

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

**January 19, 2022**

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

**NOTE: THERE WILL BE AN EXECUTIVE SESSION BEFORE THE  
REGULAR MEETING**

- 1. Call to Order.**
- 2A. Roll Call.**
- 2B. Resignation, IU Board Member**

- 1. Mr. Devin Brown - Northeast Bradford School District**

Mr. Devin Brown has resigned as the Northeast Bradford School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Brown's resignation, effective January 19, 2022.

- 2. Mr. William Ruffing – Montoursville Area School District**

Mr. William Ruffing has resigned as the Montoursville Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Ruffing's resignation, effective January 19, 2022.

- 3. Ms. Barbara Shull – Southern Tioga School District**

Ms. Barbara Shull has resigned as the Southern Tioga School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Shull's resignation, effective January 19, 2022.

- 4. Ms. Peggi Munkittrick – Towanda Area School District**

Ms. Peggi Munkittrick has resigned as the Towanda Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Munkittrick's resignation, effective January 19, 2022.

**2B. Resignation, IU Board Member (Continued)****5. Mr. Neal Palmer - Canton Area School District**

Mr. Neal Palmer has resigned as the Canton Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Mr. Palmer's resignation, effective January 19, 2022.

**6. Mr. Doug Eberlin - Wyalusing Area School District**

Mr. Doug 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 January 19, 2022.

**7. Ms. Nancy Petrosky – Jersey Shore Area School District**

Ms. Nancy Petrosky has resigned as the Jersey Shore Area School District representative on the IU 17 Board of Directors.

It is recommended that the Board accept Ms. Petrosky's resignation, effective January 19, 2022.

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

**2C. Appointment, IU 17 Board Members.****1. Ms. Peggy Hughes – Northeast Bradford School District**

The Northeast Bradford School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Peggy Hughes be appointed to a position on the BLaST Board to replace Mr. Devin Brown. It would be appropriate for the Board to appoint Ms. Hughes, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Northeast Bradford School District representative expires June 30, 2022.

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

The Montoursville Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Susan Beery be appointed to a position on the BLaST Board to replace Mr. William Ruffing. It would be appropriate for the Board to appoint Ms. Beery, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Montoursville Area School District representative expires June 30, 2024.

**2C. Appointment, IU 17 Board Members. (Continued)****3. Mr. Chad Riley – Southern Tioga School District**

The Southern Tioga School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Chad Riley be appointed to a position on the BLaST Board to replace Ms. Barbara Shull. It would be appropriate for the Board to appoint Mr. Riley, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Southern Tioga School District representative expires June 30, 2022.

**4. Mr. Brady Finogle– Towanda Area School District**

The Towanda Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Mr. Brady Finogle be appointed to a position on the BLaST Board to replace Ms. Peggi Munkittrick. It would be appropriate for the Board to appoint Mr. Finogle effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Towanda Area School District representative expires June 30, 2024.

**5. Ms. Arica Jennings – Canton Area School District**

The Canton Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Arica Jennings be appointed to a position on the BLaST Board to replace Mr. Neal Palmer. It would be appropriate for the Board to appoint Ms. Jennings, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Canton Area School District representative expires June 30, 2023.

**6. Ms. Kelly White – Wyalusing Area School District**

The Wyalusing Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Kelly White be appointed to a position on the BLaST Board to replace Mr. Doug Eberlin. It would be appropriate for the Board to appoint Ms. White, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Wyalusing Area School District representative expires June 30, 2024.

**2C. Appointment, IU 17 Board Members. (Continued)****7. Ms. Jessie Edwards – Jersey Shore Area School District**

The Jersey Shore Area School District has taken formal action, in accord with Act 316 of 1982, to recommend that Ms. Jessie Edwards be appointed to a position on the BLaST Board to replace Ms. Nancy Petrosky. It would be appropriate for the Board to appoint Ms. Edwards, effective January 19, 2022, until the time of next election (January 19, 2022 – June 30, 2022), in accordance with Act 30 of 1982. The term of the Jersey Shore Area School District representative expires June 30, 2022.

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

**3A. Introductions.**

- 1. Board Recognition**
- 2. Megan Rogers and Mason Chapman**
- 3. Dr. John George – PAIU Executive Director**

**3B. Public Comments.**

The public is invited to address the Board prior to action on any agenda item.

