

MINUTES
CARBON LEHIGH INTERMEDIATE UNIT
BOARD OF DIRECTORS

**CARBON LEHIGH INTERMEDIATE UNIT #21
4210 INDEPENDENCE DRIVE
SCHNECKSVILLE, PA**

MONDAY, NOVEMBER 20, 2023

6:30 P.M.—REGULAR BOARD MEETING

Meeting No. 637

CALL TO ORDER

President George Williams called the six hundredth and thirty seventh meeting of the Carbon Lehigh Intermediate Unit Board of Directors to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance followed the Call to Order.

ATTENDANCE

Board Members in Attendance/In-person: Andrene Brown-Nowell, Duane Deitrich, Dr. William Whitney, Gale Husack, Sherry Haas, Anthony DeMarco, Lisa Roth, Emily Gehman, and George Williams. Board Members Absent: Richard Flacco, Jeremy Glaush, Jennifer Senavaitis, Laura McKelvey, and Kenneth Jacoby. Staff: Dr. Gregory Koons, Gretchen Boyer, Jeanne Coy, George Husack, Eric Lech, Sean LeDonne, Randy Parry, Jennifer Roselli, David Russell, Dr. Lisa Schumacher, Dr. Mark Scott, and Kim Talipan. Also in attendance: Dr. Cathy Nelson and Jonathan Walter, Supervisors, Special Programs and Services, for the Early Intervention presentation; Amber Snyder, Social Worker; Early Intervention student and their parents; Laura Sweeney, EI Teacher; Joanne Mazzante, for supervisory hours, Mark Crenshaw, IT Support; and John Audi, Esq., Solicitor.

AUDIENCE INPUT ON AGENDA

There was no audience input on the agenda.

APPROVAL OF THE OCTOBER 16, 2023 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the October 16, 2023 meeting, as presented.

Moved: Anthony DeMarco; Seconded: Gale Husack; Vote: Yes – 9; No – 0; Abstentions – 0; Absent – 5.

BOARD PRESIDENT'S REPORT

President Williams reviewed moving the date of the Board Holiday Gathering. This gathering will now be moved to April under the new guise of a Spring Fling. The hope is that there will be better participation if the meeting is not held just before the busy holiday season and there will be less of a threat of inclement weather.

President Williams then took a moment to read a message that was sent to him, as the chairman of the Executive Search Committee, expressing appreciation for the committee's decision to hire Dr. Koons as the replacement for Dr. Eib. In the letter, Dr. Frankelli, Superintendent at the Palmerton Area School District, emphasizes the challenges of selecting a candidate for a significant organizational role and praises the Executive Search Committee's choice. The email notes Dr. Koons' positive collaboration with IU superintendents, citing his effective organization of the Superintendents Leadership Conference and facilitation of conference sessions.

BOARD PRESIDENT’S REPORT (continued)

Dr. Koons' proactive approach is highlighted in the letter, including his ability to work with the State to ensure superintendents could earn PIL hours and providing follow-up materials post-conference. Dr. Frankelli expresses confidence in Dr. Koons' leadership, and she anticipates continued prosperity for the IU under his guidance. President Williams thanked the Board Executive Search Committee and said the recognition for all of the work that was done for the Executive Director position was validating.

Dr. Koons thanked the Board for their support and Dr. Frankelli for the kind words. He also thanked his CLIU “village” for its support.

BOARD CORRESPONDENCE/CLIU UPDATE

Dr. Koons said that he and Kim had the great opportunity to coordinate and facilitate the 2023 SAC Leadership Retreat in Hershey on November 1-3. He said we are truly fortunate to have a group of outstanding leaders in the Carbon and Lehigh County schools. Dr. Koons noted one item that was discussed as a hot legislative issue was the financial and logistic impact of Unfunded Mandates. Dr. Koons was pleased to share that Parkland School District will be hosting a Senate hearing next week on this very subject.

