

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

The BLaST Intermediate Unit #17 Board of Directors held their regularly scheduled meeting on August 21, 2024 in the BLaST Administration Office, 33 Springbrook Drive, Canton, Pennsylvania. This meeting was conducted via video-conferencing between the I.U. #17 Office, Canton, Pennsylvania and Sullivan Room, I.U. #17 Office, Williamsport, Pennsylvania.

**1. Call to Order.**

**A.** The meeting was called to order by Lori Baer, President, at 7:02 p.m.

**2. Roll Call.**

Lori Baer, President (W)	Present
Arica Jennings, Vice President (C)	Present
Debra Agnew, Treasurer (C)	Present
Cathy Bachman	Absent
Jerry Curreri	Absent
Jessie Edwards (W)	Present
Brady Finogle (C)	Present
Heather Hanna (C)	Present
Peggy Hughes (C)	Present
Scott Johnson	Absent
Lisa McClintock (W)	Present
Sharon Meyer	Absent
Duane Naugle	Absent
Julie Preston	Absent
Chad Riley (W)	Present
Ryan Schrader (C)	Present
Michael Zicoello	Absent
Montgomery	Vacant
Athens	Vacated

Others present were: Brooke Beiter, Tim Confer, Dan Coran, Rebecca Gibboney, Ashley Heckrote, Sheena Hindman, Mike Levin, Sara McNett, Jon Paulhamus, Aimee Pepper, Erin Powell, Mikaela Spalding, Cheryl Starr, Christina Steinbacher-Reed, Rebecca Swinehart and Dana Vermilya.

**3A. Introductions.**

**None**

A copy of the Agenda is attached as Pages 2809-1 through 2809-16.

**3B. Public Comments.**

None

Ms. Hanna moved and Ms. Hughes seconded to approve the following:

**4. Minutes.****A. Board Meeting – June 26, 2024**

Minutes of the meeting held June 26, 2024 are presented. The administration recommends that these minutes be approved as presented or as amended by the Board.

The motion passed with unanimous affirmative vote.

Ms. Jennings moved and Ms. Hanna seconded to approve the following:

**5. Finance.****A. Approval of Bills**

Bills from June 22, 2024 through August 17, 2024, totaling \$5,662,097.20 for General Operations, Special Education, and Capital Project Fund are attached as Pages 2810-1 through 2810-14.

The administration recommends approval of the bills as presented.

**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 2024-2025 fiscal year.

The motion passed with unanimous affirmative vote.

At 7:05 p.m. the Board went into Executive Session for personnel and attorney advisement. The Board resumed their regular meeting at 8:05 p.m.

Ms. Agnew moved and Ms. Hanna seconded to accept an omnibus motion for the remaining agenda items.

**6A. Personnel, Resignations.**

1. **Schwanna Kutt**, Teacher Apprentice, resignation effective July 2, 2024.
2. **Abbe Heath**, Teacher of the Visually Impaired, resignation effective September 8, 2024 or when released.
3. **Janette Singleton**, Special Education Teacher, resignation effective September 17, 2024 or when released.
4. **Ben Pavalko**, Special Education Teacher, resignation effective September 17, 2024 or when released.
5. **Megan Button**, Special Education Teacher, resignation effective September 20, 2024 or when released.
6. **Becky Eick**, Special Education Teacher, resignation effective September 20, 2024 or when released.
7. **Seth Lingle**, Help Desk Intern, part-time, resignation effective July 31, 2024.
8. **Nichole Campbell**, Special Education Teacher, resignation effective October 11, 2024 or when released.
9. **Blair Russo**, Special Education Teacher, resignation effective October 11, 2024 or when released.
10. **Lynette Clements**, Special Education Teacher, resignation effective October 11, 2024 or when released.
11. **Eric Budd**, Programmer, resignation effective August 30, 2024.

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

None

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

1. **Establishment of New Position – Applied Behavior Analysis (ABA) Apprentice**

The administration recommends that the Board approve the establishment of six (6) new positions of Applied Behavior Analysis (ABA) Apprentice. The job description is attached as Pages 2812-1 through 2812-3.

2. **Establishment of New Position – Clinical Coordinator**

The administration recommends that the Board approve the establishment of a new position of Clinical Coordinator. The job description attached as Pages 2812-4 through 2812-7.

