

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 October 16, 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 7:03 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 (Virtual)	Present (7:16 p.m.)
Peggy Hughes (Virtual)	Present
Scott Johnson	Absent
Lisa McClintock	Absent
Sharon Meyer (W)	Present
Duane Naugle (C)	Present
Julie Preston	Absent
Chad Riley (W)	Present
Ryan Schrader (C)	Present
Michael Zicoello	Absent
Montgomery	Vacant
Athens	Vacated

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

A copy of the Agenda is attached as Pages 2827-1 through 2827-9.

**3B. Public Comments.**

None

Mr. Riley moved and Mr. Naugle seconded to approve the following:

**4. Minutes.****A. Board Meeting – September 18, 2024**

Minutes of the meeting held September 18, 2024 are presented.

The motion passed with unanimous affirmative vote.

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

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

Bills from September 14, 2024 through October 11, 2024, for General Operations, Special Education, and Capital Project Fund totaling \$3,049,966.99 are attached as Pages 2828-1 through 2828-9.

The motion passed with unanimous affirmative vote.

**3A. Introductions.**

Dr. Steinbacher-Reed introduced Corrie Roadarmel as the new Special Education Supervisor for the Early Intervention Program and Kelly Beck as the Coordinator of Special Projects.

Dr. Beiter gave an overview of the Teacher Apprentice Pathway and shared a video with those in attendance.

From 7:17 p.m. until 8:21 p.m. the Board met in Executive Session for personnel and attorney advisement.

Mr. Riley moved and Ms. Meyer seconded to accept an omnibus motion for the remaining agenda items.

**6A. Personnel, Resignations.**

None

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

None

**7A. Personnel, Establishment of New Positions, New Programs, and/or Program Revisions.****1. Establishment of New Position – Coordinator of Special Projects**

The administration recommends that the Board authorize the establishment of a new position of Coordinator of Special Projects. Job description is attached as Pages 2829-1 through 2829-3.

**7B. Personnel, Employments.**

1. The administration recommends Board approval of the following temporary professional and/or professional employee appointments:
  - A. **Troy Eason, III**, School Psychologist, effective January 20, 2025 or upon release. Salary – Step 14 Masters+15 - \$78,980, districts’ contracts, 190 days prorated to the actual number of days worked. Temporary Professional Employee’s contract. To fill vacancy created by the internal transfer of Jessica Marzo. This employment is contingent upon receipt of current clearances.
  
2. The administration recommends the employment of the following personnel:
  - A. **Mackenzie Brooks**, Preschool Child Development Associate, effective December 3, 2024. Salary - \$48,000; 261 days prorated to the actual number of days worked; Pre-K Budget. To fill new position created by the Board on June 26, 2024. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.
  - B. **Jennifer Hipps**, Early Intervention/Preschool Family Engagement Coordinator, effective October 24, 2024. Salary - \$60,000; 261 days prorated to the actual number of days worked; SAEDR Grant and Pre-K Budget. To fill new position created by the Board on June 26, 2024. Employment in accord with Board policy on office support. This employment is contingent upon receipt of current clearances.
  - C. **Rylee Mellot**, Applied Behavior Analysis Apprentice, effective November 1, 2024 or when released. Salary \$40,000 - districts’ contracts, 185 days prorated to actual number of days worked, Paraprofessional Handbook. To fill one of new positions created by the Board at the August 21, 2024 meeting. This employment is contingent upon receipt of current clearances.
  - D. **Staci Thiel**, Applied Behavior Analysis Apprentice, effective November 1, 2024 or when released. Salary \$42,500 - districts’ contracts, 185 days prorated to actual number of days worked, Paraprofessional Handbook. To fill one of the new positions created by the Board at the August 21, 2024 meeting. This employment is contingent upon receipt of current clearances.

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

None

**7D. Personnel, Change of Work Assignment.****1. Corrie Roadarmel – Special Education Supervisor**

The administration recommends that the Board authorize an internal transfer for Corrie Roadarmel to fill the opening of Special Education Supervisor created by the transfer of Rebecca Swinehart. Salary to be adjusted to \$92,000, 261-day assignment, effective October 17, 2024, prorated to the actual number of days worked. Employment in accordance with Board policy as adopted in the 2023-2026 Act 93 Administrative Compensation Plan.

**2. Kelly Beck – Coordinator of Special Projects**

The administration recommends that the Board authorize an internal transfer for Kelly Beck to the new position of Coordinator of Special Projects, effective October 17, 2024, with a change in salary to \$65,000, prorated to the actual number of days worked.

**3. Amanda Fair - Curriculum Specialist**

The administration recommends that the Board authorize an internal transfer for Amanda Fair to the position of Curriculum Specialist, effective October 17, 2024, 261 days, salary \$82,000, prorated to actual number of days worked, Support Staff Handbook, to fill vacancy created by the internal transfer of Amanda Karaffa.

