

MINUTES

CARBON LEHIGH INTERMEDIATE UNIT  
BOARD OF DIRECTORS

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

MONDAY, SEPTEMBER 18, 2023

**6:30 P.M. - REGULAR MEETING - BOARD ROOM**

Meeting No. 635

CALL TO ORDER

President George Williams called the six hundredth and thirty fifth meeting of the Carbon Lehigh Intermediate Unit Board of Directors to order at 6:45 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance followed the Call to Order.

ATTENDANCE

Board Members in Attendance: Andrene Brown-Nowell, Duane Deitrich, Dr. William Whitney, Jeremy Glaush, Gale Husack, Jennifer Senavaitis, Sherry Haas, Anthony DeMarco, Lisa Roth, Laura McKelvey, Emily Gehman, Kenneth Jacoby and George Williams. Board Members Absent: Richard Flacco. Staff: Dr. Gregory Koons, Gretchen Boyer, Jeanne Coy, George Husack, Eric Lech, Sean LeDonne, Randy Parry, Jennifer Roselli, David Russell, Dr. Mark Scott, Dr. Lisa Schumacher, Kim Talipan, and Mark Crenshaw, IT Support. Also in attendance: Valerie Seidenberger and Dana Graziul, CLIU speech therapists, in attendance for student hours; and John Audi, Esq., Solicitor.

AUDIENCE INPUT ON AGENDA

There was no audience input on the agenda.

APPROVAL OF THE AUGUST 21, 2023 CLIU BOARD OF DIRECTORS MEETING MINUTES

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors approves the minutes of the August 21, 2023 meeting as amended:

Personnel Matters/Full-Time Employment: Full-time employment of the following person(s): Andrea Collier, Speech Therapist, Itinerant, at an annual salary of **\$62,475**, Step 8, Column M, (not \$59,152, Step 6, Column M as was incorrectly noted and previously approved), prorated for the 194-day work year, effective August 22, 2023 (Replacement for MaryKathryn Rice, Resigned; Early Intervention Budget; Non-Tenured).

Moved: Lisa Roth; Seconded: Emily Gehman; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

BOARD PRESIDENT'S REPORT

President Williams welcomed those who were in attendance at the Board meeting. He then thanked all the Board members who were in attendance and said he hopes everyone is back into the groove of a new school year and it is going well in each member's respective districts.

CORRESPONDENCE TO THE BOARD/CLIU UPDATE

Dr. Koons said he hopes everyone has had a great start to their school year and that the CLIU's start went smoothly. He noted that his first Superintendents Advisory Council meeting was on September 14<sup>th</sup> and it went very well. Dr. Koons stated that the group is comprised of remarkable leaders.

## CLIU DEPARTMENTAL SERVICES PRESENTATION

### Annie Sullivan Award Presentation

Dr. Mark Scott, Director of Special Programs and Services, noted that each year, the Annie Sullivan Award, named for Helen Keller's teacher and friend, honors a member of the educational community that exemplifies caring involvement with students with disabilities and helps others in our school and the community to understand and accept students with disabilities. This award is presented to the winner at the CLIU Staff Opening Day each year.

Dr. Scott said of all the nominations that were received this year for this award, over a third of those were for the award winner. The following statement was made about the 2023 winner:

“She has gone above and beyond since the day I met her. Her opinion is one that I always want to hear. She is intelligent, kind, hardworking, and a valued member of my team. She holds respect for everyone she meets, including all students, families, and colleagues. Although her role is a school psychologist, she takes on many roles. She is whomever you need her to be, always. She is a friend, teacher, and a role model. I could not think of a more deserving person for the Annie Sullivan Award. She exemplifies everything and more that this award looks for.”

Dr. Scott said she is a champion and advocate for student and program needs, often researching and providing solutions and guidance in a patient and nurturing fashion. This year's Annie Sullivan Award goes to School Psychologist, Emily Zappulla.

Dr. Scott then showed a video of Emily Zappulla's big moment on Opening Day and the Board gave Mrs. Zappulla a round of applause.