3. **Revised Job Description – Marketing, Graphic Design and Branding Specialist**

The administration recommends that the Board approve the revisions to the position of Marketing, Graphic Design and Branding Specialist. The job description is attached as Pages 2812-8 through 2812-10.

4. **Establishment of New Position –Application Support Specialist**

The administration recommends that the Board approve the establishment of a new position of Application Support Specialist. The job description is attached as Pages 2812-11 through 2812-12.

**7B. Personnel, Employments.**

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
  - A. **Elizabeth Whitnack**, Speech Therapist, effective August 1, 2024. Salary – Step 4 Master’s - \$61,305, districts’ contracts and Early Intervention Budget, 190 days prorated to the actual number of days worked. Temporary Professional Employee’s contract. To fill position created by the resignation of Alyssa Ammerman. This employment is contingent upon receipt of current clearances.
  - B. **Amy Case**, Special Education Teacher, effective August 21, 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 position created by the internal transfer of Molly Shoudt. This employment is contingent upon receipt of current clearances.
  - C. **Kristen Durling**, Special Education Teacher, effective August 21, 2024. Salary – Step 7 Master’s - \$66,105, districts’ contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee’s contract. To fill position created by the resignation of Blair Russo. This employment is contingent upon receipt of current clearances.
  - D. **Rose Hibbler**, Special Education Teacher, effective August 21, 2024.

Salary – Step 4 Master’s - \$61,305, districts’ contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee’s contract. To fill position created by the internal transfer of Kelly Sponhouse. This employment is contingent upon receipt of current clearances.

**E. Jeffrey Szybist**, Special Education Teacher, effective August 21, 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 position created by the resignation of Ben Pavalko. This employment is contingent upon receipt of current clearances.

**F. Carla Tardieu**, Special Education Teacher, effective August 21, 2024 or upon release. Salary – Step 8 Master’s - \$67,705, districts’ contracts, 190 days prorated to the actual number of days worked. Professional Employee’s contract. To fill position created by the resignation of Megan Button. This employment is contingent upon receipt of current clearances.

**G. Heather Ace**, Special Education Teacher, effective August 21, 2024 or upon release. Salary – Step 12 Master’s - \$74,405, districts’ contracts, 190 days prorated to the actual number of days worked. Professional Employee’s contract. To fill position created by the resignation of Becky Eick This employment is contingent upon receipt of current clearances.

**H. Sarah Reed**, Special Education Teacher, effective August 21, 2024 or upon release. 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 position created by the resignation of Nichole Campbell. This employment is contingent upon receipt of current clearances.

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

None

**7C. Personnel, Abolishment of Positions.**

None

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

1. **Amanda Karaffa – Coordinator of Professional Learning**

The Administration recommends the Board approve a change in assignment for Amanda Karaffa to the position of Coordinator of Professional Learning, effective

August 22, 2024. Salary - \$89,500, General Operations Budget, districts' contracts and State Scope of Work, 261 days prorated to the actual number of days worked, in accord with Board policy on office support. To fill vacancy created by the transfer of Rebecca Gibboney.

**2. Megan Bowmaster – Clinical Coordinator**

The Administration recommends the Board approve a change in assignment for Megan Bowmaster to the position of Clinical Coordinator, effective September 1, 2024. Salary - \$68,000, Medical Access, 261 days prorated to the actual number of days worked, in accord with Board policy on office support . To fill new position created by the Board.

**3. Rebecca Swinehart – Director of Student Services**

The Administration recommends the Board approve a change in assignment for Rebecca Swinehart to the position of Director of Student Services, effective September 1, 2024. Salary - \$109,500, CORE Budget, 261 days prorated to the actual number of days worked, in accord with policy as adopted in the 2023-2026 Act 93 Administrative Compensation Plan . To fill vacancy created by the transfer of Daniel Coran.

**4. Tasey Baggerly– Special Education Teacher**

At the April 17, 2024 meeting the Board approved Tasey Baggerly with a start date of August 1, 2024. The administration requests that the Board approve a revised start date of July 29, 2024.

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

None

**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 2023-2024 school term, attached as Page 2814-1 .
2. The administration recommends approval of the list of Mission One employees for the 2023-2024 school term.

None

**7G. Personnel, Request for Internship, Observations or Student Teaching.**

None

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

1. The administration recommends that the Board approve the following as mentors for the 2024-2025 school year in accordance with the PDE-approved Induction Plan.