**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 2024-2025 school term, attached as Page 2830-1.
2. The administration recommends approval of the list of Mission One employees for the 2024-2025 school term, attached as Page 2830-2.

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

1. The administration requests that the Board approve Mia Schuler, a student in the Special Education degree program at Commonwealth University of Pennsylvania – Lock Haven University Campus, to complete student teaching hours from October 21, 2024 through December 6, 2024. Ms. Schuler will be under the total direction of one of the Intermediate Unit's fully certified professionals. These student teaching hours are contingent upon receipt of current clearances.

**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

Rhonda Bieber

Christopher Carithers

Ashley Hess

**7I. Personnel, Salary Adjustments.****1. Aimee Pepper – Senior Accountant**

The administration recommends that the Board approve a salary adjustment for Aimee Pepper, Senior Accountant, to \$67,000 effective October 17, 2024, prorated to the actual number of days worked.

**2. Nicole Kiess – PIMS Coordinator**

The administration recommends that the Board approve a salary adjustment for Nicole Kiess, PIMS Coordinator, to \$55,000 effective October 17, 2024, prorated to the actual number of days worked.

**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 2831-1 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 2831-2.

**C. First Reading of Policies**

Policies for first reading are attached as Pages 2831-3 through 2831-49.

Policy 103	Discrimination/Harassment Affecting Students – Revised
Policy 103.1	Nondiscrimination – Qualified Students with Disabilities - Revised
Policy 104	Discrimination/Harassment Affecting Staff – Revised
Policy 247	Hazing – Revised
Policy 249	Bullying/Cyberbullying – Revised

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

Policies for first and second reading are attached as Pages 2832-1 through 2832-34.

- Policy 113.1 Discipline of Students with Disabilities – Revised
- Policy 113.2 Behavior Support – Revised
- Policy 202 Eligibility of Nonresident Students – Revised
- Policy 236.1 Threat Assessment – Revised
- Policy 254 Educational Opportunity for Students of Military Families – Revised
- Policy 805.2 School Security Personnel – Revised

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

**E. Contract for Services – Susquehanna Valley Professional Associates**

The administration recommends the Board approve a contract with Susquehanna Valley Professional Associates to provide psychiatric services by a Physician Assistant at a rate of \$180 per hour, effective October 1, 2024 through September 30, 2025.

**F. Agreement for Services - Douglas McNett, Doug's Landscaping**

The administration recommends that the Board authorize entering into an agreement with Doug's Landscaping, for lawn, parking lot and property care at the Canton Office and Monroe Franklin Building. Effective October 1, 2024 through September 30, 2025. At a rate of \$110 per plow at either building; \$115 per salting at either building; \$20 to shovel and \$15 to salt sidewalks at Canton office; \$10 to shovel and \$15 to salt sidewalks at Monroe Franklin Building; \$55 per mowing, weed control at \$60/hour with a \$25 minimum charge at Canton Office, and additional grounds maintenance at \$60/hour plus cost of materials.

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

The administration recommends that the Board authorize a contract with All Around Maintenance Man, LLC. to provide inclement weather maintenance at the Williamsport Office, effective October 1, 2024 through June 30, 2025, at rates of \$275 per plow, \$215 per salting, \$35 to salt sidewalks and \$45 to clear sidewalks.

**H. Consider Approving the Contract of Executive Director**

Consider approving the contract renewal of the Executive Director, Dr. Christina Steinbacher-Reed, effective October 1, 2025 through September 30, 2029.

**I. Contract for Services – Enrichment Therapy Services, LLC**

The administration recommends the Board approve a contract with Enrichment Therapy Services, LLC to provide speech-language/communication services for school-age and Early Intervention students in Bradford County at a rate of \$125 per hour, effective January 2, 2025 through September 25, 2025.

The motion passed with unanimous affirmative vote. Ms. McNett noted that Item 8F is a conflict of interest for her, but that she was not involved in the procurement and is not involved in the oversight of this agreement.

**9. Administrative Reports.**

**A. Report of Investments**

The record of investments dated September 30, 2024 is presented as follows:

Year-to-Date Earnings on Investments is \$127,890.49 (5.32% Cash Management Account), First Citizens Community Bank, Canton.

Year-to-Date Earnings on Project Fund is \$26,402.71 (5.32% Capital Fund Account), First Citizens Community Bank, Canton.

**B. Student Services – Dr. Beiter**

**C. Technology Update – Mr. Confer**

**D. Educational Planning Update – Dr. Steinbacher-Reed**

- Post-Secondary Transition Conference

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

- Keystone State Challenge Academy

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

Ms. Baer mentioned that she would like to see BLaST IU 17 highlighted at a future PSBA event.

**11. Adjournment.**

Mr. Naugle moved and Mr. Schrader seconded to adjourn the meeting at 8:33 p.m. All were in favor.

Respectfully submitted,

Sara McNett  
Board Secretary