### Extended School Year Program Presentation

Sean LeDonne, Assistant Director of Special Programs and Services, shared the following information on the CLIU Extended School Year (ESY) Program. She said the design of the ESY program is to maintain the skill set that both teachers and the families have worked on to help these students achieve. Ms. LeDonne remarked over 264 students were served this summer, including related services, and ESY ran from July 5<sup>th</sup> through July 27<sup>th</sup>.

CLIU provides these services at: Jim Thorpe Area School District, Parkland School District, Whitehall-Coplay School District, and CLIU facilities.

Lastly, a breakdown of the number of students served, by district, was shared with the Board:

- 94 students were hosted at Whitehall-Coplay School District in the MDSB program; and
- 55 students were hosted at the Jim Thorpe Area School District; and
- 27 students were hosted at Orefield Middle School, Parkland School District.
- 38 students were served at the CLIU Center Based locations.

Ms. LeDonne noted over 100 staff worked the ESY program this year. She then thanked all the districts that continually work with CLIU to provide the support and the space to hold these programs. To conclude the presentation, a brief ESY celebration video was shown.

## REVIEW OF PROPOSED CLIU ORGANIZATIONAL GOALS

Each September the CLIU Organizational Goals are shared with the Board. Dr. Koons noted the four main sections of the goals include:

1. Collaboration – To enhance collaborative efforts between internal and external stakeholders;

REVIEW OF PROPOSED CLIU ORGANIZATIONAL GOALS (continued)

2. Communication – To improve communication between internal and external stakeholders by various means including social media.
3. Service and Commitment – To work to ensure that all messaging to our constituent schools is characterized by our commitment to serve.
4. Quality and Economy – To maintain or improve the quality of services and programs while acknowledging the current economic climate and by demonstrating fiscal sensitivity and prudence.

Dr. Koons said that these goals embrace innovation and creativity, set up systems that allow for development and growth, and allow for the CLIU to problem solve and respond. He noted the structure of the CLIU programs and services are laser focused on the needs of students and progress is assessed and evaluated and then communicated.

Dr. Koons reviewed all four goals, beginning with collaboration. He noted he added some items to the goals, although the goal's foundation remains similar. There are four main internal and external groups of collaborators within the collaboration goal. Each of the deliverables details the way in which the CLIU will maintain collaboration with each group.

Dr. Koons would like to improve communication with internal and external stakeholders by various means including social media. He said he feels this is a strength that he brings to the organization and is working with Dominic Barone, Media and Communications specialist, to outline a communication plan for all CLIU social media/website communications. Dr. Koons noted the importance of transparent and timely communication of critical information to the Board. He told the Board they can continue to expect the Board highlights summary on Wednesday afternoon following the Board meeting. Also noteworthy for the communication goal, he disseminated a state mandates summary booklet to each Superintendent and also a checklist to help keep them in compliance.

Dr. Koons spoke on the service and commitment portion of the goals, saying the CLIU will work to ensure all messaging to constituent schools is characterized by the CLIU's commitment to serve. He then reiterated that the CLIU is a service organization and will continue to increase flexibility and responsiveness. He said the CLIU will actively prioritize the needs of all stakeholders and focus efforts on program development and implementation to meet both educational and economic demands.

Dr. Koons then touched on the quality and economy aspect of the goals. He said in respect to this goal one focus will be budget precision or being "fiscally prudent". Dr. Koons remarked there are weekly and monthly budget meetings where billing is analyzed to ensure accuracy.

After a brief discussion, the following motion was brought to the floor:

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors accepts and approves the CLIU #21 Organizational Goals for the 2023-2024 school year as presented.

Moved: Duane Deitrich; Seconded: Jeremy Glaush; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

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 August 31, 2023 as presented.

Bills to be Ratified—August 14, 2023 through September 10, 2023

Ratification of bills paid from August 14, 2023 through September 10, 2023 in the amount of \$5,236,969.74.

FISCAL MATTERS (continued)

Bills to be Approved

Payment of bills for September 18, 2023 as listed: Bills for Approval – 09/18/23 - \$1,500,141.87.

Moved: Gale Husack; Seconded: Jennifer Senavaitis; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

PERSONNEL MATTERS

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

Resignations

Resignation of the following person(s):

Tia Hartranft, Vehicle Assistant, effective the close of business August 15, 2023.

