

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

**August 17, 2022**

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

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

- 1. Call to Order.**
- 2. Roll Call.**
- 2A. Election of Officers.**

The School Code states:

Section 912-A. Election of Officers—(a) During the month of July 1971, each Intermediate Unit board of directors shall elect a president and a vice-president from among its members, a secretary, and a treasurer, who need not be members. The treasurer may be any corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth.

The present officers of the Board are:

President	- Lori Baer
Vice-President	- Scott Johnson
Secretary	- Sara McNett
Assistant Secretary	- Jana Strong
Treasurer	- Debra Agnew

**Report of Nominating Committee:**

The Nominating Committee has contacted members of the Board of Directors to determine their willingness to serve in the positions of President, Vice-President, and Treasurer. A recommendation of the Nominating Committee for the position of President, Vice-President, and Treasurer will be made at the Board meeting.

**2A. Election of Officers (Continued).**

**1. Election of Temporary Chairperson**

A temporary chairperson should be elected by the Board to preside during the election of a president.

**2. Election of President**

The president shall take office immediately following the election.

**3. Election of Vice-President**

The vice-president shall take office immediately following the election.

**4. Election of Secretary**

The secretary shall take office immediately following the election.

**5. Election of Assistant Secretary**

The assistant secretary shall take office immediately following the election.

**6. Election of Treasurer**

The treasurer shall take office immediately following the election.

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

**3A. Introductions.**

**3B. Public Comments.**

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

**4. Minutes.**

Minutes of the meetings held June 15, 2022 and July 27, 2022, are presented, attached as pages 10 - 23. 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 June 11, 2022, through August 12, 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.

**B. Investment of Funds**

A memorandum from the Department of Education dated February 9, 1983, stated:

It is both permissible and desirable for the school board to adopt a resolution extending blanket authority to the treasurer or other designated and qualified official to invest, redeem and reinvest funds of the district. Such investments are subject to those limitations and restrictions set forth in the School Code and other law, including provisions for assignment of Federal securities adequate to protect the investment. Requiring specific action on each transaction results in costly delays and resultant loss of income.

The State auditors have recommended that the Board adopt the following resolution each year:

The First Citizens Community Bank, Canton Branch, as depository for IU 17, is authorized, after consultation with the IU 17 administrative staff, to invest, redeem and reinvest funds, subject to those limitations and restrictions set forth in the School Code, for the 2022-2023 fiscal year.

The administration recommends that the Board adopt this resolution.

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

**6A. Personnel, Resignations.**

1. **Terin Booher**, Speech Therapist, resignation effective August 19, 2022.
2. **Michael Stagemyer**, PaTTAN - AEDY Customer Service Support and Large Print Assistant, resignation effective August 15, 2022.
3. **Chance Wright**, Special Education Teacher, resignation effective September 30, 2022, or upon release.
4. **Tiffany Stankiewicz**, Special Education Teacher, effective August 8, 2022.

**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. **Hannah Lounsbury**, Special Education Teacher, effective August 8, 2022. Salary – 2022-2023 Teacher’s Salary Schedule when adopted; 2021-2022 Step 1, Bachelor’s - \$51,370; districts’ contracts, prorated to the actual number of days worked. Professional Employee’s contract. To fill vacancy created by the resignation of Hayley Potter. 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:

- A. **Alisha Ragan**, Accounts Payable Specialist, Canton office, effective August 16, 2022. Salary - \$38,000; 261 days prorated to the actual number of days worked; General Operations Budget. To fill vacancy created by the resignation of Gretchen Geer. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.

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

**7C. Personnel, Abolishment of Position.****A. Consider Abolishing the Assistant Director of Student Services position**

The administration recommends that the Assistant Director of Student Services position at the Intermediate Unit be eliminated effective October 1, 2022.

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

**7D. Personnel, Extension of Work Year.**

None

**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 2022-2023 school term, attached as pages 24 & 25.
2. The administration recommends approval of the list of Mission One employees for the 2022-2023 school term, attached as page 26.

Dr. Steinbacher-Reed and Dr. Martell 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 Megan Palmer, a student in the Master of Social Work degree program at Edinboro University, to complete an internship during the 2022-2023 Fall Semester.* She will be under the total direction of one of the IU's fully certified professionals. This internship 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 requests that the Board *approve Cara Griffith, a student in the Social Work degree program at Edinboro University, to complete an internship during the 2022-2023 Fall Semester.* She will be under the total direction of one of the IU's fully certified professionals. This internship is contingent upon receipt of current clearances.