On November 6th, the CLIU held legislative visits at the Northern Lehigh School District. During the visits, CLIU administration stressed the importance of increased funding for Early Intervention and Special Education Programs and Services. Senator Coleman’s office, Representative Mackenzie, and Representative Heffley’s office were all present during the visit.

Last week our CLIU Administrative Team visited all of our programs in recognition of American Education Week. Dr. Koons wanted to share his appreciation for the CLIU staff who strive to serve our mission of Helping Children Learn.

EARLY INTERVENTION PRESENTATION

Dr. Cathy Nelson and Jonathan Walter, Supervisors of Special Programs and Services, gave an overview of the services and initiatives provided by the CLIU Special Programs and Services Early Intervention program.

The Early Intervention program serves preschool children 3 to 5 years of age in Lehigh and Carbon Counties. These services provide:

- inclusionary services in 300+ Early Childhood environments; and
- community accessible intervention locations; and
- 14 specialized classrooms throughout Carbon and Lehigh counties.

The 2022-2023 Early Intervention program served 2,557 children and is staffed with 46 teachers, 39 speech therapists, 27 support staff members and other related services through the CLIU.

The Early Intervention program focuses on:

- Partnerships with Infant-Toddler programs; and
- Child find responsibilities; and
- Developing skills that will help children reach their greatest potential in the school setting; and
- Supporting school districts with children transitioning to kindergarten.

The current initiatives of the program are social emotional learning, embedded instruction, and family engagement. The program is supported by the Office of Child Development and Early Learning (OCDEL) and the Early Intervention Technical Assistance (EITA).

The Board also had the pleasure of being introduced to an EI family who took the time to give testimony to the hardworking CLIU staff that made their child an EI success story. The Board heard about the student’s journey that ultimately lead to the student overcoming many obstacles to be where they are today.

EARLY INTERVENTION PRESENTATION (continued)

The parent gave many accolades to the social workers and teachers of the EI department who helped their child along the way.

After a brief video and discussion, Dr. Nelson and Mr. Walter thanked the Board for their time.

The Board took a moment to thank the EI student and their family for attending the Board meeting.

BOBBY SUN RAY ANNOUNCEMENT

Kim Talipan introduced CLIU's new facility dog, Bobby Sun Ray. Bobby, named after former long-time Board President Mr. Robert Bold, will be the facility dog for the Early Intervention program. Laura Sweeney, EI Teacher, will be Bobby's handler. Bobby was purchased using funds from the Carbon Lehigh Special Needs Children's Foundation and will be arriving December 4, 2023. The CLSNCF basket raffle directly supports the purchase and training of the facility dogs.

Jennifer Senavaitis entered the Board meeting virtually and voting will reflect her presence from this point forward.

CLIU PROPOSED 2024-2025 GENERAL OPERATING BUDGET PRESENTATION

Dr. Gregory Koons, Executive Director, together with Jeanne Coy, Director of Business Services, shared the first draft of the Carbon Lehigh Intermediate Unit Proposed 2024-2025 General Operating Budget (GOB) with the Board of Directors. The GOB funds CLIU's Curriculum and Instruction/Educational Technologies and the Building and Maintenance Departments.

The GOB is the only budget mandated by Pennsylvania statute that requires Board action by each member school district; and the one budget that requires a school district contribution, which is formula driven by the Pennsylvania Department of Education. This PDE-developed formula for this budget takes into consideration the enrollment of each school district in conjunction with their market value. Dr. Koons was pleased to report to the Board that this year's proposed GOB contains no increase to the required school district contribution.

The first draft of the GOB was presented to the Superintendents Advisory Council at the Superintendents Leadership Conference on November 2, 2023. Next, this first draft budget is shared with the CLIU Board of Directors for Board action in November. Following this budget timeline ensures that our school districts have our proposed numbers as they prepare their own district budgets.

At the December CLIU Board meeting, Dr. Koons will present the final GOB to the Board for approval, which will include the final PSERS and medical benefit rates but will maintain the same proposed district contribution. After CLIU Board approval in December, the proposed GOB will be distributed to our school districts in January for district Board action; and per Pennsylvania School Code, must be submitted to PDE by May 1st.