Charles Mohr, Vehicle Driver/Vehicle Assistant and Transportation Summer Employment, effective the close of business August 17, 2023.

Christopher Buck, Vehicle Driver/Vehicle Assistant, Substitute Utility Staff and Transportation Summer Employment, effective the close of business August 2, 2023.

Dana Gaumer, Instructional Assistant and Summer Employment Pool Support Staff, effective the close of business August 23, 2023.

Kelly Luzader, Instructional Assistant, effective the close of business August 31, 2023.

Jeanmarie White, Instructional Assistant, effective the close of business August 24, 2023.

Lacey Highland, Instructional Assistant, effective the close of business August 15, 2023.

Chandra Casas, Autism Support Interventionist, effective the close of business September 6, 2023.

Full-Time Employment

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

Aubrey Scott, Occupational Therapist, Itinerant, at an annual salary of \$55,000, prorated for the 191-day work year, effective September 19, 2023 or upon receipt of final paperwork (Replacement for Terri Bugelholl, Resigned; Special Programs and Services Budget).

Paul Moyer, Vehicle Driver/Vehicle Assistant, Transportation Building, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective August 25, 2023 (Transportation Pool; Transportation Budget).

Hunter Henritz, Vehicle Driver/Vehicle Assistant, Transportation Building, at an hourly rate of \$17.82/Vehicle Driver and \$15.00/Vehicle Assistant, effective August 25, 2023 (Transportation Pool; Transportation Budget).

Shannon Wisser, Autism Support Interventionist, Northwestern Lehigh Middle School at an annual salary of \$36,500, prorated for the 194-day work year, effective September 19, 2023 (New Position; Special Programs and Services Budget).

Tammy Whiteman, Vehicle Assistant, Transportation Building, at an hourly rate of \$15.00, effective September 1, 2023 (Transportation Pool; Transportation Budget).

John Zmarzley, Vehicle Assistant, Transportation Building, at an hourly rate of \$15.00, effective September 13, 2023 (Transportation Pool; Transportation Budget).

PERSONNEL MATTERS (continued)

Full-Time Employment (continued)

Mavis Abosi, Instructional Assistant, Weisenberg Elementary School, at an annual salary of \$25,000, prorated for the 191-day work year, effective October 2, 2023 or upon receipt of final paperwork and release from current employer (Instructional Assistant Pool; Special Programs and Services Budget).

Vanessa Hernandez Acevedo, CDL Driver, at an hourly rate of \$20.25, effective June 26, 2023 (Transportation Pool; Transportation Budget).

Lori Beck, Vehicle Assistant, Transportation Building, at an hourly rate of \$15.00, effective September 13, 2023 (Transportation Pool; Transportation Budget).

Part-Time Employment

Part-Time Employment of the following person(s), up to 29 hours per week:

Geoffrey Buskirk, Cleaning Staff, CLIU Central Office, at the hourly rate of \$16.00, effective September 19, 2023 or upon receipt of final paperwork (Replacement for Michael Krempasky, Retired; Building and Maintenance Budget).

Tamara Kunkel, Instructional Assistant, Carbon County Early Childhood Center, at the hourly rate of \$18.00, effective September 19, 2023 or upon receipt of final paperwork (Instructional Assistant Pool; Early Intervention Budget).

Unpaid Leave

Grant an unpaid leave to the following person:

#4243, Vehicle Driver/Vehicle Assistant, Medical Leave, without precedent, not provided for under the federal Family Medical Leave Act, beginning August 28, 2023 and ending on September 8, 2023 with a return to work date of September 11, 2023.

Homebound Instruction and Instruction in the Home Pool

The following Professional Employee 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:

Hillary Orobono

Emergency Employment

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

Tracey Miller, Substitute Teacher and Instructional Assistant, at the board approved rate, effective September 19, 2023. .