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

**7G. Personnel, Mentor Teachers/Supervisors**

1. The administration recommends that the Board *approve the following as mentors for the 2022-2023 school year in accordance with the PDE-approved Induction Plan.*

Christopher Carithers  
Lacey Cole  
Ashley Hess  
Donna Klinger  
Jessica Luksa  
Meg Ralston  
Blair Russo  
Andrea Schmucker  
Jessica Schwenk  
Lauren Smith  
Dana Vermilya  
Candida Williams

**8. Items Requiring Routine Formal Action by the Board.****A. Contract for Services – Knight Educational Services, LLC.**

The administration recommends that the Board *authorize a contract with Knight Educational Services, LLC to provide safety and security risk assessments and consultation, IU wide, effective June 1, 2022 through June 30, 2023. Total contract not to exceed \$15,000.*

Funds to support this are available from districts' contracts and the General Operations Budget.

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

**B. Contract for Services – Therapy Source**

The administration recommends that the Board *approve a contract with Therapy Source, to provide occupational therapy services to eligible early intervention students, effective July 1, 2022 through June 30, 2023. Total cost not to exceed \$52,000.*

Funds to support this contract are available from the Early Intervention Budget.

Dr. Martell and Ms. Swinehart will discuss this item at the pleasure of the Board.

**C. Contract for Services – Sweet, Stevens, Katz & Williams**

The administration recommends that the Board *approve a contract with Sweet, Stevens, Katz & Williams, to provide technology pool counsel, IU wide, effective for the 2022-2023 school year. Total cost not to exceed \$7,000.*

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

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

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

Policies for first and second reading are enclosed.

**Policy 001** - Name and Classification – Revised

**Policy 002** - Authority and Powers – Revised

**Policy 902** - Publications Program – For Review

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

**8. Items Requiring Routine Formal Action by the Board. (Continued)****E. Transportation Drivers**

The administration recommends that the Board *approve the updated list of 2022-2023 drivers to transport eligible preschool children to specialized programs*, attached as page 27.

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.

**F. Professional Contract**

The following have completed a minimum of three (3) years of service with BLaST Intermediate Unit 17 with a final rating of satisfactory, thus entitling them to be issued a professional employee contract. The administration recommends *that the Board acknowledge the issuance of professional employee contracts to: Rhonda Bieber, Lindsey Callado, Lynnette Clements, Danielle Egly, and Janette Singleton.*

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

**G. 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 Williamsport IU office. Total cost of the contract not to exceed \$10,500.*

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

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

**H. Contract for Services – Just 4 Kids**

The administration recommends that the Board *approve a contract with Just 4 Kids, to provide occupational therapy services to eligible early intervention students in Bradford County, effective July 1, 2022 through June 30, 2023. Total cost not to exceed \$150,000.*

Funds to support this contract are available from the Early Intervention Budget.

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)****I. 2022-2023 Calendar Revision**

The administration recommends that the Board *approve the revised 2022-2023 yearly calendar for the Early Intervention program*. The revised calendar is attached as page 28.

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

**J. IDEA-B LEA Policies and Procedures – Department of Education**

At the October 10, 2001 Board meeting, the Board approved the adoption of revised IDEA-B LEA Policies and Procedures. To ensure continued funding under IDEA-B, each LEA must again submit to the Department of Education by September 2021, policies, procedures, and programs that are consistent with State policies and procedures.

Therefore, the administration recommends that the Board *authorize the adoption of the IDEA-B LEA Policies and Procedures for submission to the Department of Education to ensure continued approval and eligibility for funding under IDEA-B*.

Dr. Steinbacher-Reed 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 July 31, 2022 is presented as follows:

Year-to-Date Earnings on Investments is \$12,767.67 (1.34% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$1,763.55 (1.34% Capital Fund Account), First Citizens Community Bank, Canton.

**A. Technology Update – Mr. Paulhamus****B. Student Services Update – Dr. Martell****C. Educational Planning Update – Dr. Beiter****D. Executive Director Update – Dr. Steinbacher-Reed**



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

**12. Adjournment.**