

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

**April 17, 2024**

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

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

**1. Call to Order.**

**2A. Roll Call.**

**3A. Introductions.**

**3B. Public Comments.**

**4. Minutes.**

**A. Board Meeting – March 20, 2024**

Minutes of the meeting held March 20, 2024 are presented, attached as pages 10-16. 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 March 16, 2024 through April 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. Board Acceptance of 2022-2023 Audit Report by Myers, Patsy & Associates, LLC, Certified Public Accountants**

The administration recommends the Board *approve the 2022-2023 Audit Report as prepared by Myers, Patsy & Associates, LLC*. A copy will be enclosed.

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

**5. Finance. (Continued)****C. Programs and Services Budget for Fiscal Year 2024-2025**

The proposed 2024-2025 General Operations Budget was approved by the BLaST Intermediate Unit 17 Board at the January 17, 2024 meeting. The budget will be acted upon by each component school district board prior to April 17, 2024. A tabulation of votes as of April 17, 2024, is enclosed.

The Intermediate Unit auditors and administration recommend that the Intermediate Unit 17 Board *adopt the proposed 2024-2025 General Operations Budget (\$3,310,911), contingent upon approval of at least a majority of component districts and at least a majority of the proportionate votes of all school directors.*

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

**6A. Personnel, Resignations.**

1. **Jesse Plocinski**, Special Education Teacher, resignation effective June 7, 2024.
2. **Jana Strong**, Administrative Assistant, retirement effective February 1, 2025.
3. **Lesley Pardoe**, Graphic Design, Marketing and Branding Specialist, resignation effective April 26, 2024.

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

None

**7A. Personnel, Establishment of New Positions, New Programs, and/or Program Revisions.****1. Establishment of Additional Positions – Special Education Teacher**

The administration recommends that the Board *approve the establishment of two additional Special Education Teacher positions.*

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

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

**2. Establishment of New Position – Treatment Team Leader/Mental Health Professional**

The administration recommends that the Board *approve the establishment of the new position of Treatment Team Leader/Mental Health Professional*. The job description is enclosed.

Funds to support this position are available from Medical ACCESS.

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. Emily Walter**, Speech Therapist, effective June 3, 2024. Salary – Step 4 Master’s - \$61,305, Early Intervention, 190 days prorated to the actual number of days worked. Temporary Professional Employee’s contract. To fill vacancy created by the resignation of Jaclyn Sweetra. 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. Nichole Campbell**, Special Education Teacher, effective May 3, 2024. Salary –Step 1 Bachelor’s - \$55,375, 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 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.

- C. Molly Shoudt**, Special Education Teacher, effective August 1, 2024. Salary –Step 1 Bachelor’s - \$55,375, 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 Jesse Plocinski. 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)**

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

- A. **Jennifer Dean**, Principal - North Academy of Integrated Services, effective May 1, 2024. Salary - \$98,000, 261-day assignment; districts' contracts and CORE Budget, 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 vacancy created by the resignation of Amy Niemiec. 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. **Lauren Groff**, Treatment Team Leader/Mental Health Professional, effective April 22, 2024 or when released. Salary - \$57,000; funds to support this are available from Medical ACCESS, 261 day employee prorated to the actual number of days worked, Support Staff Handbook, to fill the new position approved by the Board on April 17, 2024. 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. Robin Holmes – Teacher of the Visually Impaired**

The Administration recommends the Board *approve a change in assignment for Robin Holmes from Special Education Supervisor to Teacher of the Visually Impaired, effective July 1, 2024. Salary – Step 15 Master's +30 - \$81,358, 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 Baumann.*

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 17.
2. The administration recommends approval of the list of Mission One employees for the 2023-2024 school term, attached as page 18.

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. Approved Field Trips**

The Executive Director would like to inform the Board that the list of Field Trips, attached as page 19 has been approved for the current school year.

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

**B. 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 20.

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.

**C. Approval of Pay Dates and Holidays – 2024-2025**

Schedule of pay dates and holidays for the fiscal year and school year 2024-2025 is attached as page 21.

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

Policies for first and second reading are enclosed.

Policy 146.1 Trauma-Informed Approach - New  
Policy 251 Students Experiencing Homelessness and Other Educational  
Instability – Revised  
Policy 819 Suicide Awareness, Prevention, and Response – Revised  
Policy 830.1 Data Governance – Storage/Security – New

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

**E. 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 learning collaboration for Environmental Literacy, effective June 19, 2024 through June 20, 2024. Total cost not to exceed \$8,450.*

Funds to support this contract are available from STEMInPA.

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

**F. 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 19, 2024 to November 22, 2024 at a rate of \$334 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.

**8. Items Requiring Routine Formal Action by the Board. (Continued)****G. Contract for Services – Bayada Home Health Care, Inc.**

The administration recommends the Board *authorize a contract with Bayada Home Health Care, Inc. to provide nursing services at the North Academy of Integrated Services for Extended School Year and substitute nursing services at the North Academy of Integrated Services for the 2024-2025 school year, effective June 24, 2024, through June 24, 2025, at a rate of \$60 per hour.*

Funds to support this are available from Extended School Year and districts' contracts.

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

**H. 2024-2025 Yearly Calendars**

The administration recommends that the Board *approve the 2024-2025 yearly calendars for the following programs: North Academy for Integrated Services, South Academy for Integrated Services, Clear Vision, DTAC/BSI Partial Hospitalization Program, LaSaQuik, and Lycoming Day Treatment.* The calendars are attached as pages 22-27.

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

**I. Contract for Services - Sampson Plumbing and Heating**

The administration recommends that the Board *approve a contract with Sampson Plumbing & Heating for the installation of a new rooftop unit at the IU Williamsport Office. Total cost of the contract not to exceed \$20,886.*

Funds to support this contract are available from the Capital Reserve.

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

**J. 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, 2024 through December 31, 2024, \$600 per day of service, not to exceed 15 days of services; total cost of services not to exceed \$9,000.*

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.

**8. Items Requiring Routine Formal Action by the Board. (Continued)****K. Contract Addendum for Tele-Practice Services – ProCare Therapy, LLC**

The administration recommends that the Board *authorize an addendum to the contract with ProCare Therapy, LLC for Speech Tele-practice services for school age students in Bradford County, at a rate of \$110.58/hour all inclusive, effective April 2, 2024 through May 30, 2024.*

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

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

**L. Contract for Services – CDC's Teen Link House – 2024-2025 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 40 days, at a rate of \$125 per day, effective October 3, 2024 through May 30, 2025. Total cost of services not to exceed \$5,000.*

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.

**M. Contract for Services – John Killian**

The administration recommends that the Board *approve a contract with John Killian to facilitate district assessment coordination services, effective April 1, 2024 through December 31, 2024, \$450 per day of service, not to exceed 20 days of services; total cost of services not to exceed \$9,000.*

Funds to support this are available from districts' contracts.

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

**N. Contract for Services - Comcast Business**

The administration recommends that the Board *authorize BLaST to enter into a 2-year agreement with Comcast Business for internet service at BSI in South Williamsport, effective March 7, 2024 through March 7, 2026; total cost of services not to exceed \$4,700.*

Funds to support this contract are available through the E-Rate program and districts' contracts.

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



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

The record of investments dated March 31, 2024 is presented as follows:

Year-to-Date Earnings on Investments is \$419,734.93 (5.41% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$73,669.03 (5.41% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Student Services – Dr. Beiter****C. Technology Update – Mr. Paulhamus****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.**