First Year Inductees' Mentors

Tamara Tressler-Blewitt	Hearther Carlin
Candida Williams	Whitney Robinson
Kara Druckenmiller	Erica Hoyt
Crystal Yoder	Lauren Smith
Jessica Schwenk	Jeremy Sennett
Samantha Mannino	

Second Year Inductees' Mentors

Amber Hildebrand	Jessican Schwenk
Allison Mertes	Crystal Yoder
Samantha Mannino	Dana Vermilya
Tanya Kuhl	Sarah Boyer
Lacey Cole	Jessica Saviano

**7I. Personnel, Salary Adjustments.**

**1. Nicole Klees – Director of Mental and Behavioral Health Services**

The administration recommends that the Board approve a salary adjustment for Nicole Klees – Director of Mental and Behavioral Health Services to \$90,000, due to added responsibilities, effective September 1, 2024.

**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 2815-1 has been approved for the current school year.

**B. Transportation Drivers**

The administration recommends that the Board approve the list of 2024-2025 drivers to transport eligible preschool children to specialized programs, attached as Page 2815-2.

**C. Increment - Master's, Master's +15 and Master's +30**

**Mr. Austin Tate**, Special Education Teacher, **Ms. Sophia Sprunger**, Special Education Teacher and **Ms. Melissa Boob**, School Nurse, have submitted evidence that they have completed the necessary requirements for a Master's degree; **Ms. Donna Klinger**, Speech Therapist, has submitted evidence that they have completed 15 credits beyond their Master's degree; **Ms. Stephani Ross**, Special Education Teacher, has submitted evidence that they have completed 30 credits beyond their Master's degree.

The administration recommends that the Board approve placing Mr. Austin Tate, Ms. Sophia Sprunger, Ms. Melissa Boob, Ms. Donna Klinger and Ms. Stephani Ross on the appropriate columns for the 2024-2025 school year.

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

Policies for first and second reading are attached as Pages 2816-1 through 2816-71.

Policy 146.1 Trauma Informed Approach - Revised  
 Policy 218 Student Discipline - Revised  
 Policy 218.1 Weapons - Revised  
 Policy 218.2 Terroristic Threats – Revised  
 Policy 252 Dating Violence – Revised  
 Policy 317 Conduct/Disciplinary Procedures – Revised  
 Policy 317.1 Educator Misconduct – Revised  
 Policy 801 Public Records – Revised  
 Policy 803 Intermediate Unit Calendar - Revised  
 Policy 805 Emergency Preparedness and Response – Revised  
 Policy 805.2 School Security Personnel – Revised  
 Policy 806 Child Abuse – Revised  
 Policy 807 Opening Exercises/Moment of Silence/Flag Displays - New  
 Policy 815.1 Use of Generative Artificial Intelligence in Education - New  
 Policy 904 Public Attendance at Intermediate Unit Events – Revised

**E. 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 a professional employee contract to:

Danielle Pardoe  
 Sophia Sprunger  
 Tamara Tressler-Blewitt

**F. 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 \$18,670.

**G. Assistance Program Agreement – Bradford/Sullivan Drug & Alcohol, Single County Authority**

The administration recommends that the Board authorize an agreement with Bradford/Sullivan Drug and Alcohol, Single County Authority to provide a



Drug and Alcohol Student Assistance Program Liaison at the North Academy of Integrated Services, effective from July 1, 2024 through June 30, 2025.

**H. 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 Early Intervention and school age students, at a rate of \$112.37 per hour all inclusive, effective August 19, 2024 through May 28, 2025.

**I. Lease – Hope Enterprises, Inc. – Partial Hospitalization and ELECT**

The administration recommends that the Board approve a lease agreement with HOPE Enterprises, Inc. to provide tenant space and cleaning services for the Partial Hospitalization Program and the ELECT Parent Resource Center, effective August 1, 2024 to July 31, 2025 at a cost not to exceed \$114,084.00

**J. Lease – Hope Enterprises, Inc. - Early Learning Center**

The administration recommends that the Board approve a lease agreement with Hope Enterprises, Inc. to provide tenant space and cleaning services for the Early Learning Center, effective August 1, 2024 through July 31, 2025, total cost of services per year not to exceed \$101,340.

**K. Revised Event Contract – Pennsylvania College of Technology**

The administration recommends that the Board approve a revised contract with the Pennsylvania College of Technology to use certain facilities and services provided by the college for the Annual IU Inservice on August 5 & 6, 2024. Total Cost of Services not to exceed an updated cost of \$15,834.25.

