

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

November 13, 2025

SUPPLEMENTAL AGENDA

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

4. Establishment of Position – Human Resource Specialist

The administration recommends that the Board *authorize the establishment of a Human Resource Specialist*. Job description enclosed.

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

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

5. Establishment of Position – Administrative Assistant

The administration recommends that the Board *authorize the establishment of an Administrative Assistant*. Job description enclosed.

Funds to support this are available from the CORE Budget.

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

7C. Personnel, Abolishment of Positions.

1. Consider Abolishing the Student Services Administrative Assistant Position

The administration recommends that the Student Services Administrative Assistant position at the Intermediate Unit be eliminated effective December 1, 2025.

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

7D. Personnel, Change of Work Assignment. (Continued)

2. Teresa Pfirman-Accounts Payable/Purchasing Specialist

The administration recommends the Board approve the internal transfer of Teresa Pfirman to the position of Accounts Payable/Purchasing Specialist, with a salary of \$44,000, 261 days prorated to the actual number of days worked, effective December 1, 2025. To fill the vacancy due to the resignation of Jennifer Rossell.

Funds to support this 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)

D. Dr. Carla Sauer-Assistant Executive Director

Motion made by _____ and seconded by _____ to approve the employment of Dr. Carla Sauer as Assistant Executive Director for a four (4)-year term, commencing on the first date she is available to begin employment with the Intermediate Unit and ending four (4) years thereafter. The employment contract between the Intermediate Unit and Dr. Sauer shall be as attached to this motion. The Officers and Officials of the Intermediate Unit are authorized to complete the specific beginning and ending dates of the term once determined, and to execute all documents and instruments necessary to effectuate this appointment and the intent of this motion. Once the dates of the term are agreed upon and the agreement signed, the Executive Director shall report same to the Board and a copy of the contract shall be added to a board agenda in the Executive Director's report.

Employment contract enclosed.

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