Jeanne Coy shared highlights of the 2023-2024 Proposed General Operating Budget (GOB) as follows:

- The GOB totals \$3,619,735;
- District contribution - \$819,040
 - \$0 (0%) change from 2023-2024. The actual school district contribution is assembled through a formula created by the Pennsylvania Department of Education and is based on student enrollment and your district's market value.
- Overall GOB increase of \$119,864
 - Due to normal salary and benefit increases; and
 - Does not impact district contribution.

CLIU PROPOSED 2024-2025 GENERAL OPERATING BUDGET PRESENTATION

(continued)

The preliminary projections include the following assumptions, as shared by Jeanne Coy:

- Medical and Prescription Benefits – 5% increase;
- Dental – 4.0% increase;
- PSERS –34.73%
- Salary Increases:
 - Teachers and Act 93 salary increases are based on school district average increases for similar positions; and
 - Support Staff increases are based on the current ESPA contract.

Next, Ms. Coy shared a summary of the GOB’s revenues and expenditures. The Curriculum & Instruction/Educational Technologies portion of the GOB includes a revenue increase due to an increase in services rendered. Both the Curriculum & Instruction/Educational Technologies and the Building and Maintenance expenditures portion of the GOB will increase due to salary increases and medical benefit increases. Both expenditures are below the state index.

In summary, Ms. Coy presented the estimated 2024-2025 district-specific contributions to the General Operating Budget noting that while there is a 0% increase overall, individual district contributions will fluctuate based on each district’s Market Value/Aid Ratio and Weighted Average Daily Membership (WADM) which are both provided to the IU by the state. She then asked for any questions regarding her presentation.

There being no further discussion, the following motion was brought to the floor:

-MOTION: The Carbon Lehigh Intermediate Unit #21 Board of Directors adopts the CLIU General Operating Budget for the fiscal year 2024-2025 as presented.

Moved: Duane Deitrich; Seconded: Emily Gehman; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

FISCAL MATTERS

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the following fiscal matters as presented:

Treasurer’s Report

Treasurer’s Report for the month ended October 31, 2023 as presented.

Bills to be Ratified—October 9, 2023 through November 12, 2023

Ratification of bills paid from October 9, 2023 through November 12, 2023 in the amount of \$2,389,826.81

Bills to be Approved

Payment of bills for November 20, 2023 as listed: Bills for Approval – 11/20/23 - \$3,088,368.60.

Awarding of Van Bid

Award the bid for fifteen (15), 9-Passenger Vans with Wheelchair Lifts, per bids opened on October 25th, 2023 at 12:00 noon, to Rohrer Bus Sales, 1515 State Road, P.O. Box 100, Duncannon, PA 17020 at \$99,878.00 per unit price.

Moved: Dr. William Whitney; Seconded: Anthony DeMarco; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

PERSONNEL MATTERS

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the following personnel matters as presented:

PERSONNEL MATTERS (continued)

Resignations

Resignation of the following person(s):

Karen Hadesty, Instructional Assistant, effective the close of business October 25, 2023.

MaryKathryn Rice, Contracted Speech Therapist, effective the close of business December 20, 2023.

John Zmarzley, Vehicle Assistant, effective the close of business November 9, 2023.

Michael Guth, Vehicle Driver/Vehicle Assistant, effective the close of business November 10, 2023.

Retirement

Resignation, due to retirement, of the following person(s):

Jeryl Stout, Vehicle Driver/Vehicle Assistant and Substitute Utility Staff, effective the close of business December 31, 2023 (35 Years of Service).

Karen Luma, Speech Therapist, effective the close of business December 29, 2023 (8 Years of Service).

Audrey Hammen, Administrative Assistant, effective the close of business December 31, 2023 (19 Years of Service).

Full-Time Employment

Full-Time Employment of the following person(s):

Bama Bhashyam, Mental Health Worker, Itinerant, at an annual salary of \$43,000, prorated for the 195-day work year, effective November 21, 2023 or upon receipt of final paperwork (Replacement for Tracy Snoke, Resigned; Partial Hospitalization Budget).

