

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

**January 17, 2024**

**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 Members.**

**1. Mr. Jonathon DeSantis – Montgomery Area School District**

Mr. Jonathon DeSantis has resigned as the Montgomery Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. DeSantis' resignation, effective December 7, 2023.

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

**2C. Appointment, IU 17 Board Members.**

**1. Mr. Ryan Schrader – Troy Area School District**

The Troy Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Ryan Schrader be appointed to a position on the BLaST Board to replace Mr. Dan Martin. It would be appropriate for the Board to appoint Mr. Schrader, effective January 17, 2024, until the time of next election (January 17, 2024 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Troy Area School District representative expires June 30, 2026.

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

**2C. Appointment, IU 17 Board Members. (Continued)****2. Ms. Heather Hanna – Sullivan County School District**

The Sullivan County School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Heather Hanna be appointed to a position on the BLaST Board to replace Mr. Hal Stockdill. It would be appropriate for the Board to appoint Ms. Hanna, effective January 17, 2024, until the time of next election (January 17, 2024 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Sullivan County School District representative expires June 30, 2025.

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

**3. Mr. Michael Zicolello – Loyalsock Township School District**

The Loyalsock Township School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Michael Zicolello be appointed to a position on the BLaST Board to replace Ms. Christina Kiessling. It would be appropriate for the Board to appoint Mr. Zicolello, effective January 17, 2024, until the time of next election (January 17, 2024 – June 30, 2024), in accordance with Act 30 of 1982. The term of the Loyalsock Township School District representative expires June 30, 2026.

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

**3A. Introductions.****1. Board Recognition – Dr. Steinbacher-Reed****3B. Public Comments.**

None

**4. Minutes.****A. Board Meeting – December 6, 2023**

Minutes of the meeting held December 6, 2023 are presented, attached as pages 12-21. 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 December 2, 2023 through January 12, 2024, 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. Proposed General Operations Budget for Fiscal Year 2024-2025**

The proposed 2024-2025 IU 17 General Operations budget was distributed to the IU 17 Advisory Council of Superintendents. A copy of the Budget is enclosed.

The administration recommends that the Board *adopt this budget as presented.*

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

**6A. Personnel, Resignations.**

1. **Nikolle Bastian**, Deaf and Hard of Hearing, resignation effective January 2, 2024.
2. **Amy Niemiec**, Special Education Supervisor, resignation effective January 5, 2024.
3. **Deborah Norton**, Teacher, retirement effective June 10, 2024.

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

None

**7A. Personnel, Establishment of New Positions, New Programs, and/or Program Revisions.****1. Establishment of Position – Regional Wide Area Network Specialist – Level I**

The administration recommends that the Board *authorize the establishment of a Regional Wide Area Network Specialist – Level I*. 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.

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

**2. Revised Job Description – Educational Consultant/Professional Development Staff/TAC**

The administration recommends that the Board *approve a revision to the position Educational Consultant/Professional Development Staff/TAC*. Revised job description enclosed.

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

**3. Establishment of Position – Conversion Coordinator – AIM Center**

The administration recommends that the Board *authorize the establishment of a Conversion Coordinator – AIM Center*. Job description enclosed.

Funds to support this are available from the PaTTAN Budget.

Dr. Christina Steinbacher-Reed and Ms. McNett 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**

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

- A. **Alyssa English**, Information Technology Support Specialist, effective December 18, 2023, Salary \$55,000 - General Operations Budget, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill the new position created by the Board at the September 20, 2023 meeting. 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.

- B. **Jaime Wilson**, Mental Health Specialist, effective January 15, 2024, Salary \$48,000 - Medical Access, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill the new position created by the Board at the December 6, 2023 meeting. 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. **Ty Jackson**, Help Desk Technician, effective February 5, 2024, Salary \$47,000 - General Operations Budget, 261 days, prorated to actual number of days worked, Support Staff Handbook, to fill the vacancy created by the internal transfer of Amanda Fair. 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 five positions of Information Technology Specialist effective January 17, 2024.*

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

2. Due to the retirement of Kimberly Ramirez, the Administration recommends that the Board *abolish the position of Large Print Coordinator – AIM Center effective March 17, 2024.*

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

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

1. **Amanda Karaffa - Curriculum Specialist**

The administration recommends that the Board *authorize an internal transfer for Amanda Karaffa to the position of Curriculum Specialist, effective January 2, 2024, with a change in days from 190 to 200 and a change in salary to \$82,000, prorated to actual number of days worked, Support Staff Handbook, to fill vacancy created by the resignation of Megan Wagner.*

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

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

**7D. Personnel, Change of Work Assignment. (Continued)****2. Edward Ploy – Help Desk Team Leader**

The administration recommends that the Board *authorize an internal transfer for Edward Ploy to the position of Help Desk Team Leader, effective January 18, 2024, with a change in salary to \$68,000, prorated to actual number of days worked.*

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

Dr. Steinbacher-Reed and Mr. Confer 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 22.
2. The administration recommends approval of the list of Mission One employees for the 2023-2024 school term, attached as page 23.