**4. Minutes.**

Minutes of the meeting held November 17, 2021 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 November 13, 2021 through January 14, 2022, 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. Proposed General Operations Budget for Fiscal Year 2022-2023**

The proposed 2022-2023 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.

**C. Board Acceptance of 2020-2021 Audit Report by EFPR Group, Certified Public Accountants**

The administration recommends that the Board approve the 2020-2021 Audit Report, as prepared by EFPR Group. A copy will be enclosed.

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

**6A. Personnel, Resignations.**

1. **Corinne Paulhamus** – Job Coach, resignation effective December 31, 2021.
2. **Aubrey Grove** – School Psychologist, resignation effective January 31, 2022 or when released.
3. **Deanne Bowers** – Administrative Assistant, resignation effective January 14, 2022.
4. **Jana Guindon** – Early Intervention Teacher, retirement effective March 27, 2022.
5. **Susan Mahserjian-Smith** – Administrative Assistant, retirement effective February 25, 2022.

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

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

None

**7B. Personnel, Employments.**

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:

- A. **Taran Carlisle**, Special Education Teacher, Academy of Integrated Studies – North, effective January 3, 2022. Salary – Step 1, Bachelor’s Degree - \$51,370; Districts’ Contracts, prorated to the actual number of days worked. Temporary Professional Employee’s Contract. To fill position created by the resignation of Eric Maynard. This employment is contingent upon receipt of current clearances.

- B. **Fillin Peace**, Special Education Teacher, Academy of Integrated Studies – South, effective January 13, 2022. Salary – Step 1, Bachelor’s Degree - \$51,370; Districts’ Contracts, prorated to the actual number of days worked. Temporary Professional Employee’s Contract. To fill position created by the resignation of Carolann Ward Spencer. This employment is contingent upon receipt of current clearances.

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

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

None

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

1. **Aimee Pepper – Senior Accountant**

Due to the retirement of Lori Tice, the administration recommends that the Board *authorize an internal transfer for Aimee Pepper to fill the opening of Senior Accountant with a salary adjustment to \$55,000, effective February 1, 2022, prorated to the actual number of days worked.* Employment in accordance with Board policy as adopted in the 2020-2023 Administrative Compensation Plan.

Funds to support this are available from the General Operations and CORE Budgets.

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

**7D. Personnel, Adjustment to Salary****1. Edward Ploy, Jr. – Information Technology Assistant**

Due to added responsibilities, the administration recommends the Board *approve a salary adjustment to \$50,000 for Mr. Edward Ploy, Jr, Information Technology Assistant, effective January 20, 2022, prorated to the actual number of days worked.*

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

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

**2. Sarah Smeltz - Graphic Design, Marketing and Branding Specialist**

Due to added responsibilities, the administration recommends the Board *approve a salary adjustment to \$55,000 for Ms. Sarah Smeltz, Graphic Design, Marketing and Branding Specialist, effective January 20, 2022, prorated to the actual number of days worked.*

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

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

**3. Rebecca Gibboney – Coordinator of Professional Learning**

Due to added responsibilities, the administration recommends the Board *approve a salary adjustment to \$82,000 for Ms. Rebecca Gibboney, Coordinator of Professional Learning, effective January 20, 2022, prorated to the actual number of days worked.*

Funds to support this are available from the State and Districts contracts.

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

**4. Erin Hamilton – Curriculum Specialist**

Due to added responsibilities the administration recommends the Board *approve a change in work days from 200 to 261 and approve a salary adjustment to \$90,000 for Ms. Erin Hamilton, Curriculum Specialist, effective January 20, 2022, prorated to the actual number of days worked.*

Funds to support this are available from the State and Districts contracts.

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

**7E. Personnel, Salary Correction****1. Patricia Babinsack**

At the November 17, 2021 Board Meeting, the Board approved the hiring of Patricia Babinsack, Special Education Teacher at a salary of \$63,585. Ms. Babinsack should have been approved at a salary of \$63,858. Therefore, the administration recommends that the Board ***approve Ms. Babinsack at a salary of \$63,858.***

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

**7F. Personnel, Substitute Teachers, and Substitute Teacher Aides.**

1. The administration recommends approval of the list of substitute teachers and substitute teacher aides for the 2021-2022 school term, attached as pages 21 and 22.
2. The administration recommends approval of the list of Mission One employees for the 2021-2022 school term, attached as page 23.

