

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

**December 6, 2023**

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

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

**1. Call to Order.**

**2A. Roll Call.**

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

**1. Mr. Douglas Eberlin – Wyalusing Area School District**

Mr. Douglas Eberlin has resigned as the Wyalusing Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Eberlin's resignation, effective December 4, 2023.

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

**2. Ms. Rebecca Charles – Wellsboro Area School District**

Ms. Rebecca Charles has resigned as the Wellsboro Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Charles' resignation, effective December 4, 2023.

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

**3. Mr. Hal Stockdill – Sullivan County School District**

Mr. Hal Stockdill has resigned as the Sullivan County School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Stockdill's resignation, effective December 4, 2023.

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

**2B. Resignation, IU Board Member (Continued)****4. Mr. Dan Martin – Troy Area School District**

Mr. Dan Martin has resigned as the Troy Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Martin's resignation, effective December 4, 2023.

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

**5. Ms. Christina Kiessling – Loyalsock Township School District**

Ms. Christina Kiessling has resigned as the Loyalsock Township School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Kiessling's resignation, effective December 4, 2023.

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

**6. Ms. Susan Beery – Montoursville Area School District**

Ms. Susan Beery has resigned as the Montoursville Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Beery's resignation, effective December 4, 2023.

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

**2C. Appointment, IU 17 Board Members.****1. Ms. Sharon Meyer – Montoursville Area School District**

The Montoursville Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Sharon Meyer be appointed to a position on the BLaST Board to replace Mr. William Ruffing. It would be appropriate for the Board to appoint Ms. Meyer, effective December 6, 2023, until the time of next election (December 6, 2023 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Montoursville Area School District representative expires June 30, 2024.

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

**3A. Introductions.**

None

**3B. Public Comments.**

None

**4. Minutes.****A. Board Meeting – October 18, 2023**

Minutes of the meeting held October 18, 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 October 14, 2023 through December 1, 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. **Tristin Forney**, Curriculum Specialist, rescinded their acceptance that was approved by the Board on October 18, 2023.

2. **Olivia Johnson**, Special Education Teacher, resignation effective December 21, 2023 or when released.

3. **Beth Parrish**, Speech Therapist, resignation effective January 7, 2024.

4. **Christie Robinson**, Speech Therapist, resignation effective January 11, 2024.

5. **Kimberly Ramirez**, PaTTAN Print Conversion Coordinator, retirement effective March 16, 2024.

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

1. **Sabrina Swan**, Special Education Teacher, has requested uncompensated leave effective October 25, 2023 to December 4, 2023.

The administration recommends that the Board *approve an uncompensated leave for Sabrina Swan from October 25, 2023 to December 4, 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. **Establishment of New Positions – School Psychologist Intern**

The administration recommends that the Board *authorize the establishment of two (2) new positions of School Psychologist Intern.* Job description is enclosed.

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

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

2. **Establishment of New Position – Dean of Students**

The administration recommends that the Board *authorize the establishment of the Dean of Students position.* Job description is enclosed.

Funds to support this are available from district contracts.

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

3. **Establishment of New Position – Board Certified Behavioral Analyst/Special Education Supervisor**

The administration recommends that the Board *authorize the establishment of the Board Certified Behavioral Analyst/Special Education Supervisor position.* Job description is enclosed.

Funds to support this are available from district contracts.

Dr. Christina 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. (Continued)**

**4. Establishment of New Positions – Mental Health Specialist**

The administration recommends that the Board *authorize the establishment of a new position of Mental Health Specialist*. Job description is enclosed.

Funds to support this are available from Medical Access.

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

**5. Establishment of Position – Regional Wide Area Network Specialist – Level II**

The administration recommends that the Board *authorize the establishment of a Regional Wide Area Network Specialist – Level II*. Job description enclosed.

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. Tiffany Reynolds**, Special Education Teacher, effective December 11, 2023. Salary –Step 1 Masters - \$54,935, districts' contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the resignation of Tina Kerrick. 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. Emily Bailey**, Special Education Teacher, effective December 18, 2023. Salary –Step 1 Bachelors - \$53,805, districts' contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the retirement of Linda Campman-Ruble. 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)**

- C. **Stacie Auten**, Autistic Support Teacher, effective December 11, 2023. Salary –Step 1 Bachelors - \$53,805, districts' contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee's contract. To fill vacancy created by the reassignment of Sabrina Swan. 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. **Noah Johnson**, Teacher Apprentice, effective December 4, 2023. Salary \$23,000, districts' contracts, 190 days, prorated to actual number of days worked, Paraprofessional Handbook, to fill 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.

- B. **Melissa Smith**, Teacher Apprentice, effective January 2, 2024. Salary \$23,000, Early Intervention Budget and districts' contracts, 190 days, prorated to actual number of days worked, Paraprofessional Handbook, to fill 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.

- C. **Breannon Porter**, Teacher Apprentice, effective January 2, 2024. Salary \$23,000, districts' contracts, 190 days, prorated to actual number of days worked, Paraprofessional Handbook, to fill 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.