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 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)****B. Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips, attached as page 25 has been approved for the current school year.

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

**C. 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 Services - North, at a rate of \$248/hour inclusive; on call (emergency) \$215/hour, effective January 9, 2024 through May 21, 2024.*

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.

**D. School Age Vision Screening Agreement –North Central Sight Services, Inc.**

The administration recommends that the Board *approve an agreement with North Central Sight Services, Inc., to provide school age vision screenings for the Academy of Integrated Services - South; effective February 1, 2024 through February 6, 2024; at a rate of \$2.50 per student screened.*

Funds to support this agreement are available from the districts' contracts.

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

**E. School Age Vision Screening Agreement –North Central Sight Services, Inc.**

The administration recommends that the Board *approve an agreement with North Central Sight Services, Inc., to provide school age vision screenings for the Academy of Integrated Studies - North; effective February 8, 2024 through February 13, 2024; at a rate of \$1.50 per student screened.*

Funds to support this agreement are available from the 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)****F. Contract for Services - TSW Corp, County Pest Control**

The administration recommends that the Board *authorize a contract with TSW Corp - County Pest Control, to provide pest control services to the Canton and Williamsport BLaST offices, for 1 year starting February 1, 2024. Services will be provided at a rate of \$2,175.00 annually.*

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

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

**G. Contract for Services - TSW Corp, County Pest Control**

The administration recommends that the Board *authorize a contract with TSW Corp - County Pest Control, to provide pest control services to the Catawissa Ave location, for 1 year starting January 1, 2024. Services will be provided at a rate of \$1,525.00 annually.*

Funds to support this contract are available from District contracts.

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

**H. IU 17 2024-2027 Professional Development Plan**

BLaST Intermediate Unit 17 is required to submit a Professional Development Plan to the Pennsylvania Department of Education. The administration requests the Board *approve the plan and authorize the Administration to submit the plan to the Pennsylvania Department of Education.* Attached as pages 26-46.

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

**I. IU 17 2024-2027 Comprehensive Plan**

BLaST Intermediate Unit 17 is required to submit a Comprehensive Plan to the Pennsylvania Department of Education. The administration requests the Board *approve the plan and authorize the Administration to submit the plan to the Pennsylvania Department of Education.* Attached as pages 47-73.

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)****J. First and Second Reading of Policies**

Policies for first and second reading are enclosed.

Policy 201	Admission of Students - Revised
Policy 202	Eligibility of Nonresident Students - Revised
Policy 217	Graduation – Revised
Policy 254	Educational Opportunity for Children of Military Families – New

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

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

The administration recommends the Board *authorize a contract with Deep Green Journey to provide one day of In Service at \$225 and an Educator Training Series at \$25 per participant with a minimum of \$125, effective August 1, 2023 through June 30, 2024.*

Funds to support this are available from the General Operations Budget and Division of Educational Planning.

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

**L. Contract for Services – Ellie’s Cleaning**

The administration recommends that the Board *authorize a contract with Ellie’s Cleaning to provide cleaning services at the Academy of Integrated Services - North, effective from January 1, 2024 through December 31, 2024, at a rate of \$2,700 per month. Total cost not to exceed \$32,400.*

Funds to support this contract are available from district contracts.

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

**M. Contract for Services – Ellie’s Cleaning**

The administration recommends that the Board *authorize a contract with Ellie’s Cleaning to provide cleaning services for the BLaST IU 17 Canton office, effective from January 1, 2024 through December 31, 2024 at a rate of \$1,430 per month. Total cost not to exceed \$17,160.*

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

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

**8. Items Requiring Routine Formal Action by the Board. (Continued)****N. Contract for Services – Susan Wood**

The administration recommends that the Board *authorize a contract with Susan Wood to provide an American Sign Language Workshop, effective from February 1, 2024 through June 30, 2024, at a rate of \$50 per hour. Total cost not to exceed \$1000.*

Funds to support this contract are available from Division of Educational Planning.

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

**O. Contract for TelePractice Services – Seneca Highlands IU 9**

The administration recommends that the Board *authorize an agreement with Seneca Highlands IU 9 for Speech Tele-practice services to include school-age and Early Intervention students, at a rate of \$785 per day, effective January 12, 2024 through June 30, 2024.*

Funds to support this addendum 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.

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

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

Year-to-Date Earnings on Investments is \$249,510.70 (5.48% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$49,016.47 (5.48% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Business Management Services – Ms. McNett**

- General Operations Budget Process

**C. 2024 Election of Directors to BLaST Intermediate Unit 17 Board – Sample Ballot enclosed – Dr. Steinbacher-Reed and Ms. McNett**

**9. Administrative Reports. (Continued)****D. Student Services – Dr. Beiter**

- IU Program Referral Process Improvements
- Alma System Implementation

**E. Technology Update – Mr. Confer**

- Website Services

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

- Remake Learning

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

- Harrisburg Updates
- Ethics Statements

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