. Revised Job Description – STEM and Online Learning Specialist

The administration recommends that the Board *approve a revision to the position of STEM and Online Learning Specialist.* A copy of the job description is enclosed.

Funds to support this new position are available from Scope of Work, Equip Budget and districts' contracts.

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

3. Establishment of New Position – ESL Teacher

Due to requests from our component school districts for an ESL (English as a Second Language) Teacher, the administration recommends that the Board *approve the establishment of two ESL Teacher positions.* A copy of the job description is enclosed.

Funds to support these positions are available from districts' contracts.

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

4. Establishment of New Position – Social Worker/Treatment Team Leader

The administration recommends that the Board *approve the establishment of Social Worker/Treatment Team Leader position.* A copy of the job description is enclosed.

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

Dr. Steinbacher-Reed and Dr. Beiter 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. **Sandra Finnerty**, Developmental Teacher, effective November 28, 2023 or when released. Salary –Step 15 Bachelors - \$77,300, Early Intervention Budget, 190 days, prorated to the actual number of days worked. Professional Employee’s contract. To fill vacancy created by the internal transfer of Nichole Burns. 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.

- B. **Joshua T. Eck**, ESL Teacher, October 23, 2023. Salary – Step 3 Masters - \$58,135, districts’ contracts, 190 days, prorated to the actual number of days worked. Temporary Employee’s contract. To fill the new position created by the Board. 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. **Aaron Nicholson**, Voice Services Specialist Level I, effective October 17, 2023, Salary \$52,000 - RWAN Budget, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill the new position created by the Board. This employment is contingent upon receipt of current clearances.

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

- B. **Miranda Kelley**, Health and Wellness Coordinator, effective November 20, 2023 – \$51,000; NTIC Contract, 215 days prorated to the actual number of days worked, Support Staff Handbook. To fill the vacancy created by the resignation of Courtney Sexton. This employment is contingent upon receipt of current clearances and obtaining a Health Coach Certification.

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

7B. Personnel, Employments. (Continued)

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

C. **Tristin Forney**, Curriculum Specialist, effective December 15, 2023 or when released. Salary – \$85,000, 261-day assignment; district 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 the vacancy created by the resignation of Megan Wagner. This employment is contingent upon receipt of current clearances.

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

D. **Sean Meleski**, Information Technology Support Specialist, effective October 30, 2023, Salary \$55,000; districts' contracts, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill one of the new positions created by the Board on September 20, 2023. This employment is contingent upon receipt of current clearances.

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

7C. Personnel, Abolishment of Positions.

1. Due to a department restructuring, the Administration recommends that the Board *abolish two positions of Information Technology Specialist effective October 19, 2023.*

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

7D. Personnel, Change of Work Assignment.

1. **William Dewald – Voice Services Specialist Level II**

The administration recommends that the Board *authorize an internal transfer for William Dewald to a position of Voice Services Specialist Level II, effective October 19, 2023, at no change in salary or number of days to be worked.*

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

7D. Personnel, Change of Work Assignment. (Continued)**2. Joseph Rafter – Voice Services Specialist Level II**

The administration recommends that the Board *authorize an internal transfer for Joseph Rafter to a position of Voice Services Specialist Level II, effective October 19, 2023, at no change in salary or number of days to be worked.*

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

3. Amanda Fair – STEM and Online Learning Specialist

The administration recommends that the Board *authorize an internal transfer for Amanda Fair from Help Desk Technician to the position of STEM and Online Learning Specialist, effective October 30, 2023, remaining at 261 days, with a change in salary to \$75,530.*

Funds to support this are available from Scope of Work, Equip Budget and districts' contracts.

Dr. Steinbacher-Reed and Ms. Gibboney 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 2023-2024 school term, attached as page 19.
2. The administration recommends approval of the list of Mission One employees for the 2023-2024 school term, attached as page 20.

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.

None

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

B. Contract to Allocate 2023-2024 IDEA Funds to School Districts

IU 17 has received signed contracts from the following school districts for the projected allocation of IDEA funds, attached as page 22, to their school districts:

Athens	Sayre
Canton	South Williamsport
East Lycoming	Southern Tioga
Jersey Shore	Sullivan County
Loyalsock Township	Towanda
Montgomery	Troy
Montoursville	Wellsboro
Muncy	Williamsport
Northern Tioga	Wyalusing
Northeast Bradford	

The administration recommends that the Board *authorize the execution of the contracts to the school districts listed above*.

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

C. Contract for Services – Successful Practices Network (SPN)

The administration recommends that the Board *approve a contract with Successful Practices Network (SPN) to provide consultation for regional administrative teams, effective February 8, 2024. Total cost not to exceed \$5,500*.

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.

8. Items Requiring Routine Formal Action by the Board. (Continued)**D. 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/hour for up to 10 hours/week. If the IU exceeds the monthly retainer hours, the rate will increase to \$45/hour, effective July 1, 2023 through June 30, 2024.*

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

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

E. Contract for Services – All Around Maintenance Man, LLC.

The administration recommends that the Board *authorize a contract with All Around Maintenance Man, LLC. to provide inclement weather maintenance at the Williamsport Office, effective September 1, 2023 through June 30, 2024, at rates of \$275 per plow, \$215 per salting, \$35 to salt sidewalks and \$45 to clear sidewalks.*

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

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

F. 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.

G. Contract for TelePractice Services – ProCare Therapy, LLC

The administration recommends that the Board *authorize a contract with ProCare Therapy, LLC for Speech Tele-practice services for school age students in Bradford, Tioga and Sullivan Counties, at a rate of \$107/hour all inclusive, effective October 6, 2023 through June 7, 2024.*

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)**H. Contract for Services – Peter’s Place**

The administration recommends that the Board *approve a contract with Peter’s Place to provide training for the School Counselor Collaborative, effective October 18, 2023. Total cost not to exceed \$1,750.*

Funds to support this contract are available from the Educational Planning Budget.

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

I. Agreement for Services - Douglas McNett, Doug’s Landscaping

The administration recommends that the Board *authorize entering into an agreement with Doug’s Landscaping, for lawn, parking lot and property care at the Canton Office and Monroe Franklin Building. Effective October 1, 2023 through September 30, 2024. At a rate of \$110 per plow at either building; \$110 per salting at either building; \$20 to shovel and \$15 to salt sidewalks at Canton office; \$10 to shovel and \$10 to salt sidewalks at Monroe Franklin Building; \$50 per mowing, weed control at \$60/hour with a \$25 minimum charge at Canton Office, and additional grounds maintenance at \$60/hour plus cost of materials.*

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

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

J. Contract for Services - Zito Media

The administration recommends that the Board *authorize a 36-month contract with Zito Media to provide E-line services between the Canton and Williamsport offices, at a rate of \$750 per month, effective November 16, 2023 through November 15, 2026, not to exceed \$27,000*

Funds to support this contract are available from the Technology Budget.

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

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

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

Year-to-Date Earnings on Investments is \$121,884.38 (5.39% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$24,423.21 (5.39% Capital Fund Account), First Citizens Community Bank, Canton.

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

- Legislative Update

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