Substitutes

Approve the following substitute for the 2023-2024 fiscal year, up to 29 hours per week, at the board approved rate:

Substitute Teacher and Substitute Instructional Assistant

Brian Skrapits

Behavioral Health Services Personnel Pool

Behavioral Health Services Personnel Pool, casual employment, on an as-needed basis, for the 2023-2024 fiscal year, at the board approved rate for the position listed, up to 29 hours per week:

Jennifer Anderson, Outpatient Therapist (Master's)

Gale Drechsler, Behavioral Health Technician (ABA)

PERSONNEL MATTERS (continued)

Summer Employment Pool Professional Staff

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

Jacqueline Legutko

Summer Employment Pool Support Staff

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

Kaitlyn Muffley

Renewal of Summer Employment Pool Professional and Support Staff

Approve the following lists of Summer Employment Pool Professional and Support Staff for renewal, on an as-needed basis, September 1, 2023 to August 31, 2024 at the appropriate hourly rate or board approved rates, up to 29 hours per week:

2024 Summer Employment Pool Professional Staff

Penni Andrews	Donna Getz	Evan Pensabene
Kelsey Anthony	Robert Giordano	Kimberly Phillips
Danielle Argot	Lea Graeffe	Ryan Phillips
Alexis Arndt	Amber Graziano	Kaitlin Ravier
Susan Badu	Susan Graziano	Lauren Reiss
Jessica Baker	Brielle Haas	Amanda Resh
Mary Barilla	Lerin Hagenbuch	Cassandra Reyes Detweiler
Tiana Barnetti	Suzanne Hammond	Laura Rigdon
Erin Barone	Thomas Hartman	Lauren Rivers
Amy Barthol	Dorothy Hess	Joey Roetz
Anne Marie Beckerman	Amanda Hoffman	Anthony Romano
Richele Bergdahl	Kerrie Hoffman	Marie Rosahac
Colleen Besz	Mary Beth Huber	Wanda Rousenberger
Lana Bitar	Becky Hunsberger	Benjamin Sauerwine
Julie Borden	Beverley Jones	Ty Schessler
Ralph Breinich	Tricia Kanick	Concetta Schultz
Andrea Brennehan	Robert Keller	Beth Sensenig
Jenna Brody	Traci Kinney	Jeremy Silimperi
Chad Campbell	Erin Kisselbach	Daniel Sist
Clifford Castoral	Lisa Kistler	Dana Smith
Molly Cerreta	Carley Knappenberger	Heather Stay
Lenore Chippi	Joanna Kozyra Barilla	James Steber, Jr.
Jamie Ciabattari	Karen Kuhn	Dana Stenroos
Patricia Claypoole	Mary Kusakavitch	Gretchen Stianche
Sandra Cobbold	Rachael Landis	Kristin Stokes
Molly Coleman	Donna Lobach	Esthephany Suazo
Rachel Connors	Lisa Longenbach	Heather Szoke
Julie Continenza	Patricia Lorkowski	Annmarie Tarapchak
Mae Crouthamel	Roderick Lowe	Kristen Temprine
Robin Cunningham	Jayne Luca	Leanne Thomas
Daniel Curtis	Joann Lutz	Alicia Trotter
Francis Damian	Lisa Lux	Natalie Turner
Amanda David	Murphy Lynch	Heather Updegraff
Donna Decesaris	Joseph Lynn	Kari Walbert
Rebecca DeFeo	Kimberly Marchessault	LeDonne Wanamaker
Jennifer Diaz	Angela Masters	Alyssia Wechsler
Kressa Dowling	Margaret Mazur	Lynette Wendling
Lori Dreisbach	Joanne Mazzante	Marijo Whalen
Julia Duerr	Jonafer McDonald	Shannon Wisser
Corinne Durange	Shaun McElmoyle	Nicole Yenser
Kayla Durham	Brian McGinley	Holly Yon

PERSONNEL MATTERS (continued)

Renewal of Summer Employment Pool Professional and Support Staff (continued)