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

None

**7D. Personnel, Change of Work Assignment.****1. Nicole Kiess - Pennsylvania Information Management System (PIMS) Coordinator**

The administration recommends that the Board *authorize an internal transfer for Nicole Kiess to the position of PIMS Coordinator, effective December 7, 2023, with a change in salary to \$45,000.*

Funds to support this are available from the CORE 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 2023-2024 school term, attached as page 21.
2. The administration recommends approval of the list of Mission One employees for the 2023-2024 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 Jaime Wilson, a Master Level Social Work student at Grand Canyon University, to complete her internship from March 1, 2024 through October 31, 2024.* They 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.

2. The administration requests that the Board *approve Kylie Brodkorb, a Business student at Lycoming College, to complete her internship from January 22, 2024 through April 26, 2024.* They 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.

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

3. The administration requests that the Board *approve Amelia Konkle, a Psychology student at Liberty University with a focus on Special Education, to complete her internship from January 15, 2024 through May 10, 2024.* They 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.

4. The administration requests that the Board *approve Madelyn Gaffney, a Psychology student at Lycoming College, to complete her internship from January 15, 2024 through May 5, 2024.* They 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 list of 2023-2024 drivers to transport eligible preschool children to specialized programs,* attached as page 23.

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. Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips, attached as page 24 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)****C. First and Second Reading of Policy**

Policy for first and second reading is enclosed.

Policy 113.2 Behavior Support - Revised

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

**D. Contract for Services – Adam Bastian Construction**

The administration recommends that the Board *approve a contract with Adam Bastian Construction for building maintenance as needed at the Canton Office at a rate of \$65/hour with a minimum of one 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. Affiliation Agreement – Grand Canyon University**

The administration recommends that the Board *authorize an affiliation agreement with Grand Canyon University to utilize BLaST IU 17 facilities as a center for field study, internship, practicum, or student teaching placement, effective November 2, 2023 through December 1, 2028.*

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

**F. Memorandum of Understanding – Canton Area School District**

The administration recommends that the Board *authorize a Memorandum of Understanding with Canton Area School District to provide evacuation transportation to sheltering and mass care sites for the students and staff at the Academy of Integrated Studies – North in an emergency situation. The MOU will be in effect from November 1, 2023 to November 1, 2027.*

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)****G. 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 - North, a 3-year contract effective November 1, 2023 through October 31, 2026, at a rate of \$42 per month, not to exceed \$1,512.00.*

Funds to support this are available from districts' contracts.

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

**H. Contract for Services - North Central Sight Services**

The administration recommends that the Board *authorize a contract with North Central Sight Services to provide two water coolers for the Canton Office, a 3-year contract effective November 1, 2023 through October 31, 2026, at a rate of \$90 per month, not to exceed \$3,240.00.*

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

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

**I. Contract for Services - North Central Sight Services**

The administration recommends that the Board *authorize a contract with North Central Sight Services to provide three water coolers for the Williamsport Office, a 3-year contract effective November 1, 2023 through October 31, 2026, at a rate of \$135 per month, not to exceed \$4,860.00.*

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

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

**J. Affiliation Agreement – Liberty University**

The administration recommends that the Board *authorize an affiliation agreement with Liberty University to utilize BLaST IU 17 facilities as a center for observational/occupational experiences, effective November 9, 2023 through November 8, 2024 and will automatically renew for successive one(1) year periods.*

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

**8. Items Requiring Routine Formal Action by the Board. (Continued)****K. Contract for Services - Northern Tier Solid Waste Authority**

The administration recommends that the Board *authorize a contract with Northern Tier Solid Waste Authority, to provide pick up of municipal waste at the Academy of Integrated Studies - North at a rate of \$173 per month. Contract from January 1, 2024 through December 31, 2024.*

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

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

**L. Contract for Services - Northern Tier Solid Waste Authority**

The administration recommends that the Board *authorize a contract with Northern Tier Solid Waste Authority, to provide pick up of municipal waste at the Canton Office at a rate of \$118 per month. Contract from January 1, 2024 through December 31, 2024.*

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

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

**M. Affiliation Agreement – Lycoming College**

The administration recommends that the Board *authorize an affiliation agreement with Lycoming College to utilize BLaST IU 17 facilities as a center for field study, internship, practicum, or student teaching placement, effective November 28, 2023 through November 27, 2024 and will automatically renew for successive one(1) year periods.*

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 November 30, 2023 is presented as follows:

Year-to-Date Earnings on Investments is \$200,274.22 (5.47% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$40,575.64 (5.47% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Student Services – Dr. Beiter**

**9. Administrative Reports. (Continued)**

**C. Technology Update – Mr. Confer**

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

- SAC Institute

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

- Review 2024-2027 IU 17 Comprehensive Plan Timeline
- Health and Safety Plan – 6 Month Review
- Professional Learning Plan

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

**11. Adjournment.**