**L. 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 2024, 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.

**M. Engagement Letter for Services – Myers, Patsy & Associates, LLC**

The administration recommends that the Board accept the Engagement Letter from Myers, Patsy & Associates, LLC for services related to the annual BLaST IU 17 audit for year ending June 30, 2024 at a cost of \$36,500.

**N. Revised Organizational Chart**

Due to the realignment of job responsibilities, the administration recommends that the Board approve the 2024-2025 Organizational Chart. The organizational chart is attached as Page 2818-1.

**O. Resolution affirming adoption and compliance with Title IX Regulations effective as of August 1, 2024**

1. Effective August 1, 2024, and until the Intermediate Unit Board adopts a comprehensive Policy, the Intermediate Unit shall comply with and implement all requirements set forth within the Title IX regulations adopted at 34 C.F.R. Part 106 and made effective August 1, 2024;
2. Any existing policies or practices that are inconsistent with or in violation of any of the requirements, terms or conditions of the Title IX regulations are hereby superseded effective August 1, 2024;
3. The Executive Director is hereby directed and authorized to take the following actions, and any/all actions necessary to effectuate said actions, in compliance with the Title IX regulations:
  - a. To designate one or more Title IX Coordinators;
  - b. To designate one or more investigators under Title IX;
  - c. To designate an initial decisionmaker(s) and an appeal decisionmaker(s) under Title IX;
  - d. To designate a facilitator;
  - e. To establish supportive measures as required by Title IX;
  - f. To make arrangements for and provide required training;
  - g. To amend the Student Code of Conduct as may be required by Title IX;
  - h. To adopt and/or amend the Employee Code of Conduct as may be required by Title IX;
  - i. To ensure that all required notices are provided;
  - j. To ensure that all required postings to the website are appropriately posted; and
  - k. To develop and adopt Administrative Regulations that will ensure compliance with Title IX.

**P. 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 Tioga County, at a rate of \$130 per hour all inclusive, effective August 26, 2024 through June 13, 2025.

**Q. Contract for Services – Tyler June Painting, LLC**

The administration recommends the Board authorize a contract with Tyler June Painting, LLC to paint at the BLaST Canton office, total cost not to exceed \$1,255.

**R. Contract for Services – FTF Behavioral Consulting**

The administration recommends the Board authorize a contract with FTF Behavioral Consulting to provide learning and consultation services for the staff at the South Academy – Partial Hospitalization Program. Effective August 19, 2024 through January 20, 2025 at a cost not to exceed \$12,443.23.

**S. 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 July 1, 2024 through June 30, 2025. Total contract not to exceed \$15,000.

**T. Contract for Services – Eric Budd**

The administration recommends that the Board authorize a contract with Eric Budd to provide safety and security risk application development, website design and consulting services effective September 1, 2024 through June 30, 2025, at a rate of \$500 per day, up to 75 days, total contract not to exceed \$37,500.

**U. Contract for Services – Dr. Matthew Reitz**

The administration recommends that the Board approve a contract with Dr. Matthew Reitz for training, coaching and consultation of building administrators effective August 22, 2024 through June 30, 2025, at a rate of \$500 per day, up to 50 days, total contract not to exceed \$25,000.

The motion passed with unanimous affirmative vote with Ms. Agnew abstaining from Item 7D. 4.

**9. Administrative Reports.**

**A. Report of Investments**

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

Year-to-Date Earnings on Investments is \$50,542.76 (5.38% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$8,965.79 (5.38% Capital Fund Account), First Citizens Community Bank, Canton.

- B. Student Services – Dr. Beiter**
- BRIDGE program classrooms
- C. Educational Planning Update – Ms. Gibboney**
- IU opening Day and Inservice
  - 8<sup>th</sup> Annual Paraprofessional Conference
- D. Management Services Update – Ms. McNett**
- Grant Updates
- E. Executive Director Update – Dr. Steinbacher-Reed**
- Review of PA Department of Education summary of School Code amendments
  - Update on program openings
- 10. Other Items Raised by the Board and/or Staff.**
- 11. Adjournment.**

At 8:21 p.m. Ms. Agnew moved and Ms. Hanna seconded to adjourn the meeting. All were in favor.

Respectfully submitted,

Sara McNett  
Board Secretary