Christopher Lipovsky, Software Support Specialist, CLIU Central Office, at an annual salary of \$50,000, prorated for the 242-day work year, effective November 21, 2023 (Replacement for Mark Hollan, Retired; Management Information Systems Budget).

Kassandra Beller, Instructional Assistant, Peters Elementary School, at an annual salary of \$24,250, prorated for the 191-day work year, effective November 28, 2023 (Instructional Assistant Pool; Special Programs and Services Budget).

Tiffany Hungerford, Emotional Support Interventionist, Lehigh Learning Achievement School, at an annual salary of \$40,500, prorated for the 194-day work year, effective November 21, 2023 (Replacement for Aaron Fritz, Resigned; Special Programs and Services Budget).

Nicole Smith, Classroom Nurse, Lehigh Area Elementary Center, at an annual salary of \$55,000, prorated for the 194-day work year, effective November 21, 2023 (New Position; Special Programs and Services Budget).

Michael Manogue, Vehicle Assistant, at an hourly rate of \$15.00, effective November 7, 2023 (Transportation Pool; Transportation Budget).

Vidal Ibanez, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective November 7, 2023 (Transportation Pool; Transportation Budget).

Beth Sensenig, Physical Therapist, Itinerant, at an annual salary of \$74,000, prorated for the 191-day work year, effective November 21, 2023 (New Position; Special Programs and Services Budget).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Virginia Kelbish, School Psychologist, CLIU Central Office, at an annual salary of \$92,295, prorated for the 194-day work year, effective November 21, 2023 or upon receipt of final paperwork and release from current employer (Replacement for Donna Rile, Retired; Special Programs and Services Budget).

Michael Guth, Vehicle Driver/Vehicle Assistant, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective November 9, 2023 (Transportation Pool; Transportation Budget).

James Coughlin, CDL Driver, at an hourly rate of \$20.25, effective November 9, 2023 (Transportation Pool; Transportation Budget).

Cecilia Ramirez, Instructional Assistant, Sheckler Elementary School, at an annual salary of \$24,000, prorated for the 191-day work year, effective November 28, 2023 or upon receipt of final paperwork (Instructional Assistant Pool; Special Programs and Services Budget).

Heather Papay, Compensation and Benefits Specialist, CLIU Central Office, at an annual salary of \$67,000, prorated for the 242-day work year, effective November 21, 2023, or upon receipt of final paperwork (Replacement for Sabrina Senick, Resigned; Human Resources Budget).

Unpaid Leave

Grant an Unpaid Leave to the following person(s):

#3614, Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning November 20, 2023 and ending on December 18, 2023 with a return to work date of December 19, 2023.

Homebound Instruction and Instruction in the Home Pool

The following Professional Employees to provide Homebound Instruction/Instruction in the Home on an as-needed basis for the 2023-2024 fiscal year, at the appropriate hourly rate, up to 29 hours per week:

Danielle Argot

Emergency Employment

Emergency employment of the following person for the 2023-2024 fiscal year, up to 29 hours per week:

PERSONNEL MATTERS (continued)

Emergency Employment (continued)

Susan Arndt, Educational Interpreter, at the board approved rate, effective November 21, 2023.

Contracted Services

Contract with the following person(s) for the 2023-2024 fiscal year, up to 29 hours per week:

Jeremy Gordon, Contracted Driver Education Teacher, at the hourly rate of \$25, effective November 21, 2023.

Natacha Ruiz, Behavioral Health Technician (ABA), at the appropriate hourly rate, effective November 21, 2023.

Substitutes

Approve the following substitutes for the 2023-2024 fiscal year, up to 29 hours per week:

PERSONNEL MATTERS (continued)

Substitutes (continued)

Substitute Administrative Assistant

AnneMarie Cronk

Substitute Vehicle Assistant

Bret Oplinger

Summer Employment Pool Support Staff

Summer Employment Pool Support Staff, on an as-needed basis, September 1, 2023 to August 31, 2024 at the appropriate hourly rate or board approved rate, up to 29 hours per week:

Kelley Duminie

Tenure Acknowledgement

Tenure has been granted to the following CLIU Employees:

Heather Stay

Rudy Mendez

Dr. Whitney took a moment to acknowledge the retirees and thanked them for their years of service.