2024 Summer Employment Pool Professional Staff (continued)

John Edelman	Scott McKinney	Emily Zappulla
Denyse Edwards	Sarah McKinnon	Sherri Zeilinger
Adelaide Erschen	Michelle McWhinney	
Jennifer Fandl	Barley Melcher	
Kristen Farley	Rudy Mendez	
Jeniemarie Farrow	Christina Morgan	
Blake Felker	Jacqueline Morgan	
Courtney Fillman	Jessie Moser	
Gabrielle Fink	Nicole Muhleisen	
Candace Frame	Deborah Neff	
Aaron Fritz	Lori Nicholas	
Shannon Frycklund	Ian Noll	
Mark Gans	Jessica O'Brien	
Bethann Garcia	Kristyn Off	
Maia Geiger	Alix Olesak	
Monica Geist	Hillary Orobono	
Jeffrey Martin	Russell Watkins	

2024 Summer Employment Pool Support Staff

Ashley Barone	Kathleen Hinger	Nisarhusein Rahim
Brenda Barry	Adin Hoderewski	Devyn Rehrig
Alina Capote	Priscilla Huff	Christine Roman
Denise Christman	Christine Jones	Rene Ronemus
Sandra Cobbold	Shannon Kelly	Alycia Scebelo
Brooke Damweber	Ursula Kemmerer	Renee Schoch
Janelle Demko	Engi Khalil	Tracey Schock
Connie Derr	Beth Klein Newton	Nayyer Shokrani
Heather Dunbar	Katie Klucharich	Marie Smith
Danielle Evanko	Paula Koons	Danyell Strohl
Anna Filippova	Erika Krage	Tracey Strunk
Heidi Frack	Alyssa Lancsak	Giorka Tavarez
Shannon Garner	James Matlack	Wendy Troutman
Kelly Gaston	Taylor Matthews	Alexandra VanNorden
Jennifer Gonzalez	Tina Minnich	Lara Walker
Tracey Grim	Margaret Mooney	Wendy Walker
Karen Hadesty	Sherri Mosser	Sandra Walter
Eullanda Hall	Alyssa Murphy	Larry Wetzel
Jill Hardiman	Cynthia Pereira	Shannon Wisser
Katrina Herber	Susan Perkins	Amanda Wolford
Melany Herrmann	Donna Price	Daniel Young
Emily Highland	Benjamin Rader	Mary Zarkoski
Brianna Hill	Naznin Rahim	

Moved: Jeremy Glaush; Seconded: Sherry Haas; Vote: Yes – 13; No – 0; Abstentions – 0; Absent – 1.

UNFINISHED BUSINESS

There was no Unfinished Business to discuss at the meeting.

NEW BUSINESS

There was no New Business discussed at the meeting.

PUBLIC COMMENT

The public offered no comments at this meeting.

BOARD SHARING

Lisa Roth asked if the Sudsabilities Soap production had started up yet. Laura McKelvey said she believes they will be making soap, but she does not have a date.

BOARD SHARING (continued)

Laura McKelvey noted that the Eastern Pennsylvania Down Syndrome Center Lehigh Valley Buddy Walk will be happening on Saturday October 7, 2023 at Cedar Crest College. She said the event has a party atmosphere and there are lots of smiling faces. Laura noted she will send out donation information to those who asked.

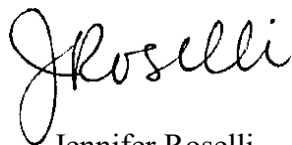
Dr. Koons reminded the Board that the baskets for the Carbon Lehigh Special Needs Children's Foundation will be available to view as of November 1<sup>st</sup> on the CLSNCF website and basket donations are always welcome. Kim Talipan noted that the basket raffle ticket sales fund opportunities for students such as occupational supports and LLASie, the CLIU facility dog.

President Williams said he will be reaching out to the rest of the Board to put together a basket from the Board for the CLSNCF basket raffle.

ADJOURNMENT

- MOTION: The Carbon Lehigh Intermediate Unit Board of Directors meeting adjourned at 7:18 p.m. Moved: Jeremy Glaush; Seconded: Duane Deitrich. President Williams declared the meeting adjourned.

Respectfully submitted,



Jennifer Roselli  
Board Secretary

**NEXT BOARD MEETING**  
**Monday, October 16, 2023**  
**6:30 P.M.**  
Carbon Lehigh Intermediate Unit  
4210 Independence Drive  
Schnecksville, PA 18078