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

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

The administration recommends that the Board ***approve the updated 2021-2022 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 and Dr. Martell will discuss this item at the pleasure of the Board.

**B. Contract for Services – All Around Maintenance Man, LLC.**

The administration recommends that the Board ***authorize a revised contract with All Around Maintenance Man, LLC. to provide inclement weather maintenance at the Williamsport Office, effective December 6, 2021 through June 30, 2022, at revised rates of \$205 per plow, \$195 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.



**8. Items Requiring Routine Formal Action by the Board. (Continued)****C. Contract for Services – Full Spectrum Pro**

The administration recommends that the Board *authorize a contract with Full Spectrum Pro to provide cleaning services, as of April 1, 2022, at the following locations:*

*136 Catawissa Avenue, Williamsport at a rate of \$2,245 per month, districts contracts and Early Intervention Budget;*

*2400 Reach Road, Williamsport at a rate of \$1,645 per month, General Operations Budget.*

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

**D. Abolish Policy**

Policy for abolishment is enclosed.

**Policy 311** Suspensions/Furloughs

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

**E. First and Second Reading of Policy**

Policy for first and second reading is enclosed.

**Policy 311** Reduction in Staff – New

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

**F. Second Reading of New Policy**

Policy for second reading is enclosed.

**Policy 702.1** Crowdfunding - New

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

**G. 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. Martell will discuss this item at the pleasure of the Board.

**8. Items Requiring Routine Formal Action by the Board. (Continued)****H. Consortium Agreement – CatchOn, Inc.**

The administration recommends that the Board *authorize a consortium agreement with CatchOn, Inc. for subscription service management platform.* There is no charge to the Intermediate Unit.

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

**I. Consortium Agreement – Newsela, Inc.**

The administration recommends that the Board *authorize a consortium agreement with Newsela, Inc. for educational products and professional learning services.* There is no charge to the Intermediate Unit.

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

**J. Annual Subscription – CatchOn, Inc.**

The administration recommends that the Board *authorize an annual subscription for the CatchOn, Inc. platform from February 1, 2022 to January 31, 2023 at a cost of \$1,556.25.*

Funds to support this contract are available from the EQUIP budget.

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

**K. 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, 2022. Services will be provided at a rate of \$2,075.00 annual fee.*

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)****L. 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, 2022. Services will be provided at a rate of \$1,425.00 annual fee.*

Funds to support this contract are available from District contracts and the Early Intervention budgets.

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

**M. Contract for Services - Staffing & Consulting Group**

The administration recommends that the Board *authorize a contract with Staffing and Consulting Group for Dr. Polmueller, M.D., to provide onsite, telepsychiatry, and substitute services for the Academy of Integrated Studies - North, at a rate of \$248/hour, effective January 1, 2022 through May 31, 2022.*

Funds to support this contract are available from District contracts and Medical Assistance.

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

**N. Agreement – Bloomsburg University**

The administration recommends that the Board *authorize an affiliation agreement with Bloomsburg University to utilize BLaST IU 17 facilities as a center for field study, internship, practicum, or student teaching placement, effective January 11, 2022 through January 11, 2027.*

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

**O. Agreement – Pennsylvania College of Technology**

The administration recommends that the Board *authorize an affiliation agreement with Pennsylvania College of Technology for nursing students to complete observations effective July 1, 2021 to July 2, 2023*

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

**9. Items That Require Formal Action by the Board Which May Require In-Depth Discussion and Study by the Board.**

None

**10. Administrative Reports.**

**A. Report of Investments**

The record of investments dated December 31, 2021 is presented as follows:

Year-to-Date Earnings on Investments is \$33,360.08 (.75% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$5,596.00 (.75% Capital Fund Account), First Citizens Community Bank, Canton.

**B. 2022 Election of Directors to BLaST Intermediate Unit 17 Board – Sample Ballot enclosed – Dr. Steinbacher-Reed**

**C. Special Education Update – Dr. Martell**

- 2021 Fiscal Review
- Extended School Year
- Needs Assessments

**D. Educational Planning Update – Dr. Beiter**

- Translation Services

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

- Harrisburg Updates
- 2021-2022 Mid-Year Safety Report

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

**12. Adjournment.**