Moved: Dr. William Whitney; Seconded: Gale Husack; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

STAFF RECOGNITION—AMERICAN EDUCATION WEEK—NOVEMBER 13-17, 2023

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the following resolution:

BE IT RESOLVED, on this 20th day of November 2023 that the Carbon Lehigh Intermediate Unit Board of Directors recognizes the dedication and hard work of all Carbon Lehigh Intermediate Unit staff members on this occasion of American Education Week, November 13-17, 2023. Thanks to all for their efforts with the children of Carbon and Lehigh Counties.

Moved: Anthony DeMarco; Seconded: Duane Deitrich; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

APPROVAL OF THE PROPOSED 2024-2025 EARLY INTERVENTION CALENDAR

-MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the 2024-2025 proposed CLIU Early Intervention School Calendar as presented.

Moved: Lisa Roth; Seconded: Emily Gehman; Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss at the meeting.

NEW BUSINESS

CLIU Board Treasurer Nomination Report

President Williams reported that nominations for CLIU Board Treasurer were open from November 17th through November 20th and the following nomination was received:

Treasurer – Gale Husack

Election of CLIU Board Treasurer for the 2023-2024 Fiscal Year

CLIU Board Treasurer - There was one nomination for the position of Treasurer for Gale Husack.

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors elects Gale Husack for Treasurer of the CLIU Board of Directors from December 5th, 2023 through the remainder of the 2023-2024 fiscal year.

NEW BUSINESS (continued)

Election of CLIU Board Treasurer for the 2023-2024 Fiscal Year (continued)

Moved: Anthony DeMarco; Seconded: Dr. William Whitney; Roll Call Vote: Yes – 10; No – 0; Abstentions – 0; Absent – 4.

Gale Husack was elected as the CLIU Board Treasurer for the remainder of the 2023-2024 fiscal year.

President Williams congratulated Mrs. Husack on her position. He then noted that with change can come sadness. President Williams thanked Mr. Duane Deitrich for nearly eight years of service to the CLIU Board of Directors. The CLIU greatly appreciates everything that you have done for the students. President Williams then presented Mr. Deitrich with a card that was made by the students at the Catasauqua Area School District and wished him nothing but the best in his next chapter of life beyond the IU service and Catasauqua Area School District.

Mr. Deitrich said the past eight years has flown and it seems like yesterday that he was just going through my orientation with Kim Talipan, Dr. Eib, and Gale Husack. and I went through the orientation together. He then thanked the staff, the administrators, all of his colleagues on the Board noting this is really a special place and he was glad to volunteer.

PUBLIC COMMENT

The public offered no comments at this meeting.

BOARD SHARING

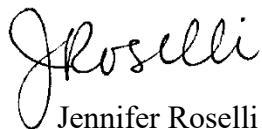
Sherry Haas shared that she had a wonderful experience with Bossard Board Works in Palmerton when she asked for a gift certificate for the Board's Holiday Basket. Mrs. Haas said not only did they deliver the gift certificate to her house, but they also donated a second gift certificate. Mrs. Haas said after talking with the owner of the business, she found out the owner donates her time to CLAS (Carbon Learning and Achievement School) by bringing items to the classroom for the students there to paint.

President Williams reminded everyone that tickets are still available for purchase tonight for the CLSNCF basket raffle.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:30 p.m. Moved: Duane Deitrich; Seconded: Gale Husack. President Williams declared the meeting adjourned.

Respectfully submitted,



Jennifer Roselli
Board Secretary

NEXT BOARD MEETING
Monday, December 18, 2023
6:30 P.M.
Carbon Lehigh Intermediate Unit
4210 Independence Drive
Schnecksville, PA 18078